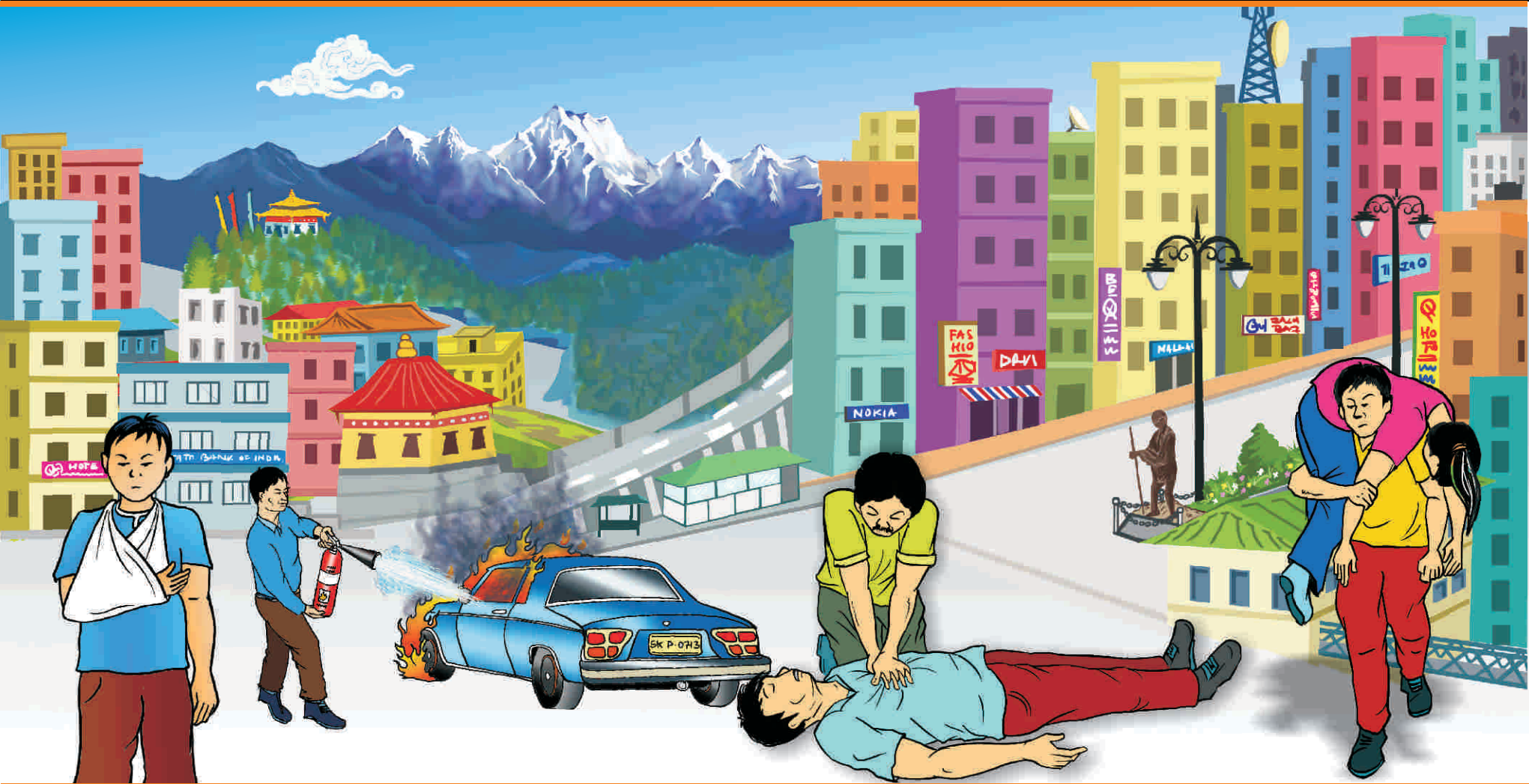




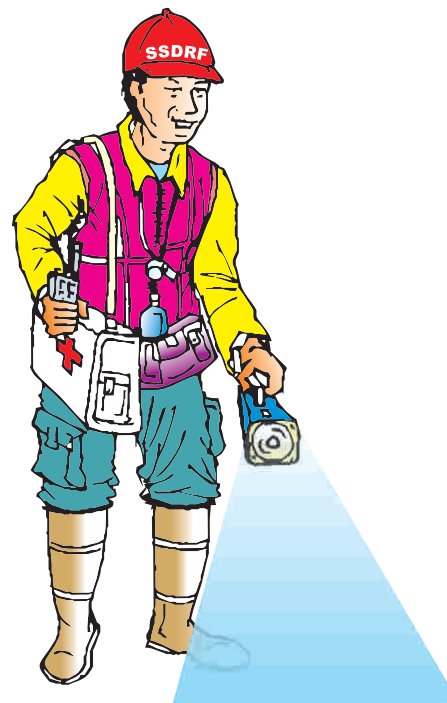
DISASTER MANAGEMENT EMERGENCY HANDBOOK



SIKKIM STATE DISASTER MANAGEMENT AUTHORITY (SSDMA)
LAND REVENUE & DISASTER MANAGEMENT DEPARTMENT
GOVERNMENT OF SIKKIM



DISASTER MANAGEMENT EMERGENCY HANDBOOK



"Don't fear better be prepared"

Initiative by
Sikkim State Disaster Management Authority (SSDMA)
towards

SAFER AND DISASTER RESILIENT SIKKIM

Phone No. 03592-202664, 201145, Fax: 201075

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FORWARD

The publication of the “Disaster Management Emergency Handbook” brought out by the Sikkim State Disaster Management Authority, Land Revenue & Disaster Management Department has been done with prime objective of providing vital, life saving information and practical knowledge to the public at large on steps that need to be taken to avert unforeseen incidents in Emergencies.

We pray and hope that disaster do not befall us but “Disaster is Inevitable”. In our daily life, we, in one way or another face critical situations. Untoward incidents pose immediate threat to our life and to that of our near and dear ones. Remaining safe by learning and employing the safety tips at the time of an emergency is a wise thing to do.

This Emergency Handbook is a compendium of the safety rules and check list intended to secure life and foster preparedness for unforeseen eventualities. The handbook deals with a wide range of emergencies and is broadly categorized under First Aid, Fire Safety and Other Emergencies and describe with the aid of graphics the steps that need to be followed during any emergency.

Chapter 1, deals with First Aid: this depicts safe, tried and tested techniques in terms of providing basic medical treatments that can be applied to a person suffering from injury.

Chapter 2, deals with Fire Safety: this contains information on the fire safety tools and manner of safe handling these tools. It has detail on safety measures that a person should take in the event he/she is caught unguarded in any fire incident.

Chapter 3, deals with Other Emergencies: this provide information that a person needs to know of the surrounding hazards and do's and don'ts of those hazards.

This Handbook is being provided for the safety of each and every one of us and I earnestly hope that the information and advice contained therein will be well heeded and put to good use.


19/8/14
State Relief Commissioner-cum- Secretary

Chapter 1

FIRST AID

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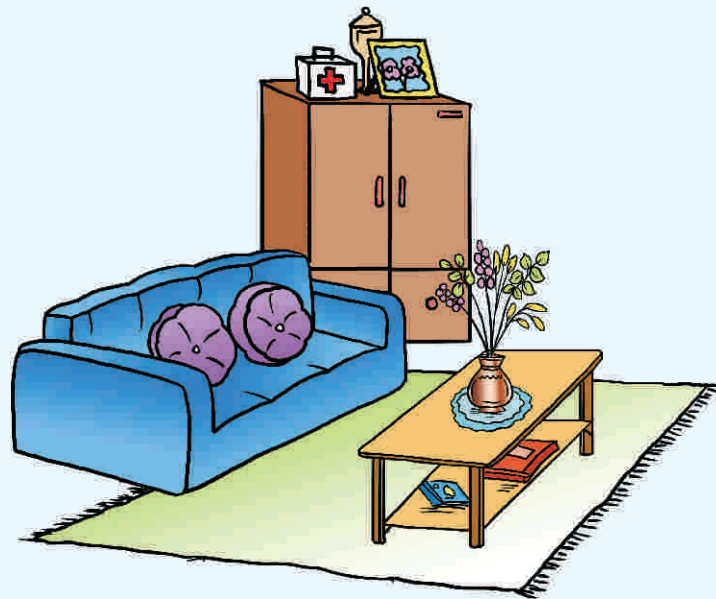


Medical emergencies arising from illnesses and injuries can result in death or serious complications if not treated immediately. You can help save a casualty's life if you are able to render proper first aid on-site before medical help arrives. Remember, you should dial local emergency service only if it is an emergency



It is strongly recommended that each household be equipped with a first aid kit.

You can purchase one at a drugstore or pharmacy. Remember to monitor the expiry dates of the supplies in your first aid kit on a regular basis and replenish them when necessary. The first aid kit should be placed somewhere easily accessible to adults yet remain out of reach of children.



First aid kit on a living room

COMMON ITEMS IN A FIRST AID KIT

ITEM	USAGE
Tweeze	Pull out stings and other small foreign objects embedded in the skin/wounds
Scissors	Cut dressing and bandages
Resuscitation face shield	Serve as a protective layer during CPR (Cardio - Pulmonary Resuscitation)
Thermometer	Measure human body temperature
Disposable gloves	Protect the rescuer from infection via blood and bodily fluids
Adhesive tape	Secure bandages
Dressing	Protect the wound from exposure to dirt other sources of infection; types include first aid dressing ,sterile eye dressing,adhesive plasters and sterile gauze pads
Bandages	Triangular bandages for slings and crepe bandages to wrap around wounds (e.g. a cut on the arm)

BLEEDING

TO STOP THE BLEEDING:

1

Put on protective gloves or place a barrier between you and the casualty's blood.

2

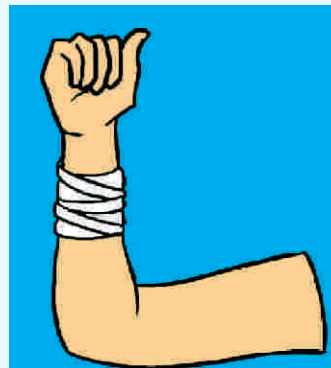
Check if there are any foreign objects (e.g. glass fragments) in the wound.

3

If there are no foreign objects in the wound:

- (a) Elevate the injured arm or leg above the heart level.
- (b) Place a sterile gauze pad over it.
- (c) Apply firm direct pressure on the wound using your palm or fingers.
- (d) Secure it with a bandage.

If there are any foreign objects (e.g. glass fragments) in the wound, do not press on the object. Avoid applying direct pressure on the object by building up padding around it before bandaging.



Casualty raises hand of bandage arm above heart level

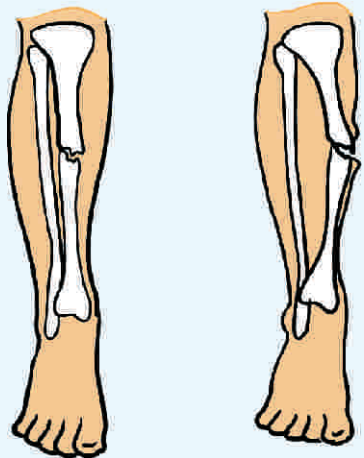


FRACTURES

A fracture is a crack in the bone, and the skin over the fracture may be intact or torn.

SIGNS OF FRACTURES INCLUDE:

- Pain and tenderness
- Unnatural shape or position of fractured part
- Immobility of fractured limb
- Swelling
- Bruising
- Open wound for open fractures, i.e. when the skin over the fracture is torn

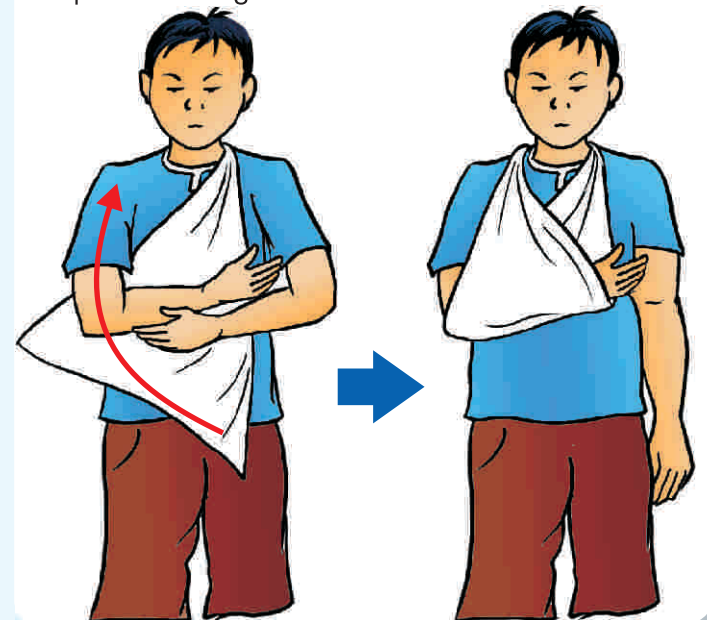


Closed fracture

Open fracture

TO TREAT FRACTURES:

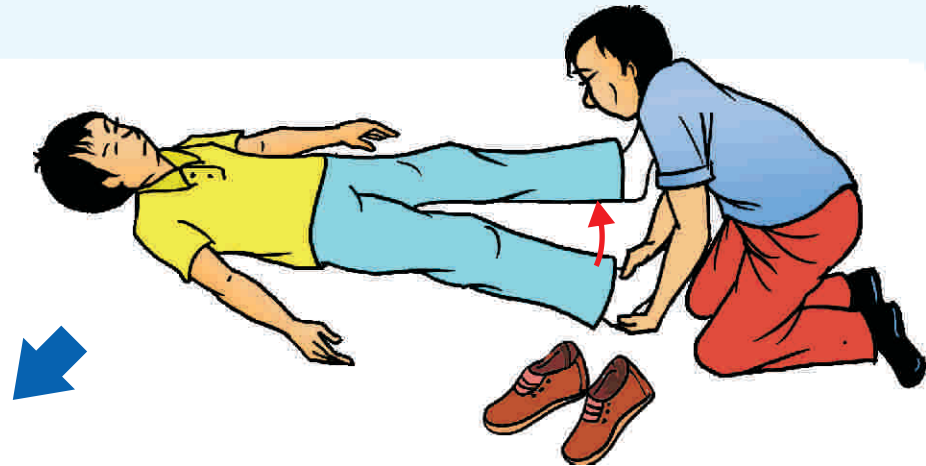
- 1 Calm the casualty down.
 - 2 Treat bleeding wounds, if any. For open fractures, stop the bleeding (pg 2) and cover exposed bone ends.
 - 3 Rest, support and immobilise injured part in a position most comfortable for the casualty.
- 3a If the casualty has a dislocated shoulder, fractured upper arm, forearm or wrist, apply the open arm sling as shown.



Two-step open arm sling

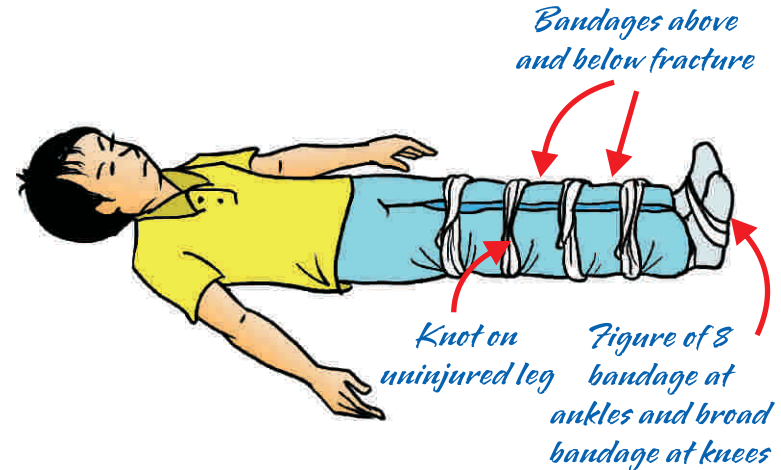
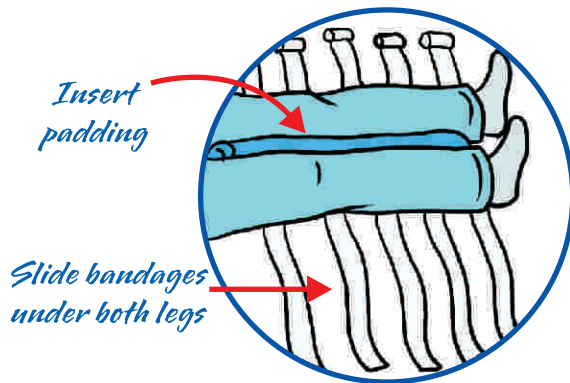
3b

If the casualty has a fracture in the leg, straighten the injured leg and bring the uninjured leg (which acts as a splint) to the injured leg.



Slide the bandages under both legs as shown, and insert padding between the knees and ankles.

Bandage the legs together as shown and knot on the side of the uninjured leg.



4

Seek medical attention or dial local emergency service in case of severe injuries.



BURNS AND SCALDS

A BURN IS SEVERE IF IT AFFECTS:

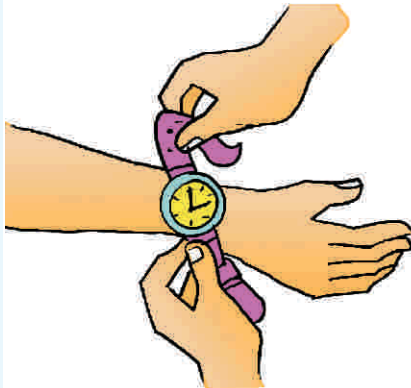
- More than 5% of the casualty's body surface, i.e. a surface area more than five times the size of his palm
- The casualty's mouth, throat, eyes, ears and/or genitals

TO TREAT A BURN OR SCALD, USE THE FOUR Cs

Cool the affected part under cold running water or immerse it in cold water for at least 10 minutes; for chemicals burns, wash off the chemicals



Constricting accessories such as bracelets, rings, watches or clothing are to be gently removed from the injured area before it starts to swell



Cover the burned/ scalded area with sterile dressing



Consult a doctor if the burn/ scald is not severe; otherwise, dial local emergency service



THINGS TO NOTE WHEN TREATING BURNS AND SCALDS

- Do not apply toothpaste, lotion, ointment or fat to the affected area
- Do not cover the affected area with cotton wool
- Do not break any blisters or remove anything that is sticking to a burn

FITS

Fits are episodes of uncontrolled movements of the body.

SIGNS OF FITS

- Uncontrolled movements or body spasms
- Casualty falling to the ground
- Clenching of teeth
- Rolling of eyes
- Incontinence
- Casualty falling asleep once the fits have subsided



WHEN SOMEONE IS EXPERIENCING AN EPISODE OF FITS

- Keep dangerous objects out of the way (e.g. scissors and other sharp items)
- Do not restrict the movements of the casualty
- Do not place anything in the casualty's mouth
- Treat any injuries once the fits are over
- Dial local emergency service for the casualty to receive medical attention





STROKE

A stroke occurs when blood supply to the brain is disrupted, and it may lead to long-term disability in the casualty. It is therefore important to seek medical help as soon as possible when someone collapses from stroke.

SIGNS OF STROKE

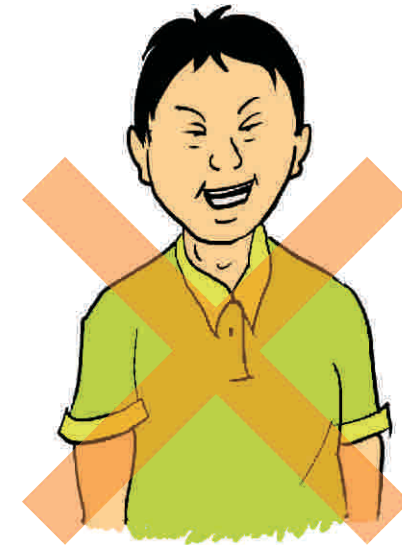
Speech – Casualty is unable to speak clearly or understand the spoken word



Arms – Casualty is unable to raise both arms



Face – Casualty is unable to smile and his eye or mouth may be droopy



DIAL FOR THE AREA EMERGENCY AMBULANCE IMMEDIATELY SHOULD YOU SUSPECT SOMEONE TO BE SUFFERING FROM STROKE.

SPRAINS

Sprains occur at joints and involve ligaments, the most common being sprained ankles. A strain, however, is an injury to the muscles and tendons especially when they are stretched.

TREAT SPRAINS AND STRAINS USING **R.I.C.E.**

Rest the sprained joint



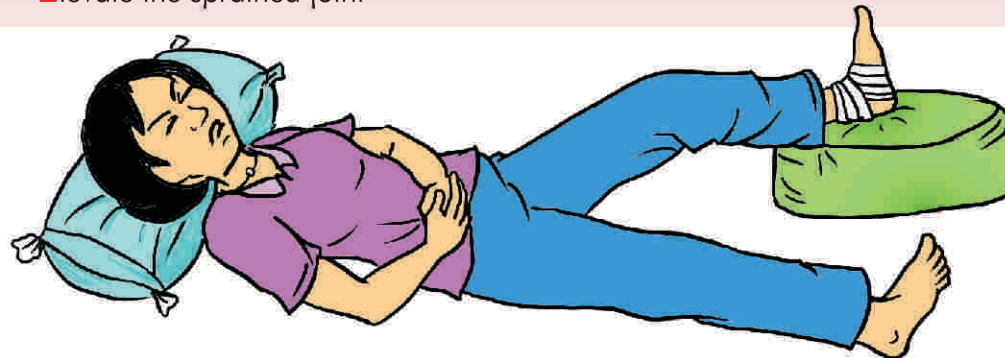
Ice or apply a cold compress to the sprain



Compress the sprained joint using a bandage or soft padding



Elevate the sprained joint





CHOKING

A fully obstructed airway can result in death within minutes if prompt treatment is not given. Someone who is choking will display the universal sign of distress and he will be unable to speak, breathe and cough.



Universal sign of distress when choking

IF THE CASUALTY IS CHOKING WHILE CONSCIOUS, PERFORM THE HEIMLICH MANOEUVRE

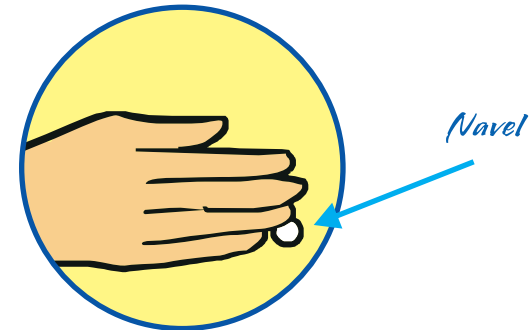
1

Stand behind the casualty and place one leg between the casualty's legs, making sure the casualty's legs are shoulder-width apart.



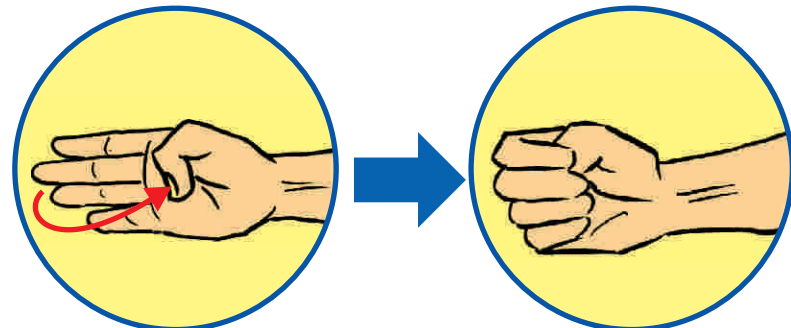
2

Using one hand, locate the casualty's navel using the ring finger and place two fingers above the navel as shown.



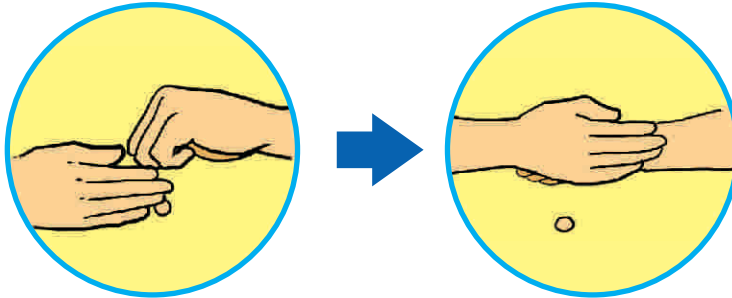
3

Using your other hand, tuck your thumb into your palm and curl your fingers into a fist.



4

Position your fist as shown and release the three fingers while keeping the fist in position. Bend the casualty forward and cover the fist with your other hand.



5

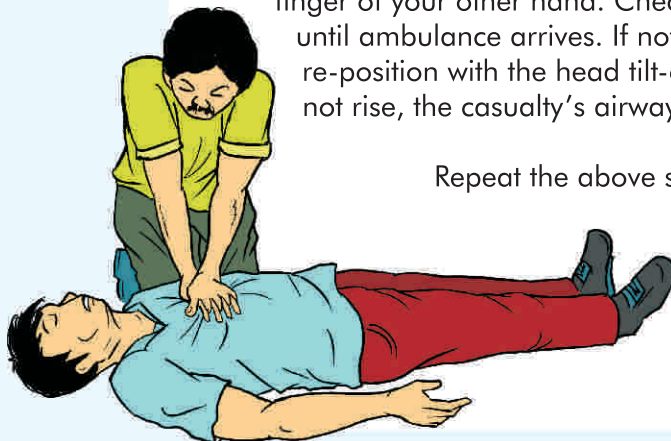
Give five thrusts in a 45° inwards-upwards motion and look out for any foreign objects that fall out from the casualty's mouth. If nothing emerges from the casualty's mouth, continue to give abdominal thrusts in sets of five (check for any foreign objects that fall out from the casualty's mouth after each set) until the foreign object is expelled or the casualty falls unconscious, whichever is earlier.



6

If the casualty falls unconscious, support and lay the casualty down. Position him on his back on a firm flat surface.

Shout for help, promptly appoint someone to dial for an ambulance and another person to get the Automated External Defibrillator (AED). Start 30 chest compressions (pg 15, step 7). Perform head tilt-chin lift to open the airway. Pull down the chin to check for any foreign objects in the mouth. Remove any visible objects with a hooked index finger of your other hand. Check for normal breathing. If breathing is present, monitor his breathing constantly until ambulance arrives. If not, attempt one mouth-to-mouth ventilation (pg 16, step 9). If chest does not rise, re-position with the head tilt-chin lift procedure. Attempt second mouth-to-mouth ventilation. If chest still does not rise, the casualty's airway is still choked.



Repeat the above steps starting from the commencement of chest compressions until you are able to give 2 successful mouth-to-mouth ventilation with chest rise, ambulance crew arrives or casualty shows signs of life. Once you can give 2 successful mouth-to-mouth ventilation with chest rise or casualty shows signs of life, check his breathing. If he is breathing, monitor his breathing constantly until the ambulance arrives. If he is not breathing, perform Cardio- Pulmonary Resuscitation (CPR) and use the AED when it arrives.

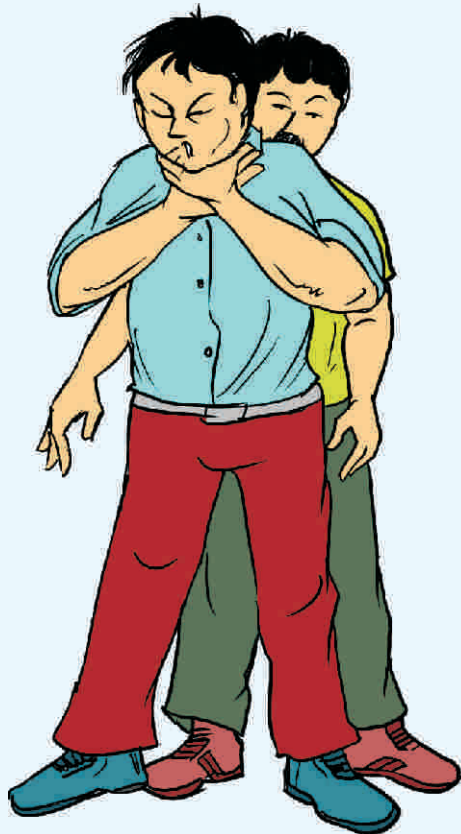


CHOKING

IF THE CHOKING CASUALTY IS OBESE OR PREGNANT, PERFORM CHEST THRUSTS

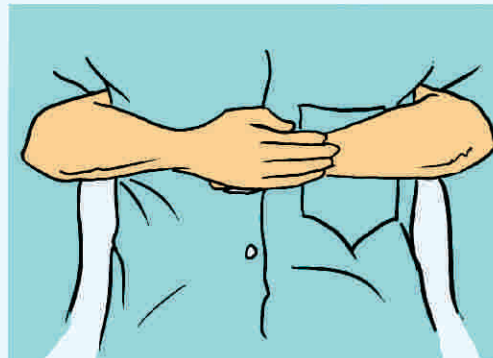
1

Stand behind the casualty and place one leg between the casualty's legs, making sure the casualty's legs are shoulder-width apart.



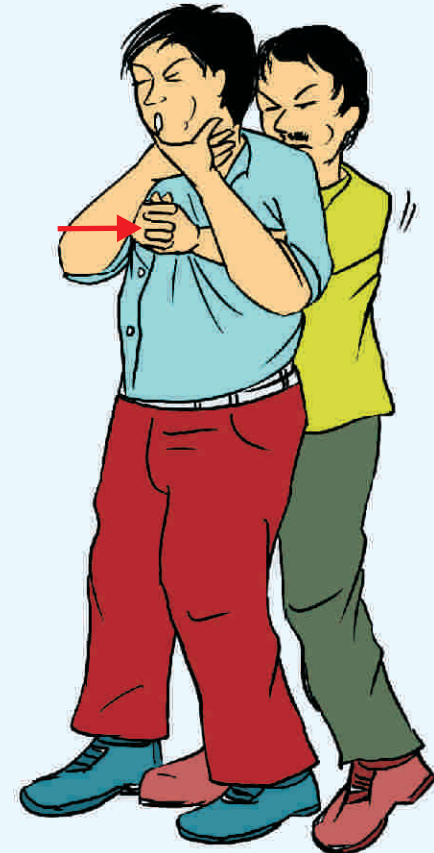
2

Slide both arms under the casualty's arms, make a fist with your thumb tucked in (pg 9, Step 3) and position it against the centre of his breastbone. Cover your first with your other hand.



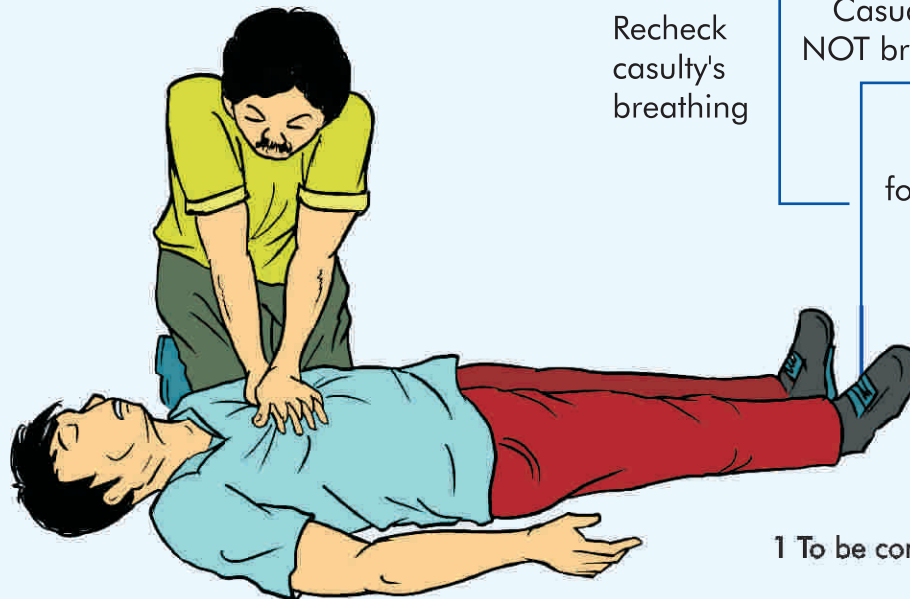
3

3. Give five thrusts in an inward motion and follow through steps 5 and 6 of the Heimlich Manoeuvre (pg 10).

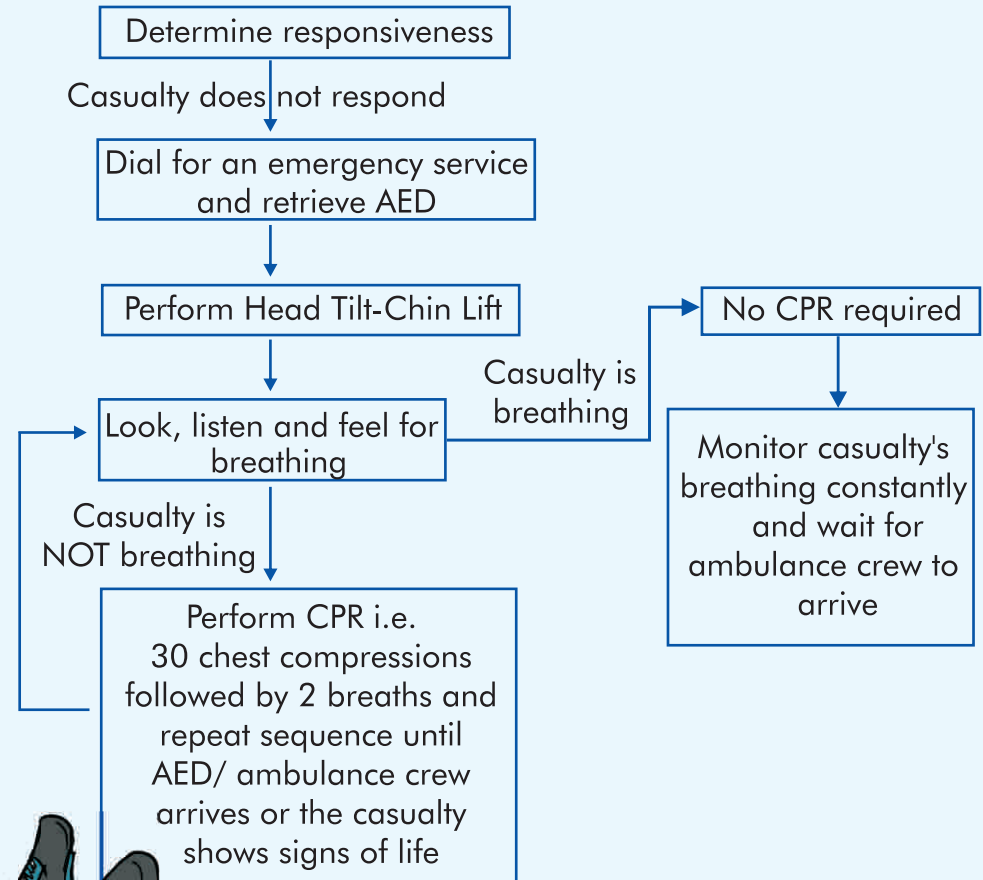


CARDIO-PULMONARY RESUSCITATION (CPR) AT A GLANCE

CPR is a life-saving technique used to rescue casualties who have collapsed from cardiac arrest. When performed promptly and correctly, CPR may restore the casualty's heart function and increase his chances of survival. You are encouraged to attend our First Aid Training Programme to gain a better understanding of the CPR



Recheck casualty's breathing



1 To be complemented by the use of AED when it arrives.

WHEN SOMEONE COLLAPSES FROM CARDIAC ARREST

1

Tap the casualty on his shoulders and shout for his attention; if the casualty is not responsive, proceed to Step 2.



2

Appoint someone nearby to dial for an ambulance and another person to get the AED, if available. If the casualty's breathing has yet to return when the AED arrives, you may use the AED together with the CPR procedure. Refer to pg 17 on how to use the AED.



3

If the casualty is not lying on his back, reposition him while supporting and turning his head, neck and body at the same time.



4

Open the casualty's airway by performing the head-tilt-chin-lift manoeuvre as shown; this will lift the tongue off the back of the throat.



5

Maintain an open airway for the casualty and place your ear over his mouth and nose. To assess for breathing:

- **Look** for chest rise and fall
- **Listen** for air escaping when the casualty exhales
- **Feel** for the flow of air from the casualty's mouth and nose

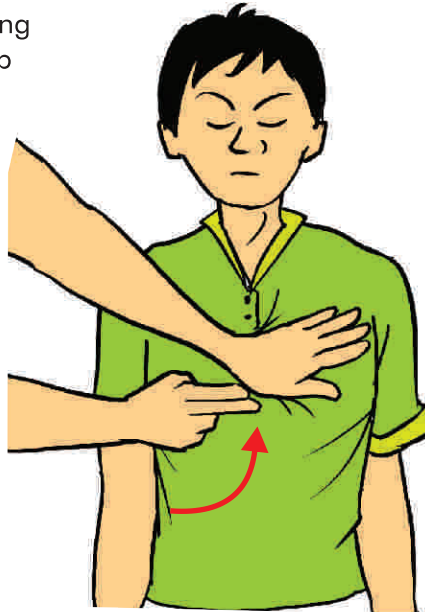
If the casualty is **breathing**, monitor his breathing constantly and wait for ambulance crew to arrive.

If the casualty is **not breathing**, proceed to Step 6 and commence chest compressions.



6

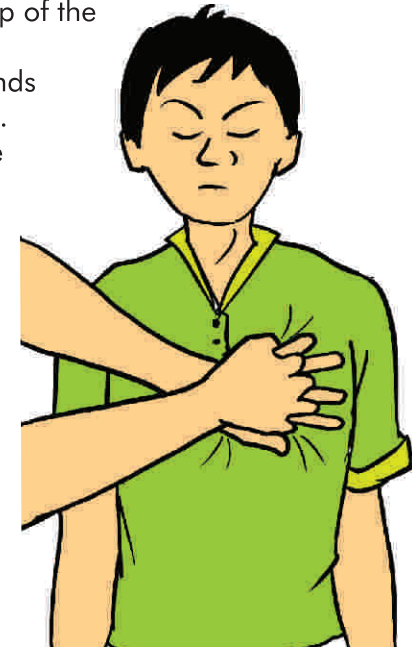
Using your hand closer to the casualty's feet, locate the notch as shown by tracing the lower edge of the rib cage with your middle finger. Place your index finger next to your middle finger and position the heel of the other hand on the breastbone to meet the index finger as shown.



Trace the lower rib margin with your middle finger.

7

Release the two fingers and place this hand on top of the other, interlacing the fingers from both hands to secure the position. The fingers should be kept off the chest.



8

Straighten both elbows and position your shoulders directly above the casualty's chest.

Lean forward and use your body weight to perform the compressions.



9

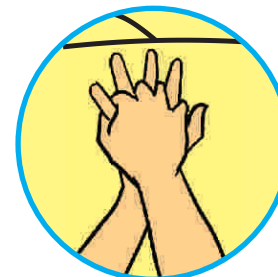
Perform **30 compressions**. The compressions should be done at a rate of at least 100 compressions per minute.

Give **2 mouth-to-mouth ventilations**. Maintain a head tilt-chin lift position to open the airway. Pinch the casualty's nose with your thumb and index finger to prevent air from escaping. Seal your lips around the casualty's mouth. Give 2 short breaths quickly, one after the other. Observe the chest rise with each breath. Release the nostrils after each breath. The duration for each breath is 1 second and the ventilation volume should be between 400ml to 600ml.

Repeat this sequence of 30 compressions and 2 ventilations until the ambulance crew/AED arrives or casualty shows signs of life. After which, recheck casualty's breathing, perform CPR and use AED when it arrives if necessary.

You may count the compressions in sets of 5:

- 1 and 2 and 3 and 4 and 5 and
- 1 and 2 and 3 and 4 and 10 and
- 1 and 2 and 3 and 4 and 15
- 1 and 2 and 3 and 4 and 20
- 1 and 2 and 3 and 4 and 25
- 1 and 2 and 3 and 4 and 30



30 compressions



2 breaths



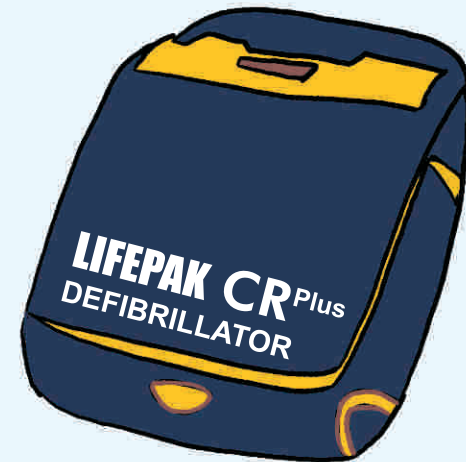
Defibrillation increases a casualty's chances of survival in the event of a cardiac arrest, and it is the only treatment that can restart and restore a normal rhythm to a heart that has stopped beating.

Automated External Defibrillators (AEDs) is a computerised medical device that is capable of analysing the casualty's heart rhythm and directs the user to deliver an electric shock to the casualty. Upon switching on the AED, the device will read out instructions on how to operate the AED, when to perform CPR and when to deliver a shock to the casualty.

THE AED CANNOT BE USED IF THE CASUALTY IS:

- Responsive or has pulse and/or breathing
- An infant below one year old
- Obviously dead

For children aged between one to eight years or weigh less than 25 kg, paediatric defibrillation pads (which have reduced energy output) should be used. However, if there are no such pads, adult defibrillation pads should be considered.



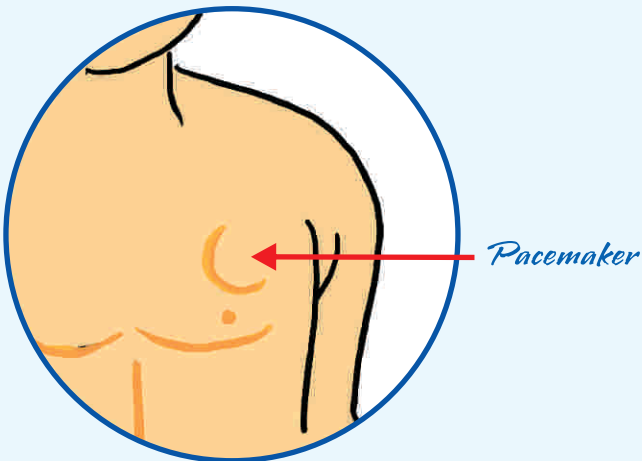
TO PREPARE THE CASUALTY

1

Expose the casualty's chest adequately as defibrillation pads need to be pasted directly onto the skin; tear or cut off any obstructing fabric if necessary.

2

Remove/push aside any jewellery or accessories on the casualty's chest. Remove any patches (e.g. medicated patch) if they interfere with the placement of the defibrillation pads.



3

Shave excess hair on the casualty's chest to ensure that the defibrillation pads stick well to the skin.

4

Dry the casualty's chest area of any perspiration and moisture as those can reduce contact between the defibrillation pads and the skin.

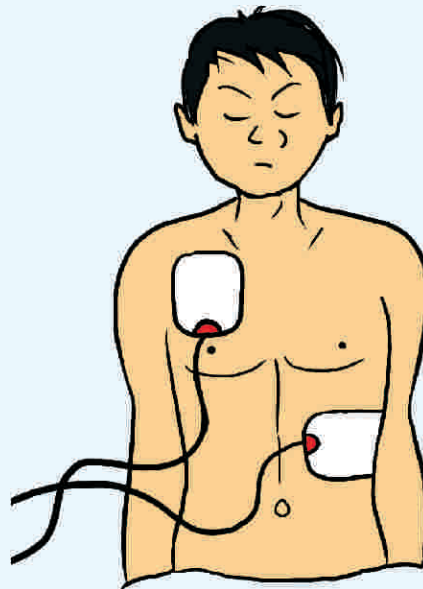
5

Place defibrillation pads a space of four fingers wide away from pacemakers, if any. In the meantime, ensure that good quality CPR is in progress.



APPLY THE DEFIBRILLATION PADS WITH CPR IN PROGRESS:

- Follow the instructions on the packet and remove the pads accordingly
- Peel of the backing and paste the pads as shown; make sure they are pasted down well with no air pockets



Paste the defibrillation pads onto the casualty as shown.

You may now turn on the AED. Follow the AED's voice prompted instructions and perform CPR (pg 13) as required until the ambulance crew arrives or the casualty shows signs of life. Once the casualty shows signs of life, check for breathing. If the casualty is not breathing, continue doing CPR and using the AED. If the casualty is breathing, monitor his breathing constantly until the ambulance crew arrives.

Chapter 2

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If your car catches fire	35

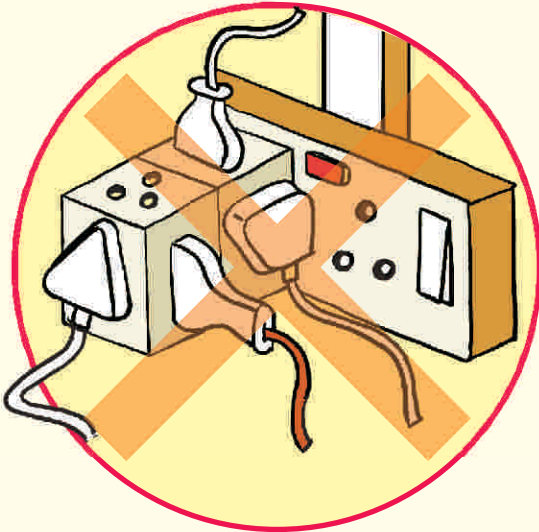


Fires can cause major loss of lives and property if preventive measures are not adopted. Learning to identify fire hazards and removing them can minimise the risk of fires occurring.



FIRE IS BEST PREVENTED BY ELIMINATING FIRE HAZARDS

- Do not leave cooking unattended; turn off all cooking appliances and unplug them when not in use
- Avoid wearing clothes with long loose sleeves when working near heat sources
- Never place or store combustible items/materials (e.g. paper and batteries) near heat sources
- Do not overload electrical outlets
- Check for broken wires and exposed wiring; if any are found, have the wires replaced
- Do not throw burning embers (e.g. hot charcoal) into rubbish chutes without fully extinguishing them first
- Keep matches, lighters and candles away from children
- Children playing with sparklers must be closely supervised by adults; sparklers should be lit at arm's length and unused ones are to be sealed in boxes and kept away from heat sources



HOUSEHOLD FIRE SAFETY CHECKLIST

HOUSEHOLD FIRE SAFETY CHECKLIST		Yes	No
Electrical wiring and components	Do all electrical plugs have the SAFETY mark?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all electrical outlets safely loaded with only about one to two plugs per socket?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all switches off when equipment and appliances are not in use?	<input type="checkbox"/>	<input type="checkbox"/>
	Are all wires in the house in good condition? (i.e. without broken insulation and exposed wiring)	<input type="checkbox"/>	<input type="checkbox"/>
	Are all wires laid in the open with none running under rugs, over hoods and through door openings?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the television sets placed more than 50cm away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>
Flammable materials and sources of heat	Are candles and oil lamps placed on a stable surface with measures taken to prevent them from being knocked over easily?	<input type="checkbox"/>	<input type="checkbox"/>
	Are matches, lighters and sparklers kept away from heat sources and children?	<input type="checkbox"/>	<input type="checkbox"/>
	Are flammable liquids (e.g. cooking oil and wine) and combustible materials kept far away from heat sources such as the stove, heat appliances, lit joss sticks and candles?	<input type="checkbox"/>	<input type="checkbox"/>
	Are cooking appliances (e.g. cooker hood) and the stove clean, free from grease and in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
	Are flammable liquids kept in approved containers, clearly labelled and stored in ways such that they cannot be knocked over easily?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the LPG (Liquefied Petroleum Gas) cylinder kept in a well-ventilated area?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the supply hose connecting the LPG cylinder to the stove/gas appliances in good condition, tightly fitted and without leakages?	<input type="checkbox"/>	<input type="checkbox"/>
Preparing your home against fire	Is the common corridor outside the house unobstructed by discarded items (e.g. mattresses, furniture etc)?	<input type="checkbox"/>	<input type="checkbox"/>
	Does your house have a ISI-approved fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>
	Do all of your family members and occupants of the house know what number to dial in case of fire or other emergencies?	<input type="checkbox"/>	<input type="checkbox"/>



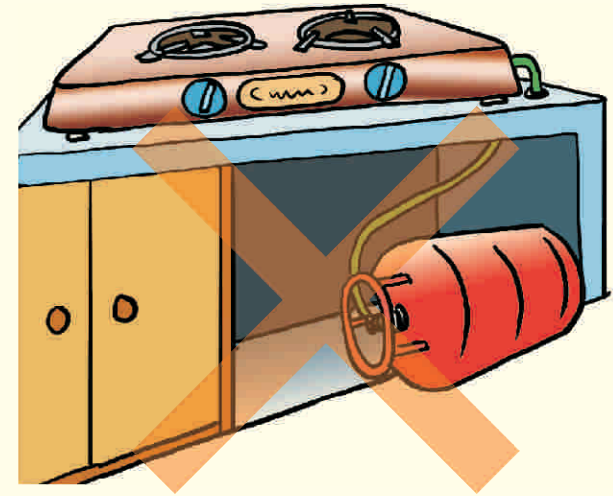
If you answered 'no' to any of the questions in the checklist, it is recommended that you rectify those areas as soon as possible to prevent fires from occurring in your house.



LPG

FOR SAFE HANDLING OF LIQUEFIED PETROLEUM GAS LPG

- Purchase your LPG and ISI-approved accessories from authorised dealers
- Always keep gas cylinders upright; never store them horizontally
- Keep the gas cylinder at least one meter away from open flames, heat sources and electrical outlets
- Ensure that there are no naked flames nearby when changing the gas cylinder
- Store no more than one spare cylinder at any time, and the spare should be kept upright in a ventilated cabinet
- Keep windows open and the kitchen well ventilated while cooking; never leave cooking unattended or place flammable items near the flame
- Turn off the gas supply at the regulator before leaving for overseas trips
- Check all gas connections regularly for leakage; there is a leakage if bubbles appear when detergent or soap solution is applied onto the gas hose
- Replace gas hoses every 2 years and gas regulators every 5 years



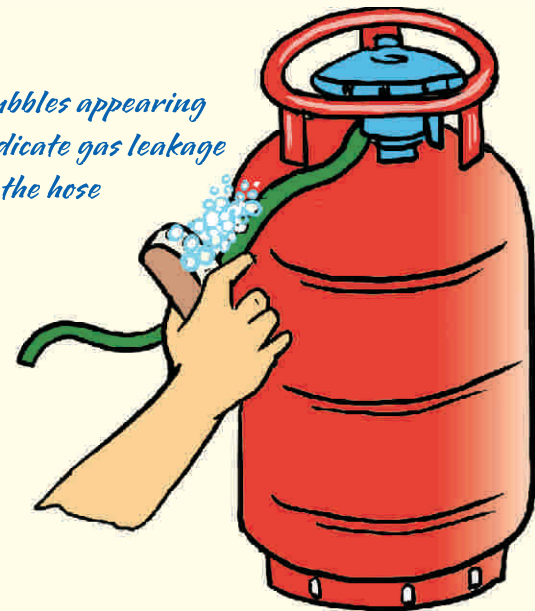
IF YOU SMELL A GAS LEAK

- Put out all flames and turn off the stove, gas valves and regulators
- Open all windows and doors to ventilate the house
- Call your authorised dealer to report the gas leakage immediately

IF YOUR WOK OR OTHER COOKWARE CATCHES FIRE

- Cover it with a wet cloth and the fire will be extinguished; do not pour water into it as the fire will spread
- Turn off the gas supply immediately

Bubbles appearing indicate gas leakage in the hose

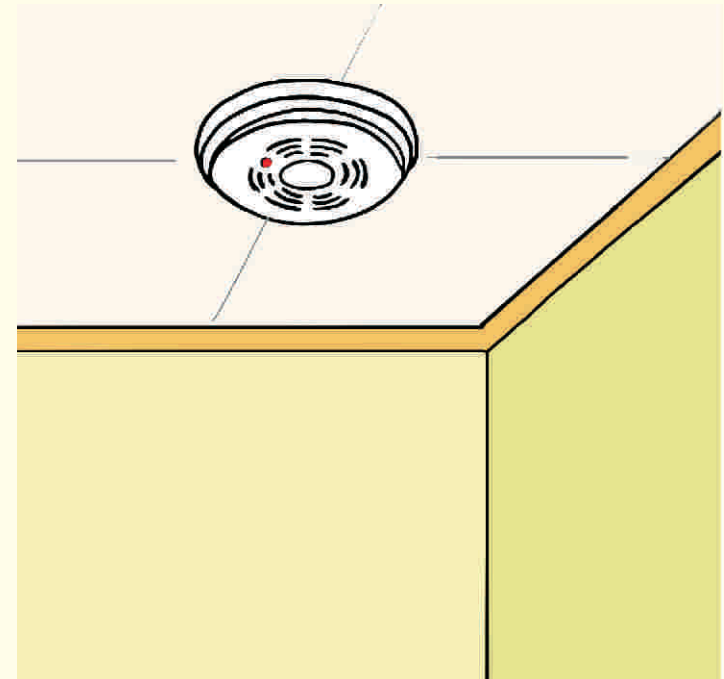


SMOKE DETECTORS

In fatal fires, more people die from smoke inhalation than from burns. A smoke detector automatically emits an alarm sound upon detection of smoke and will thus help increase our chances of surviving a fire.

TIPS ON SMOKE DETECTORS

- Install smoke detectors on the ceiling near sleeping areas, the kitchen and other places where fire is likely to occur
- Test your smoke detectors regularly based on the manufacturer's instructions
- Follow the manufacturer's instructions on cleaning the smoke detectors regularly
- Ensure that smoke detectors have their batteries changed yearly or when indicated by the device, whichever is earlier





FIRE HAZARDS ALONG COMMON AREAS

Fire hazards are anything that increase the likelihood of a fire occurring. You can make your environment a safer place to live and work in by looking out for fire hazards, examples of which include:

- Stacked boxes and goods along corridors, escape passageways and staircases
- Discarded newspapers, furniture, cartons and other refuse
- Unattended cooking along corridors and stairways

If you are an owner, operator or part of the management of shopping centres, public entertainment premises and supermarkets, avoid exceeding the permissible occupant load of your building as too large a crowd will adversely affect evacuation procedures during emergencies.

IF YOU DISCOVER A FIRE HAZARD

You may report it to the Fire & Emergency Service Department via:

- Fire Hazard Reporting Help line, at State District Fire Stations



WHEN A FIRE BREAKS OUT

IF YOU DISCOVER A FIRE

- Do not panic
- Alert others of the fire by shouting
- Evacuate the room/area and try to get everyone out of the premises without endangering yourself
- If possible, close the door of the affected room to contain the fire
- Dial Fire Stations
- Turn off gas mains if you can reach them
- Activate the fire alarm at the nearest manual call point (pg 29)
- Evacuate the building in an orderly manner via the stairs; do not use the lift
- Do not return to the building until the authorities announce that it is safe to do so



Fight the fire only if you are able to and without endangering yourself and others. Ways of extinguishing a fire include:

- Using water on burning papers, wood and fabrics but never on flammable liquids such as oil, as this will cause the fire to spread
- Using a suitable fire extinguisher (pg 27)
- Using a hose reel (pg 29)





FIRE EXTINGUISHERS

TYPES OF FIRE EXTINGUISHERS

TYPE	EFFECTIVE AGAINST FIRES INVOLVING:
WATER	Combustible materials e.g. paper, cloth, wood, plastics etc; not to be used against oil fire as this will cause the fire to spread
Carbon dioxide	Flammable liquids and gases and live electricity; also used to fight fires involving combustible materials
Dry chemical powder	Similar to carbon dioxide extinguishers, but also effective against fire involving combustible metals e.g. sodium, potassium and magnesium

TO USE A FIRE EXTINGUISHER, USE THE **P.A.S.S.** METHOD

Pull out the safety pin as instructed on the label



Aim the nozzle at the base of the fire



Squeeze the lever



Sweep the fire using the extinguisher's discharge



It is recommended that each household has a ISI- approved Dry Chemical Powder fire extinguisher weighing 1.5 kg or more. The authorised fire extinguisher dealers and servicing centres can be identified through State District Fire Stations.

The SSDMA is not linked to any fire extinguisher distributor and does not support the door-to-door sale of extinguishers. If you encounter one, you may wish to enquire with any of the authorised dealers on the price of a similar extinguisher before purchasing from the salesperson.





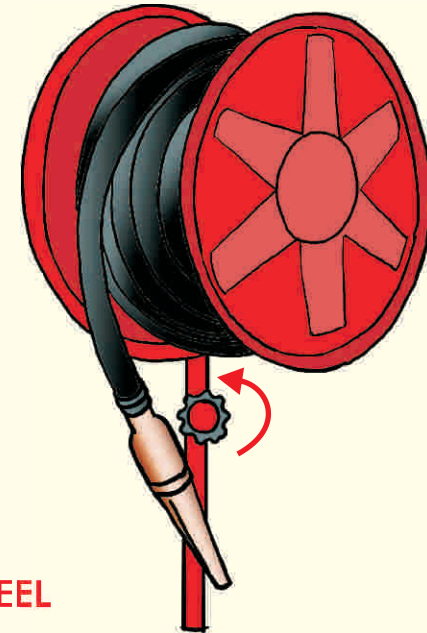
MANUAL CALL POINTS AND HOSE REELS

In the event of a fire, break the glass of the nearest manual call point to activate the fire alarm system that will sound throughout the building. This will alert all occupants of a fire and prompt them to evacuate the premises.

To put out the fire, you may use a fire extinguisher (pg 27) or a hose reel. For hose reels, you will need someone to help you as they are typically best operated by two persons.



When activated, the manual call point will sound the fire alarm.



TO OPERATE A HOSE REEL

- 1** Turn on the hose reel valve in the direction shown.
- 2** Pull the hose and run it to the fire.
- 3** Turn on the water at the nozzle and direct it at the base of the fire.

ESCAPING THROUGH SMOKE

Most people die from smoke inhalation in fatal fires.

IF YOU ARE TRAPPED IN A SMOKE-LOGGED ROOM

- Cover your nose and mouth with a wet cloth and avoid inhaling through the mouth
- Get down, keep close to the ground and crawl towards the point of escape under the smoke





CASUALTY EVACUATION

When stretchers are not available or cannot be improvised, you may need to transport casualties by methods such as those listed below. You are recommended to undergo our First Aid Training Programme for a better understanding on these casualty evacuation methods. You may risk injuring yourself and your practice partner if you attempt the following on your own.

HUMAN CRUTCH

Used when the casualty is conscious and able to walk with some assistance. Hold him firmly around the waist and use your shoulders to support his arm while allowing his body weight to rest on you.



FIREMAN'S LIFT

Used for lightweight casualties. Stoop low, bend the casualty over your shoulders and lift him up. Secure the casualty's leg with your arm as shown for more stability.



PIGGYBACK

Used when the casualty is lightweight, conscious and able to hold on to you.



CRADLE

Used when the casualty is a child or a lightweight adult. Slip your arms beneath his shoulder blades and knees to ensure that casualty will be in the most comfortable position.





IF YOU ARE TRAPPED IN A FIRE

1

Enter a safe room, preferably one which has open windows, good ventilation and overlooks a road.

2

Shut the door behind you and seal the gap beneath the door with a blanket, rug or other fabrics to prevent smoke from entering the room.



3

Go to the window, shout for help to alert others of the fire and dial emergency service if you are able to.

4

Stay calm and do not attempt to jump out of the building.

IF YOUR CLOTHES CATCH FIRE

STOP, DROP AND ROLL

1

Stop running and remain calm.



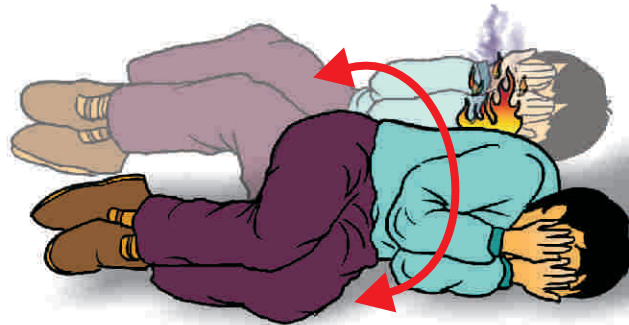
2

Drop to the floor immediately.



3

Roll over from side to side while covering your face with your hands to smother the flames.

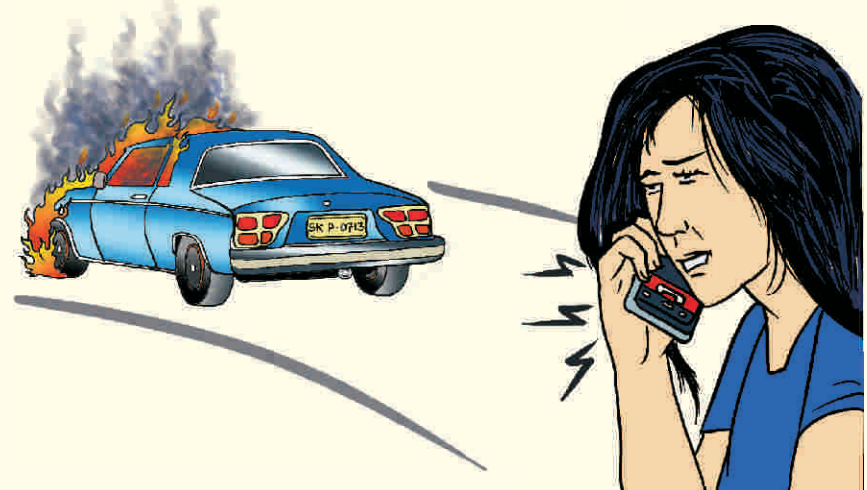




IF YOUR CAR CATCHES FIRE

WHEN YOU OBSERVE SMOKE OR FLAMES COMING FROM YOUR VEHICLE

- 1 Slow down, signal and drive to the side of the road.
- 2 Turn off the engine and evacuate the vehicle immediately.
- 3 Dial emergency service and call for help.



- 4 If there is a fire extinguisher in your vehicle, you may try to put out the fire while it is still small without putting yourself and others in danger.
- 5 If the fire grows too large, move away from the vehicle to a safe area and wait for the arrival of the emergency service.
- 6 Warn on coming traffic of the burning vehicle and keep onlookers and others away from the fire.

Chapter 3

PEACE TIME EMERGENCIES

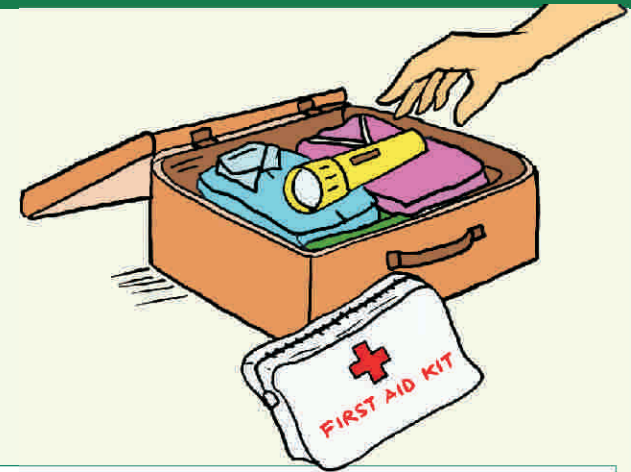
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Though most natural occurrences and disasters (e.g. floods, lightning storms and tsunamis) are beyond our control, we are still able to increase our chances of survival by acquiring the necessary knowledge and skills to ensure our safety in such emergencies.





The Ready Bag contains important items that will help you in an emergency, and you will need to bring it along should you be required to evacuate your home. Every member of your family should know where the Ready Bag is kept, and it is recommended that the storage location be easily accessible even in the dark (i.e. during power outages).



THE READY BAG SHOULD CONTAIN THE FOLLOWING ITEMS:

ESSENTIAL ITEMS	USAGE
Torchlight without batteries	In case of power outage and when evacuating in dark conditions
Batteries	For powering the torchlight and radio; pack extra batteries and do not fit batteries into the devices until needed, as leaving them there may result in leakage
Essential personal medication	For any existing medical condition of yours and your family, e.g. asthma, heart problems etc.
Waterproof folder containing photocopies of important documents e.g. Passport, Insurance Policies, Documents etc.	For administrative purposes should the original documents be destroyed in the fire
Transistor radio without batteries	For tuning in to emergency broadcasts
Whistle	Used to call for help or alert others; shouting may be tiring, ineffective and may cause you to inhale dangerous amounts of smoke and dust in some cases
First aid kit	To treat any injuries along the way; a small kit containing some first aid dressing, antiseptic wipes, plasters and bandages will suffice
Childcare supplied other special care items	To meet the needs of any special groups in the family, e.g. infants

OPTIONAL ITEMS FOR THE READY BAG INCLUDE:

- A list of personal contacts, including telephone numbers of family members, the workplace, school etc.
- Cash, preferably in small denominations
- Bottled water and dry foodstuff
- A set of spare clothing, e.g. T-shirt and track pants
- Writing materials
- A list of emergency numbers, telephone numbers of the State/ district/ Local administrations.

The Ready Bag should be portable and not too heavy or bulky.



POINTS TO NOTE ON THE READY BAG:

- You may have more than one Ready Bag, e.g. one for each family member; decide what is most practical for your family
- Do not pack bulky items into the Ready Bag as it may hamper movement during an emergency
- Check expiry dates of perishable items in the bag and replace them when needed
- Periodically replace batteries with fresh ones as some may leak even when unused and not placed inside devices



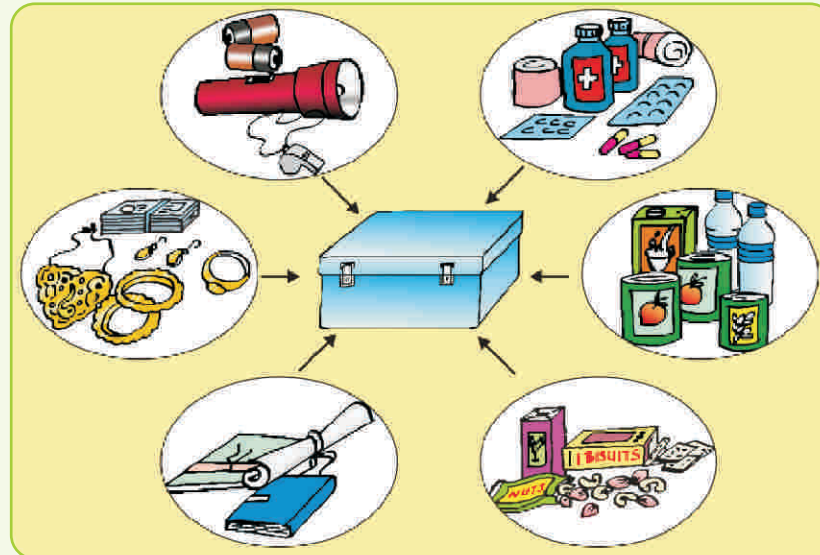


STOCKPILING

Stocking up on essential items can help you and your loved ones survive an emergency. Routinely stock up on items according to your needs and preferences; consume and replenish items whose expiry dates are drawing near. The quantities should last for two weeks' consumption and they will vary depending on the size of your family.

ESTIMATED CONSUMPTION OF FOODSTUFF PER PERSON FOR 2 WEEKS

Canned food	<ul style="list-style-type: none">• 3kg of rice• 1 bottle of cooking oil
Rice and oil	<ul style="list-style-type: none">• 14 assorted cans of vegetables, meat, fish and beans (about 400g per can)
Dry rations	<ul style="list-style-type: none">• 2 packets of assorted biscuits (about 210g each)• 15 packets of instant noodles
Beverages	<ul style="list-style-type: none">• 1-2 tins of milk powder (dependent on age of infant)• 1 packet of sugar (500g)• 1 tin of malted beverage (about 400g)



LIGHTNING

When there is a thunderstorm in your area, seek shelter in any building or vehicle and stay away from metal objects and fixtures for your safety.

Facts

- Lightning generally strikes the tallest object.
- No place is completely safe but some places are safer than others
- Large inclosure are safer than smaller/open structures
- Lightning can strike outside of heavy rainfall area (16kms)
- Lightning can strike the same area repeatedly
- Most lightning deaths and injuries occur to people caught outdoors.
- You CAN touch lightning victims and attend them immediately.

LIGHTENING DOS & DONTs

DOs

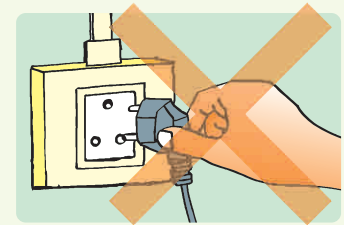
Prepare Before

- Display lightning safety posters/placards.
- Monitor weather and keep yourself informed of all local weather alert/predictions accessible in your locality.
- Arrange for medical and administration emergency contact details for lightning emergency.
- Make emergency family plan for self/family.
- Keep the emergency kit ready.
- Postpone outdoor activities if thunderstorm is forecast.
- Unplug appliances and other electrical/electronic items and turn off air conditioner in advance.
- Remove dead or rotting trees and branches around your house or building.

Thunderstorms/lightening in your area

If Indoor

- Close your windows and doors.
- Stay AWAY from windows and doors, railings, porches/porticos.
- Stay inside for 30 minutes after hearing the last sound of thunder.



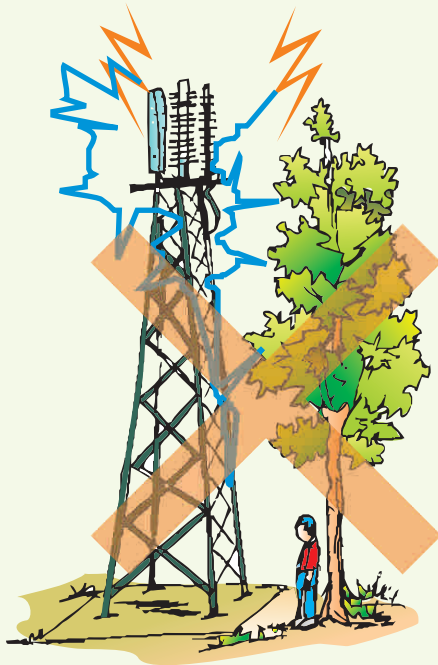
If Outdoors

- Keep moving towards a safer shelter immediately.
- Stay Away from vehicles, farm equipment, motorcycle, bicycles etc.
- If driving, try to safely exit road and park away from isolated trees and areas prone to flash flooding.
- Generally, enclosed metal vehicles (car, buses) with the windows rolled up, are better shelter than in open.
- If caught in open, as a last resort, immediately squat/bow down on the balls of your feet, cover your ears with your hand and put your head between your knees.
- Minimize contact with the ground.
- Stay Away from loose hanging power lines.
- In forest: get shelter in a low are under a thick growth of SMALL trees.
- In other open areas: Try go to a low place such as a ravine or valley (but be alert for flash floods)
- If in water, get to land and find safe shelter immediately



If lightning strikes

- Call for medical assistance and ambulance immediately
- It is safe to touch lightning victim and provide medical treatment.
- In cold, wet situation put a protective layer between the victim and the ground to lower the risk of hypothermia (very low body temperature).
- Attend victim as follows:
 - If breathing stopped: begin mouth to mouth resuscitation.
 - If heart beat stopped: administer Cardiopulmonary Resuscitation (CRP) until medical assistance arrives.
 - If the victim has pulse and breathe; look for other possible injuries/burn/damage/hearing-loss/eyesight-loss.



DON'Ts

Preparedness

- If storm approaching, AVOID high places, hill-tops, open fields, beaches, separate trees, rains/bus/picnic shelters, communications towers, flag-poles, electric/light poles, metal fences, open vehicles, and water

If Indoor

- DO NOT use/touch corded phones/mobile/other devices (electrical/electronic) plugged into electric.
- DO NOT use electric devices immediately after thunder/lightening.
- DO NOT lie on concrete floors/lean against concrete walls.
- AVOID contact with any conductive surfaces (metal doors, window frames, wiring and plumbing/water-taps).

If outdoors

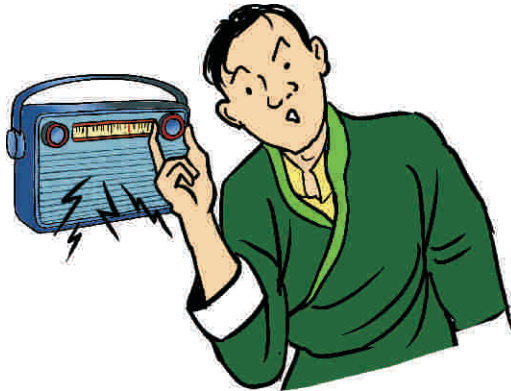
- DO NOT stand below or near tree in case of thunder/ storm/lightening.
- AVOID separated sheds or other small structure in open areas.
- AVOID contact with metal/conductor parts of the vehicle.
- Stay AWAY from loose hanging power cables.

FLOODS

It is important that you follow the guidelines below to increase your chances of survival should you encounter flood situation.

IF YOU ARE OUTDOORS

- Stay put, but grab your Ready Bag (pg 37) and be prepared to evacuate immediately when advised to do so by the authorities
- If you think that it is dangerous to remain at home, dial emergency number Police (giving your name and address) and evacuate immediately, moving to higher ground away from open areas, streams and storm drains
- Tune in to the radio for updates from the authorities



IF THERE IS A NEED TO EVACUATE

- Be alert to signs of flooding
- Do not drive around barricades as they are put up for your safety
- If the vehicle stalls in rapidly rising waters, abandon it immediately and try to get to higher ground
- Do not walk through moving water as a mere 15cm high of moving water can make you fall; if you must, use a stick to check the firmness of the ground in front of you and try to walk in stagnant water
- Dial for Emergency service or call Police station number if help is needed





FLASH FLOODS

Flash Floods can be caused by number of things, but is most often due to extremely heavy rainfall or cloud burst from thunderstorms. Flash Floods can occur due to Dam or Levee breaks, and /or Glacial Lake Outburst Floods (GLOF) triggering Mudslides (Debris flow)

The intensity of rainfall, the location and distribution of rainfall, the land use and topography, vegetation types and growth/density, soil type, and soil water-content all determine just how quickly the Flash Flooding may occur, and influence where it may occur. Flash Flooding occurs so quickly that people are caught off-guard. Their situation may become dangerous if they encounter high, fast-moving water while travelling. If people are at their homes or business, the water may rise quickly and trap them, or cause damage to the property without having them a chance to protect the property.

Preparedness:

- Check Flood Forecasting website <http://india-water.gov.in/ffs>. The link to this website is also available in CWC Website <http://cwc.gov.in>
- Divisional Flood Control Room (DFCR) provide related information about the region under its jurisdiction.

Incase of River Teesta the information is given below for contact:

Shri. Neelam Narolia

Executive Engineer, Sikkim
Investigation Division,
CWC Tadong, Gangtok
Tele: 03592-231887, 271059
Fax:03592 -231887
Mobile: 9990808371
Email: sidgangtok-cwc@yahoo.in

Shri. Baleswar Thakur

Superintendent Engineer, Sikkim
Investigation Circle,
CWC Tadong, Gangtok
Tele: 03592-227061, 271059
Fax: 03592-231128
Mobile:9015404275
Email: seicgangtok-cwc@ynic.in

Shri. P.M. Scott

CE (Teesta Basin Organisation),
CWC, Sevoke Road,
2nd Mile, Siliguri- 734401
Tele: 0353-2540686
Fax: 0353 -2540262
Mobile: 8638414032
Email: cetbocwc@yahoo.in

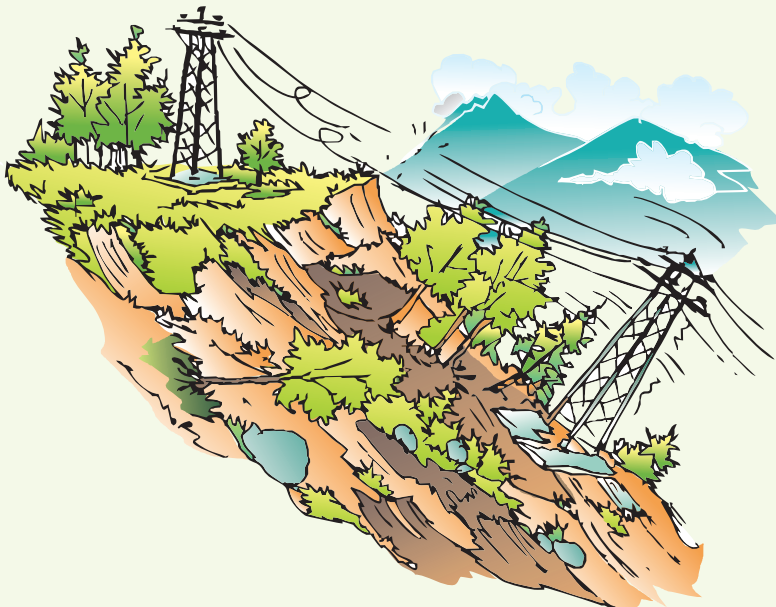


LANDSLIDES

Landslides are typically preceded by irregularities in slope profile. Should you notice any signs of slope failure listed below, it is recommended that you engage a professional engineer to inspect, assess and recommend solutions to rectify the problem.

SIGNS OF SLOPE FAILURE

- New cracks in and bulging or misalignment of the earth
- Tilted trees, fences and utility poles along slopes
- Accumulation of water behind retaining walls or new locations of water breaking through the ground surface
- Erosion or washing away of vegetation and top soil on the slope
- Upheaval of ground at or near the bottom of the slope



WHEN A LANDSLIDE OCCURS AND DEBRIS FLOWS

- If it is safe to do so, turn off gas, electricity and water supplies as they may cause additional damage
- Inform your neighbours
- Grab your Ready Bag(s) and evacuate immediately if safety permits; move out of the path of the landslide
- If you are driving, be especially alert and look out for collapsed pavement, mud, fallen rocks and other signs of a possible debris flow
- If you or others are trapped, dial for emergency service if possible and tune in to the radio or television for updates on the landslide situation
- Wait for rescue and stay calm and alert





AFTER A LANDSLIDE

- Stay away from the affected area, building structures and electrical cables as there may be more landslides
- Direct rescuers to the locations of injured and trapped persons near the affected area; do not enter the hazard area
- Report any emergencies to the local disaster management authority
- Seek clearance and follow instructions from relevant authorities before returning to affected houses
- Report structural defects to the:
 - State Emergency Operator Centre (SEOC)
 - District Emergency Operator Centre (DEOC)
- Tune in to the radio or television for updates on the situation
- Replant damaged ground as soon as possible to reduce the risk of ash floods and recurring landslides



FOREST FIRE

About 50% of the forest areas in the country are fire prone. About 6% of the forests are prone to severe fire damage. Both natural causes and manmade causes contribute to forest fire.



Natural Causes:
During summer, when there is no rain for months, forests become littered with dry leaves and twigs that could burst

into flames by the slightest ignition. High temperature and dryness provides favorable conditions in which a forest fire can start. Many forest fires start from natural causes like lightning, which set trees on fire.

Man-made Causes:

Fires are also caused when sources like naked flames, cigarettes and electric sparks come in contact with inflammable materials.

People in hilly regions have cleared forests by burning trees in order to engage in cultivation or growing plants / grass. In some parts of India, people practice shifting cultivation cutting down trees and burning patches of forests. Controlled burning is used for not only clearing a section of the forest but also to get free fertilizers in the form of ash from burnt vegetation. However, when it is indiscriminately practiced, as is done at present, the damage can be irreversible.

FOREST FIRE DOS & DONT

DOs

Preventing Forest Fire

- Immediately contact and report an unattended forest fire to locate fire department/authority.
- During any fire activity a shovel, water and fire extinguisher nearby to keep fires in check in dry seasons.

Be Prepared

- Know your forest fire risk.
- Make a forest fire emergency plan.
- Familiarize yourself with local emergency plans.
- Be informed and make others aware about mobile, email, radio, TV alerts/warning systems accessible in your locality for forest fire.
- Be aware of weather updates, emergency instructions or evacuation orders.
- Educate family members and neighbours on plans, dos and donts in case of forest fire.
- Practice evacuating your home.
- Plan more than one escape routes before the fire season sets in.
- Create a safety zones around your home by removing vegetation/articles that easily catch fire.
- Consult with your local fire department about making your home fire-resistant.
- Regularly clean the roof and gutters.
- Cover doors, windows, other ventilation with metal wire mesh no larger than 1/8 inch to prevent spark from entering the home in case of fire.



Evacuation Tips

- If advised to evacuate, do so immediately.
- Pre-plan evacuation route and keep evacuation checklist and emergency kit (including a flashlight, mobile phone with power-bank/charger, batteries, cash, water bottle and first aid supplies) ready before the fire season sets in.
- Prefer protective clothing and footwear to protect yourself from sparks and ashes from fire.
- If you have time before leaving your home, and your safety is not in jeopardy, spray water on the land, the walls and the roof and remove combustibles (fuel, LPG, Kerosene, Spray cans, oil, etc.) from around your house.
- Close all windows, doors and other openings.

During Fire (If Indoor)

- Be away from outside walls.
- Close doors without locking.
- Close windows, vents and other large openings.
- Turn on a light in each room to maintain visibility in smoke.
- Have a flashlight, mobile phone, extra batteries and a radio close at hand.
- Keep all family members and pets together.
- Breathe closet to the ground, preferably through moist cloth, to avoid inhaling smoke.

During Fire (If Outdoor)

- If you are near road, lie face down along the road cut or in a ditch and try to cover yourself with soil or anything that can shield your from the heat/fire.
- Breathe into a damp cloth when in the presence of thick smoke, and be sure to keep the cloth in front of your mouth and nose in order to avoid inhaling smoke.

- Look for a water bodies like pond or river nearby to crouch in. If no water then lie low in a depressed area or area with clear or little vegetation and cover body with wet clothing, blanket or soil until the fire passes.
- Breathe closest to the ground, preferably through a moist cloth, to avoid inhaling smoke.
- Evacuate immediately if you smell smoke.



DONTs

Preventing Forest Fire

- NEVER leave a fire unattended without completely extinguishing, checking and re-checking the ashes near vegetation.
- Do NOT leave/throw cigarettes, matches, and other smoking materials from moving vehicles near forest area without completely extinguishing it.
- Do NOT leave behind flammable during outdoor camping in forests.
- Avoid any open burning in windy conditions in forest area.

During Fire (If Outdoors)

- Do NOT try to outrun the blaze, instead look for a water body like pond or river nearby to crouch in. If no water nearby then lie low in a depressed area or area with clear or little vegetation and cover body with wet clothing, blankets or soil until the fire passes.

Returning Home

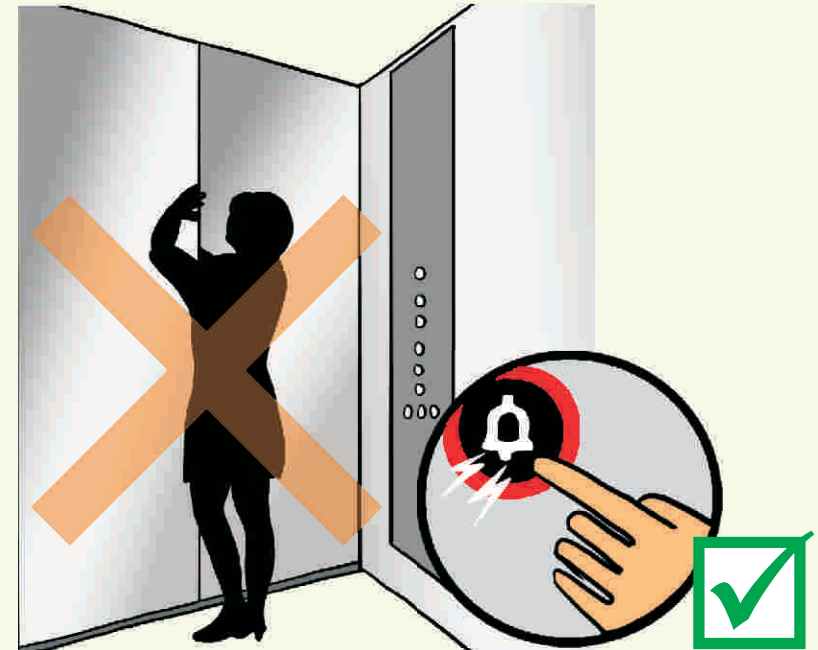
- Do NOT use any food that has been exposed to heat, smoke or soot.
- Do NOT use water that you may think be contaminated for ANY purpose.

POWER OUTAGE

It is recommended that you pack a torchlight, radio and spare batteries in your Ready Bag (pg 37) in case of power outages. Matches and candles are not advisable as they may be difficult to handle without adequate lighting. The Ready Bag will therefore need to be stored somewhere easy to reach even in the dark.

WHEN A POWER OUTAGE OCCURS

- Retrieve your Ready Bag, turn on the torchlight and tune in to the radio for updates on the situation
- If people are trapped in the lift during a power outage:
 - Call the management office and wait for the maintenance service
- If you are trapped in the lift, stay calm, press the alarm button and wait for help to arrive; do not attempt to force open the lift doors
- If you are on the road and the street lights go o, keep your headlights turned on at all times and drive slowly





TYPHOONS AND TROPICAL STORMS

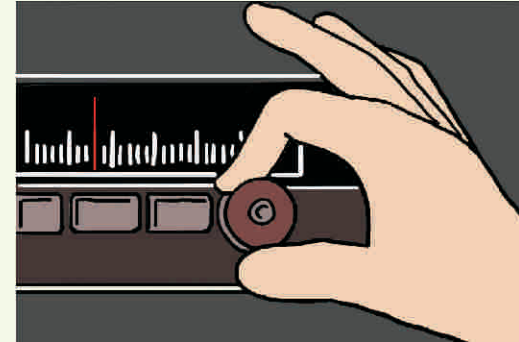
Avoid travelling to coastal states during the typhoon season. It is recommended that you keep yourself updated on the country's weather watch to avoid being caught in a typhoon or tropical storm while outdoors. You might also wish to stock up on food and water in the event that you are trapped indoors due to a storm.

WHEN A TYPHOON OR TROPICAL STORM STRIKES IN YOUR AREA

- Evacuate if directed by local authorities; otherwise, seek shelter indoors immediately
- Secure or move outdoor items such as toys, bicycles, potted plants and heavy objects into the apartment and away from the windows
- Close all doors and windows; draw the curtains across windows to minimise glass fragments from flying in should the windows shatter
- If a window breaks, place a mattress against the broken pane and push a piece of heavy furniture against it



- Get hold of a torchlight and a first aid kit to prepare for any possible power outage and injuries cause by the storm
- Set your freezer to its lowest temperature to minimise food spoilage in the event the power supply is cut off
- Tune in to a portable radio for updates on the situation
- If possible, check for fire, electrical and gas hazards (pg 22) within the apartment during the storm
- If the storm gets severe, move to an area in the apartment which is least exposed to external glass windows and lie down or hide under a table
- Do not step outdoors when the storm appears to have stopped; the winds may pick up again after a short period of calm
- When the storm is declared to be over, check for broken glass, fallen trees, broken power cables and other hazards in your area
- Dial for the area's emergency ambulance if there are cases of severe injury





EARTHQUAKES

During earthquakes, most injuries occur when people attempt to leave or move around buildings while the earth is still shaking. In fact, collapsing walls, flying glass and falling objects are the greatest causes of injury and death during earthquakes. It is important that you follow the guidelines below to increase your chances of survival should you encounter an earthquake.

IF YOU ARE INDOORS

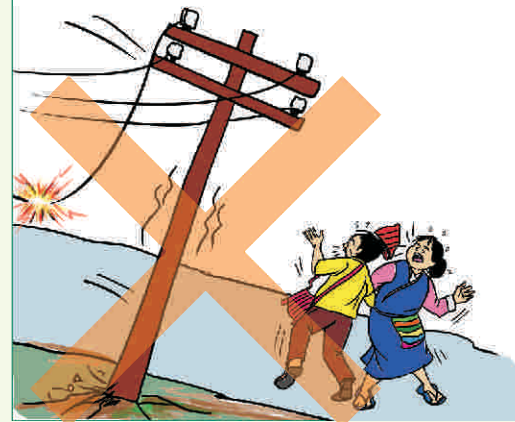
- When the shaking starts, drop to the ground and take cover under a sturdy table or furniture immediately; hold on until the shaking is over
- If no furniture is available to serve as shelter, move to a safe place nearby (e.g. an inside corner of a building or an interior wall away from windows, mounted shelves or anything that can fall and hurt you) and crouch down while covering your face and head with your arms
- Stay indoors until the shaking stops and you are sure that it is safe to exit; if you must leave the building after the shaking stops, do not use the lifts in case of aftershocks, power outage or other damages
- Keep calm and stay away from windows, display shelves, heightening fixtures or anything that may fall on you and cause injury.

Stay calm and do not panic



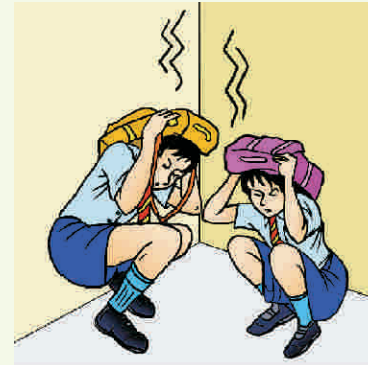
IF YOU ARE OUTDOORS

- Minimise your movement and stay away from buildings, street lights and utility wires
- Stay put in the open until the shaking stops
- If you are driving:
 - Stop as soon as safety permits and avoid stopping near trees, buildings, overhead bridges and electrical cables
- Stay in the vehicle and tune in to the radio for situation updates



WHEN THE EARTHQUAKE HAS STOPPED

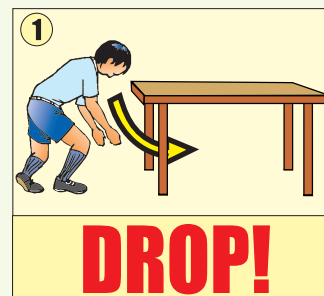
- Expect aftershocks any time from the next few hours to even months after the initial shockwave; each time you feel one, crouch down beside a safe interior wall or at an inside corner and cover your face and head with your arms
- Do a quick check in your surrounding for damage and other structural defects on building elements such as walls, columns and beams.
- Evacuation is necessary when there are visible signs of structural defects on building elements.
- Help injured and trapped people, if any, and dial the local emergency services number to render assistance and direct rescuers to them
- If possible, turn off the gas and electrical mains and be alert to smells of gas leakage, spilled chemicals and flammable liquids
- Look out for signs of fire; put out small fires if possible
- Leave the building in an orderly manner via the staircase, do not use the lift.
- Beware of fallen power lines or broken gas pipes and stay out off damaged areas and buildings
- Tune in to the radio or television for updates.
- Gather family members together
- Grab your Ready Bags
- Lock up your house



Crouch down in a safe place while covering your face and head



Do not move around while the earth is still shaking

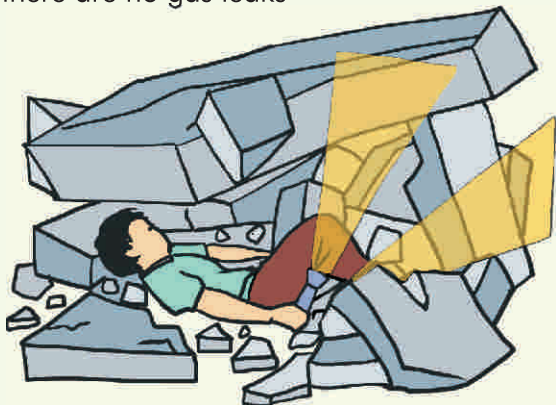




IF YOU ARE TRAPPED UNDER DEBRIS OR RUBBLE

TO ENHANCE YOUR RATE OF SURVIVAL:

- Crawl under a sturdy piece of furniture (e.g. a desk or bed) which will provide you with breathing space and protection against falling objects; if that is not possible, brace yourself against an interior wall devoid of glass windows or mounted shelves and try to use blankets, boxes and other similar materials for protection against glass fragments and light debris
- If possible, move away from unstable areas and objects, and put on a pair of sturdy shoes to protect your feet from broken glass
- Stay put if you are in a safe area; do not attempt to use the stairs or elevators as you will be exposing yourself to dangers such as falling debris, damaged stairways and power outages in elevators
- Do not turn on light switches or light matches, fires and gas stoves unless you are sure that there are no gas leaks



- Be calm, alert and responsive to calls from the rescuers
- Do not shout unnecessarily as you may inhale dangerous amounts of dust while weakening yourself
- If possible, use a whistle, torchlight or tap on a pipe or wall to attract the rescuers' attention
- If you are pinned down by debris, periodically move your fingers and toes to promote blood circulation and prevent blood clots
- Keep your spirits high by thinking of your loved ones
- Consume food and water from the refrigerator if it is near you; look out for shattered glass and other debris if you need to eat and drink from an open source among the debris

TSUNAMIS



Most tsunamis are caused by earthquake in the sea that induce movements in the sea floor. While, Sikkim does not experience tsunamis, it is important that you follow the guidelines below to increase your chances of your survival should you encounter tsunamis costal states.

WARNING SIGNS OF AN INCOMING TSUNAMI

- Tremors and ground movements at the beach or near the ocean
- Sudden receding of the shoreline and sea level, sometimes by a kilometer or more



IF YOU ENCOUNTER A TSUNAMI

- Once you experience either or both warning signs of an incoming tsunami, run to higher ground immediately; do not approach the beach to investigate or wait for the tsunami warning to be given
- If you are advised to evacuate, do so immediately
- Do not stay in low-rise buildings in the coastal area if a tsunami warning is activated
- Move inland quickly to higher ground; if there is no time for that, seek refuge in the upper floors of high-rise, reinforced concrete buildings
- If you are on a boat or similar vessel that is far from shore, move it out to deeper waters; if you are near the pier, it may be safer to leave the vessel there and move to higher ground
- Do not assume that it will be safe to go out into the open after the first wave as there may be subsequent waves



USEFUL NUMBERS

STATE CONTROL ROOM Ph. No. 03592-201145 Email: ssdma01@gmail.com

STATE CONTROL ROOM	Designation	Contact Number	Email Address
1. Shri. Tsegyal Tashi, IAS	Secretary cum State Relief Commissioner	03592-202664 (O) 03592-201075 (Fax) 9434012149 (Mob) 7063592002 (Mob Official)	skmlrdm@gmail.com
2. Shri Rinzing Chewang	Special Secretary	9434186234 (Mob)	rinz174@yahoo.com
3. Shri Ganesh Chandra Khanal	Additional Director	9434137226	khanalgc@gmail.com
4. Shri Jigme Bhutia	District Project Officer(HQ)	8001553687	jig-gyan@yahoo.com

DISTRICT EMERGENCY OPERATION CENTRES (DEOC)

East District EOC	03592 204995,	DPO, East	9679889137
West District EOC	03595 250633,	DPO, West	9593973686
North District EOC	03592 234538,	DPO, North	9434174767
South District EOC	03595 264442,	TO, South	7602945676



POLICE CONTROL ROOM NUMBER:

- Police Control Room Number (East): 03592-202892, 03592-221566, 9635760011
- Police Control Room Number (West): 03595-251074
- Police Control Room Number (North): 03592-234284, 9593360012
- Police Control Room Number (South): 03595-264640



FIRE CONTROL ROOM NUMBER

1.	Gangtok (East)	:	03592-202001
2.	Pakyong	:	03592-257695
3.	Singtam	:	03592-233772
4.	Rangpo	:	03592-240155
5.	Geyzing (West)	:	03595-250810
6.	Mangan (North)	:	03592-234266
7.	Chungthang	:	9734101804
8.	Namchi (South)	:	03595-263888
9.	Jorethang	:	03595-257327
10.	Ravangla	:	03595-260782



FOREST CONTROL ROOM NUMBER

1.	East	:	03592-201207
2.	West	:	03595-250747
3.	North	:	03592-234777
4.	South	:	03595-263811



Gangtok Municipal Cooperation Control Room No: - 03592-280191

Boarder Road Organization (BRO) Road Condition

1. Major Joshi - 7551819468



STNM HOSPITAL (EAST)	-	102/03592-202944
CENTRAL HOSPITAL, MANIPAL (EAST)	-	03592-231137
DISTRICT HOSPITAL GYALSHING, (WEST)	-	03595-250634/9733104307
DISTRICT HOSPITAL MANGAN, (NORTH)	-	9434136948/9434117251
DISTRICT HOSPITAL NAMCHI, (SOUTH)	-	9595263741



Ms. Sarda Rani (IPS)	Search & Rescue Unit	-	03592-202371
Deputy Commander	State Disaster Response Force		9832304738
SDRF Nodal Officer			9734994634





DISTRICT COLLECTORATE

EAST

NAME	DESIGNATION	OFFICE NO / FAX NO	MOBILE NUMBER	EMAIL ID
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Ms. Gloria Namchu, SCS	ADC, HQ	284222(Fax)	7797129960	bosemia@rediffmail.com
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Mr. Hemant Rai	SDM, HQ	284210(Fax)	7407896459	hemantrairinho@gmail.com
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Mr. Kishore Pradhan	SDM, Rongli	255887(Fax)	8942965525	appomonrddd@gmail.com
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Mr. Yadav Krishna Sharma	SDM, Pakyong	257827(Fax)	9832077512	Sdmpakyong@gmail.com yadavkrishnasharma@gmail.com
Mr. Sonam Wangyal Lepcha	DPO, East	-	9679889137	Sonamwangyal@hotmail.com

WEST

Mr. Kapil Meena , IAS	District Collector, West	03595-250888(O) 03595-250730(Fax)	8370999269	dc-west@sikkimgov.in collectorwest@gmail.com
Smt. Hondala Gyaltzen, SCS	ADC, West	03595-250709(O) 03595-250730(Fax)	9698520005	hgyaltzen@yahoo.com
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Mr. Dilli Ram Thapa, SCS	SDM, Dentam	03595-210494(O)	8372038917	sdmdentam@gmail.com/ drthapa20@gmail.com
Mr. Hem Kr Chettri, SCS	SDM, Gyalshing (1)	03595-250884	9434143936	hemzkay@gmail.com
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Mr. Pempa Norbu Sherpa	DPO, West	-	9593973686	phihaal4@yahoo.com



NORTH

NAME	DESIGNATION	OFFICE NO / FAX NO	MOBILE NUMBER	EMAIL ID
Shri. Karma R Bonpo, IAS	District Collector, North	234281/234234 (Fax) 234856(O)	8116012999	dcnorthsikkim@yahoo.com
Mr. Tenzing T. Kaleon	ADC, North	-	9933872873	ttkaleon@hotmail.com
Mr. Sonam Tobgay Tashi	SDM, Chungthang	276910(Fax)	9733301780	sttashi@gmail.com
Mr. Tenzing D. Denzongpa	SDM, Kabi	-	9733340157 9434022257	sdmkabi@gmail.com
Mr. Tshering Dorjee Bhutia	SDM, Dzongu	-	9434409281	
Mr. P.W. Lepcha	SDM, Mangan	234234(Fax)	9800237313	sdomangam@gmail.com
Mr. Karma Dorjee Wajillingpa	DPO, North	-	9434174767	Karma.ssdma@gmail.com

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Mr. Subash Das Rai	ADC, South		8016460727	dmnamchi-skm@nic.in
Mr. Somnath Adhikari	SDM, Namchi	-	9733112153	somnath1277@gmail.com
Mr. B.K Rai	SDM, Ravangla	03595-210822(Fax)	9474357771	sdmravangla@gmail.com
Mr. P.K Rai	SDM, Yangang	03595-260841(Fax)	9434103462/ 9734100167	sdmyangang@gmail.com
Mr. Bimal Chandra Rai	SDM Jorethang		9734946292	bimalrai12yahoo.com
Mr. Abhishek Kharel	TO, South	-	9602945676	abhishek.ssdma@gmail.com

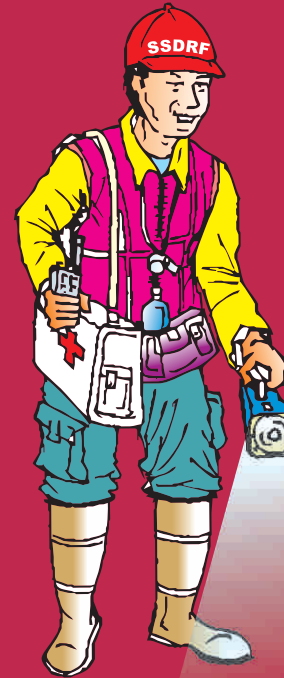
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North District EOC 03592 234538
South District EOC 03595 264442

POLICE & FIRE CONTROL ROOM

Police Control Room Number 03592-202892, 03592-221566
Fire Control Room Number 03591-202001



"Don't fear better be prepared"

Initiative by
Sikkim State Disaster Management Authority (SSDMA)
towards

SAFER AND DISASTER RESILIENT SIKKIM

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