



CITIZEN'S HANDBOOK ON DISASTER MANAGEMENT



DISTRICT DISASTER MANAGEMENT AUTHORITY NORTH GOA

OBJECTIVE AND MISSION STATEMENT

To facilitate execution of activities for prevention and preparedness, response operations, coordination, rehabilitation for natural and man-made disasters and community awareness and involvement in disaster management.

Collector
North Goa District, Panaji-Goa.

BOARD CLASSIFICATION OF FIRE

<u>Marking & Classification</u>	<u>Materials</u>	<u>Suitable Portable Appliances</u>
Class 'A' 	Fires involving ordinary combustible material (such as Wood, Cloth, Rubber and many plastics) requiring the heat absorbing (cooling) effects of water, water solution, or the coating effects of certain dry chemicals which retard combustion.	Fire appliances expelling water, (Water Gas type fire extinguisher or water stored pressure type.)
Class 'B' 	Fires involving flammable or combustible liquids, flammable gases, greases and similar materials where extinguishment is most readily secured by excluding air (oxygen), inhibiting the release of combustible vapours or interrupting the combustion chain reaction.	Fire extinguisher discharging Foam, Carbon dioxide or Dry Chemical Powder.
Class 'C' 	Fires involving gaseous substances under pressure where it is necessary to dilute the burning gas at a very fast rate with an inert gas or powder.	Fire Extinguisher discharging. Dry Chemical Powder or Carbon Dioxide / Halogenated Extinguishant.
Class 'D' 	Fires involving certain combustible metals (such as Magnesium, Titanium, Zirconium, Sodium, Potassium etc.) requiring a heat absorbing extinguishing medium not reactive with burning metals.	Fire Extinguisher discharging special Dry Chemical Powder.

HOW TO USE FIRE EXTINGUISHERS

1. Pull out safety device of fire extinguisher



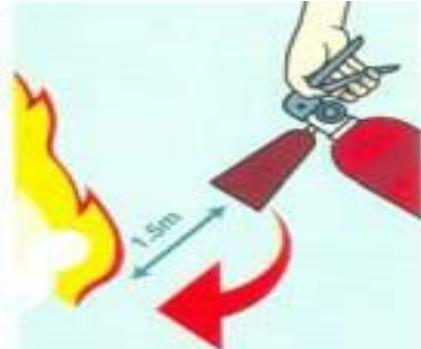
Pull the pin or safety clip.
This will allow you to discharge the extinguisher.

3. Squeeze top lever of fire extinguisher



Squeeze/open the top handle or lever.
This depresses a button that releases the pressurized extinguishing agent in the extinguisher.

2. Aim nozzle at base of fire



Aim at the base of the fire. If you aim at the flames (which is frequently the temptation), the extinguishing agent will fly right through and do no good. You need to hit the fuel.

4. Direct discharge at fire using sweeping motion



Sweep from side to side until the fire is completely out. Start using the extinguisher from a safe distance away, then move forward. Once the fire is out, keep an eye on the area in case it reignites.

FIRE SAFETY

Fires can cause major disaster and loss of lives in buildings such as Offices, Hotels, Shopping Centres, Hospitals, Schools and Homes. Such disaster can be avoided if proper fire safety practices are observed.

The best prevention is to eliminate fire hazards. Therefore as a responsible citizen, you need to know what fire hazards are and what you should do to remove them from your home or work place.

If you discover a fire hazard you may report to Fire Control Room or Call Toll Free Line 101.

Remember: Readiness is your only Protection

TIPS FOR HOME

Don't leave cooking unattended



When Preparing Food

Do not leave any cooking unattended. Turn off all cooking appliances and unplug them when not in use.

Dress appropriately when cooking. Avoid clothes with long loose sleeves when working near heat sources.

Don't overload plug points



When using Electrical Appliance

Do not overload electrical outlets

Check the condition of the wiring (electrical appliances and decorative lights etc.) Frayed or cracked cords should be repaired by licensed technicians.

Put out burning embers



Housekeeping

Do not throw smouldering charcoal embers into rubbish chutes without extinguishing them first.

Keep the stove top clean and clear at all times. Never store combustibles near heat sources.

Do not leave unused items outside homes. These should be disposed of, otherwise, they may pose a fire hazard.

Keep fire hazards away from children



Prevent Children from Starting Fires

Always keep matches, lighters and candles out of young children's reach and do not allow them to play with these items. Instead, educate them on the dangers and hazards of fire.

Children playing with sparklers must be supervised by parents/adults.

Fire protection for homes



Smoke Detectors and Fire Extinguishers

Having smoke detectors and fire extinguishers at home could save lives.

The portable battery-operated detector emits a very loud, piercing alarm when smoke is detected and is useful because it gives early warning of any fire.

BASIC PRECAUTIONS FOR USE OF LPG AT HOME



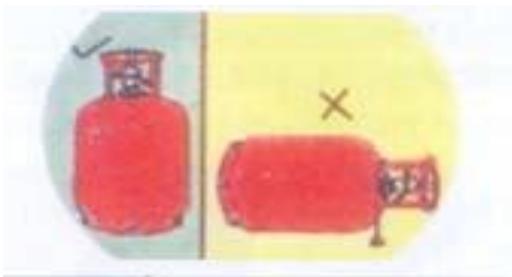
1. Retain safety cap with nylon thread attached to cylinder. Fix the cap on the valve to stop leak, if any. Fix safety cap on the valve, when cylinder is not connected



3. Strike the match first..... Then open not place cylinder inside a closed compartment.



2. Check Rubber tubes regularly for cracks, if any Change rubber tube at least once in two years.



5. Keep cylinder in upright position.



6. Always keep the gas stove on a plat form above the cylinder level



7. Self repair is unsafe, Call distributor's mechanic.

TIPS FOR PUBLIC PREMISES

1. Avoid exceeding the permissible occupant load



As owners, operators and managements of supermarkets, shopping centres and public entertainment premises, you should avoid exceeding the permissible occupant load of your building. Regulate the crowd and sensitise them to the risk of overcrowding.

2. Don't remove any firefighting equipment



Avoid removing any vital fire fighting equipment like hose reels and fire extinguishers from where they are installed.

3. Maintain fire safety equipment regularly



Service the fire extinguishers and test the voice communication (PA system), fire alarm and other fire safety systems on a regular basis.

4. Don't obstruct exit routes at all times



Avoid stacking goods along common corridors, escape passageways or staircases.

Do not lock up the exit doors when the premises are occupied/being used.

WHAT TO DO IF A FIRE BREAKS OUT

1. Evacuate premises



Get everyone out

4. Fight fire without endangering self



Fight the fire if you can, but ONLY do so without endangering yourself or others.

2. Contain fire



Close the door to contain the fire.

5. Escaping through Smoke



If you have to escape through smoke, keep low by crawling on your hands and knees. In a fire, smoke will naturally rise leaving some fresh air about 30 cm to 60 cm off the floor. Crawling keeps your head in this safety zone, away from the smoke's toxic content.

3. Turn gas mains off and call for help

Turn off the gas mains if you can reach it, Call 101.



IF YOU ARE TRAPPED IN A FIRE

1. Move to a safe room



4. Call 101 and give location & fire details



Enter a safe room, preferably one that overlooks road.

If you have a handphone, call 101 and inform the operator of your location (room number/position), floor level, what is on fire and how many persons are trapped.

2. Seal door opening



5. Don't panic, help is on the way



Shut the door behind you. Cover the gap at the bottom of the door with a blanket or rug to prevent smoke from entering the room.

3. Shout for help



Shout for help from the window or other openings to alert passersby. Then wait for rescue to arrive

IF YOUR CLOTHING CATCHES FIRE

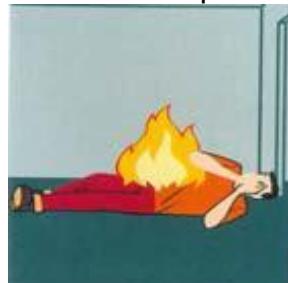
In the event that your clothing catches fire, remember to Stop, Drop and Roll.

Stop



Stop. Do not panic and run.

Drop



Whether indoors or outdoors, drop down immediately, covering your face with your hands.

Roll



Roll over and over to put out the flames.

Rolling smothers the flames by removing the oxygen.

Covering your face with your hands will prevent the flames from burning your face and help keep fumes and smoke from reaching your lungs and eyes.

FIRE SAFETY PRECAUTIONS AGAINST ELECTRICITY

About 60% fires are of electric origin on account of electric short circuit, overheating, overloading, use of non-standard appliances, illegal tapping of electrical wires, improper electrical wiring, lack of proper earthing, carelessness and ignorance etc. It can lead to serious fire and fatal accidents, if proper instructions are not followed. Such incidents may be minimized to a great extent if adequate fire precautions are observed. Electrical fires spread rapidly especially in buildings and cause loss of life and property. It is, therefore, necessary to act fast. Raise an alarm for help. Switch off power supply to de-energize the equipment. Use dry sand, CO₂, dry powder or insert gas (extinguishers).

Do's

- Use I.S.I. Certified appliances. The little extra cost can save your life.
- Use good quality fuses of correct rating, miniature circuit breakers and earth leakage circuit breakers.
- Use one socket for one appliance.
- Switch off the electric supply of the fire affected areas.
- Fuses and Switches should be mounted on metallic cubicles for greater safety against fire.
- Replace broken plugs and switches.
- Keep the electrical wires away from hot and wet surfaces.
- Switch off appliance after use and remove the plug from the socket.
- Switch off the 'Main' switch when leaving home for a long duration.

Don'ts

- Don't use substandard fixtures, appliances.
- Never have temporary or naked joints on wiring.
- Don't lay wires under carpets, mats or doorways. They get crushed, resulting in short circuiting.
- Don't allow appliance cords to dangle.
- Don't place bare wire end in a socket

EVACUATION DRILL GUIDELINES FOR HIGH RISE BUILDING

In case of fire in a high-rise building safe evacuation of its occupants may present serious problems unless a plan for orderly and systematic evacuation is prepared in advance and all occupants are well drilled in the operation of such plan. The Fire Exit Drills are absolutely necessary in all public Institutions Hotels, Boarding Houses, Hospitals, Factories and especially in Schools and Colleges. Properly conducted they not only secure the orderly and rapid evacuation of the building but teach self-control as well.

Fire Drills shall be conducted, in accordance with the fire safety plan, at least once every three months for initial two years. Thereafter fire drills shall be conducted once every six months. For School buildings fire drills should be held once per term, preferably at the commencement of each term or school year.

All occupants of the building shall participate in the fire drill. A written record of such drills shall be kept on the premises for three years period and shall be readily available for fire brigade inspection. In case you need assistance or guidance call **Fire Prevention Cell** through **101**.

FIRE SAFETY FOR DISABLED PEOPLE

WHAT TO DO IN CASE OF FIRE

- If possible, close the door of the room, where the fire is. Close all the doors behind you as you leave. This will help delay the spread of fire and smoke.
- Before opening a closed door use the back of your hand to touch it.
- Don't open, if you feel hot - the fire will be on the other side.
- Get everyone out, as quickly as possible. Don't try to pick up valuables. Make your way out, as safely as you can and try not to panic. It will help you to plan your escape route now rather than waiting until the fire reaches you.
- Contact the fire brigade. Clearly state the address of the place on fire.
- Never go back into the house until a fire officer has told you it is safe to do so.

IF YOU ARE CUT OFF BY FIRE

- Try to remain calm.
- If you are unable to use the door because of flames or smoke, close the door and use a towel or bed sheet to block any gaps. This will help stop smoke spreading into the room.
- Try to make your way to the window. If the room becomes smoky, crawl along the floor where it is easier to breathe.
- Open the window and try to attract the attention of others who can alert the fire brigade. Help will arrive in a matter of minutes.

HOW TO PREVENT FIRES

- Unplug all electrical appliances not designed to stay on.
- Make sure no cigarettes are still burning.
- Before emptying ashtrays make sure that the contents are cold.
- Put a guard around open fires.
- Switch off portable room heaters.
- Close the doors of unoccupied rooms.

FIREWORKS SAFETY

Traditionally Fireworks form an integral part of celebrating Diwali, marriage ceremony and other such happy occasions. But in many cases, happy occasions become gloomy and laughter turns to tears due to indiscriminate use of fireworks without taking safety precautions. Some carefulness and some safety cautiousness could help in saving such odd events to make the celebration more bright and purposeful. Some safety precautions while using Fireworks/Crackers shall be as under :-

Do's

- Carefully read the fire safety instructions and precautions written on fireworks.
- Always keep a bucket of water and sand ready while igniting fireworks.
- Always immerse the used/exhausted fireworks like sparklers, Rockets into a bucket of water or dry loose sand.
- Close the windows and openings of your house properly to prevent ingress of lighted flying crackers.
- Elders supervision is a must when children play with firecrackers.
- It is safe to play firecrackers in open grounds and open places
- Rockets, Flowerpots and other flying crackers should not be displayed near thatched house and hay stacks.
- Wear tight cotton clothes while playing firecrackers.
- If you receive burn injuries accidentally, pour cold water until pain subsides and consult a doctor.

Dont's

- Never allow children to light fire works in absence of elders.
- Don't re-light fireworks that fail to ignite.
- Don't light fireworks very close to the buildings.
- Don't leave lighted oil lamps, agarbattis or candles on the floor or near fireworks.
- Don't allow fire works display inside the house.
- Don't hold flowerpots, hand bombs etc. in hand during display.
- Don't allow children near dangerous and high sounding firecrackers.
- Don't display fireworks near crackers shop.
- Don't throw lighted fire crackers indiscriminately into open.

FIRE SAFETY IN HOTELS

Fire safety in hotels can be achieved by considering the following aspects.

MANAGEMENT RESPONSIBILITY : This includes issue of written statement of its Policy regarding fire safety to its employees, training staff in handling & operation of First aid fire fighting equipments, assigning responsibilities to its specific persons, planning evacuation drills & practice.

CONTAINMENT OF SMOKE : This can be achieved by Fire resistant construction & compartmentation.

PROVISION OF SAFETY ESCAPE ROUTES : By providing continuous & unobstructed way to exit from any point in the hotel to public way or open area or Assembly point.

EMERGENCY POWER SUPPLY & LIGHTING : Standby power supply arrangements shall be made to illuminate corridors, staircases, basement, exit signage, operating of fire lifts, fire pump etc.

FIRE SAFETY/FIGHTING EQUIPMENTS : Adequate number of fire detection & suppression equipments shall be provided in the buildings irrespective of height Viz: Internal Hydrant system, Automatic detection cum Alarm system, portable fire extinguisher etc.

IMPORTANCE OF FIRE SAFETY TRAINING IN INDUSTRIES

Fire safety start with Fire Prevention and for that it is important to have certain basic knowledge of combustion, Fire hazard properties & potentially dangerous processes in area of work. An employee who is present on the spot is the most important Fire Fighter who can prevent & extinguish the fire in the earliest stage thereby minimizing the loss of life and property. But to do so he must have the knowledge and training

IMPORTANT FACTORS OF FIRE FIGHTING TRAINING :

- Build up the right attitude amongst the employees.
- Basic and clear information of the phenomenon of Fire combustion which is useful in tackling Fire surely and safely.
- Information of Fire risks in respective industry / work area.
- Information on the correct Fire Fighting Techniques.
- Information of First Aid and Rescue Techniques.
- Knowledge of the Emergency Plan of the industry which should be known and simulated. Fire Drill should also be planned during training.
- Analysis of case histories of relevant Fire accidents which helps in correlating the importance of fire safety.

The only way to keep the increasing risk of fire under control is to have knowledgeable & safe workers with the right attitude.

**INSTRUCTIONS FOR FIRE SAFETY IN RESPECT OF
TEMPORARY STRUCTURES / PANDALS**

The height of the ceiling of the pandal should not be less than 3 meters.

No synthetic materials or synthetic ropes should be used in such structures.

Margins of at least 3 meters should be kept on all sides- way from any pre-existing walls or buildings, line.

No structure should be erected underneath any live electrical line.

Structure should be erected reasonably away from railway lines, electric sub-stations, furnaces or other hazardous places.

Exits on all sides of pandals shall be kept sufficiently wide (minimum 1.5 meters).

First-aid fire extinguishers and water buckets must be installed at strategic points inside and outside of the pandal.

There should be provision of an emergency standby light.

No combustible material like wood shavings, straw, flammable and explosive chemicals and similar materials should be permitted to stored in the vicinity or inside the pandal.

No fireworks display with open flames of any kind should be permitted close to the temporary structure / pandal.

Kitchen must be segregated by providing separation walls of non-combustible materials (G.I. Sheets) from the remaining area of the temporary structure.

TRAPPED IN A LIFT

When a lift breaks down with people trapped inside, the greatest danger is from panic.

Do's

- Stay calm and try to reassure anyone who shows sign of panic.
- Instill confidence and explain that you are not in danger, that help can be summoned in several ways, and that there is no possibility of the lift falling out of control down the shaft.
- Use the alarm button or the telephone inside the lift to call for help.
- If there is no alarm system, bang on the door and shout for help.
- Once you contact someone outside, explain what has happened and ask him to get expert help at once.
- Tell your contact to dial 101 (Fire Brigade).
- Stay calm and wait, you may get hungry, thirsty and worried, but you will survive.

Dont's

- Never try to escape from the lift without help from an expert outside.
- Do not try to force the inner lift doors open.
- Do not be tempted to climb out of any hatch there may be in the lift's ceiling.

FIRST - AID

When a disaster strikes, there will probably be many casualties. The injured will have to go to a hospital, clinic or medical centre for treatment. When a case is non-emergency in nature. Medical advice should be sought from a family doctor or hospital, using your own transport or the public transport system. If you can render first aid on the spot before medical help is available, you will certainly help to alleviate the pain and suffering of the injured.

HOW TO STOP BLEEDING



Place the palm or
fingers over the
bleeding point and
apply direct pressure

- Bleeding or hemorrhaging is simply blood escaping from its vessels.
- There are varying degrees of seriousness.
- The main method of arresting the blood flow is by applying direct pressure or a tourniquet.

APPLYING DIRECT PRESSURE



- This is one of the most effective ways of stopping severe bleeding in almost any part of the body.
- Place the palm or fingers over the bleeding point and apply direct pressure.
- The bleeding will usually stop after a while.
- Do not use the method if there is a foreign body in the wound or if a fracture is suspected.
- With this method, there is also a slight risk of introducing germs into the wound. To prevent this, place a clean piece of material like lint or gauze over the wound before applying pressure.

TREATING BURNS AND SCALDS



Burns and scalds are injuries to body tissue caused by heat, chemicals or radiation.

- Reduce the spread of heat, pain and swelling by placing the burnt area under cold running water or immersing it in cold water for at least 10 minutes.
- Gently remove any rings, watches, belts or constricting clothing from the injured area before it starts to swell.
- Cover the injured area with clean, preferably sterile, non-fluffy material.
- A burnt face may be covered with a gauze mask, with holes cut into it to assist the victim in breathing.

Do not break blisters or remove anything that is sticking to a burn.

Do not apply lotions, ointments or fat to the injured area.



TREATING FRACTURES



What is Fracture ?

A fracture is a broken or cracked bone. There are a number of signs and symptoms which can indicate that a person has a fracture :

Pain.

The injured part cannot be moved normally.

The injured part may have an unnatural shape or position.

There is swelling and sometimes bruising.

There is loss of strength.

There may be an irregularity or shortening of the affected limb.

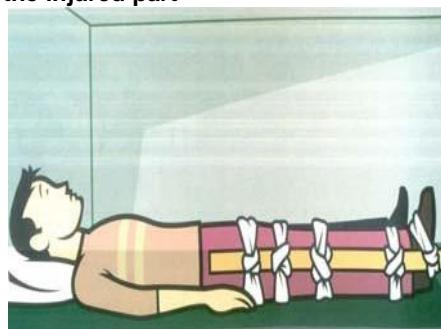
First Aid for Fractures

Treat severe bleeding and difficulty in breathing first.

Treat on the spot.
Avoid unnecessary movement.

Immobilise the injured part; splint the joint above and the joint below the injury.

Treat severe bleeding & breathing difficulties first & only then immobilize the injured part



TRANSPORTING CASUALTIES WITHOUT USING A STRETCHER

Where stretchers are not available or cannot be improvised, you may have to transport casualties the 'manual' way. There are several methods you can use depending on the situation :

Victim can walk with some assistance



Human Crutch

This method is used to move victims who are conscious and able to walk with some assistance.

Hold him firmly around the waist and use your shoulders to support his arm, while he rests his body weight on you.

Victim is lightweight



Fireman's lift

This is suitable for victims who are lightweight, either conscious or unconscious.

Stoop low, bend the victim over your shoulders and lift him up. For more stability, wrap your arm around his leg as you hold his arm over your chest.

Victim is lightweight & conscious



Pick-a-back

If the victim is conscious, lightweight and able to hold on using her arms, this is an excellent method to transport her.

You should ensure stability in this position by firmly grasping the victim behind the knees, with her arms held together securely across your chest.

Victim is a child / Lightweight adult



Cradle Method

Use this method if the victim is a child or a lightweight adult.

The victim will be in the most comfortable position if you slip your arms under her thighs and shoulders.

PEACE TIME EMERGENCIES

Emergencies do not come with a warning. To handle emergency situations of any magnitude the community is required to know the basics of various types of emergencies to ensure quick action and safety knowledge and practice of the various types of peace time emergencies would make the community familiar and alert to face any eventuality.

FLOODS

Evacuate & move to higher ground



If You are at Home

Stay put but be ready to evacuate immediately if the Police/Fire Service advise you to do so.

If you think it is dangerous to remain at home, contact the Police/Fire Service (giving name & address) for assistance and evacuate immediately.

Move to higher ground away from open areas, streams and storm drains.

Switch on the portable radio for updates from the State or Dist. authorities.

Abandon stalled car in rapidly rising waters



If You are in a Car

Be alert to signs of flooding.

Do not drive around barricades as they are put up for your safety.

If your car stalls in rapidly rising waters, abandon it immediately and try to get to higher ground.

Call the 101 or 100 if help is needed.

FLOODS



Before floods

- Do not litter waste, plastic bags, plastic bottles in drains
- Try to be at home if high tide and heavy rains occur simultaneously
- Listen to weather forecast at All India Radio, Doordarshan. Also, messages by Municipal bodies from time to time and act accordingly.
- Evacuate low line areas and shift to safer places.
- Make sure that each person has lantern, torch, some edibles, drinking water, dry clothes and necessary documents while evacuating or shifting.
- Make sure that each family member has identity card.
- Put all valuables at a higher place in the house.

In the Flood Situation

- Obey orders by government and shift to a safer place.
- Be at safe place and they try to collect correct information.
- Switch off electrical supply and don't touch open wires.
- Don't get carried away by rumours and don not spread rumours.

DO's

- Switch off electrical and gas appliances, and turn off services off at the mains.
- Carry your emergency kit and let your friends and family know where you are going.
- Avoid contact with flood water it may be contaminated with sewage, oil, chemicals or other substances.
- If you have to walk in standing water, use a pole or stick to ensure that you do not step into deep water, open manholes or ditches.
- Stay away from power lines electrical current can travel through water, Report power lines that are down to the power company.
- Look before you step-after a flood, the ground and floors are covered with debris, which may include broken bottles, sharp objects, nails etc. Floors and stairs covered with mud and debris can be slippery.
- Listen to the radio or television for updates and information.
- If the ceiling is wet shut off electricity. Place a bucket underneath the spot and poke a small hole into the ceiling to relieve the pressure.
- Use buckets, clean towels and mops to remove as much of the water from the afflicted rooms as possible.
- Place sheets of aluminium foil between furniture wet carpets.

Don'ts

- Don't walk through flowing water - currents can be deceptive, and shallow, fast moving water can knock you off your feet.
- Don't swim through fast flowing water - you may get swept away or stuck by an object in the water.
- Don't drive through a flooded area - You may not be able to see abrupt drop - offs and only half a meter of flood water can carry a car away. Driving through flood water can also cause additional damage to nearby property.
- Don't eat any food that has come into contact with flood water.
- Don't reconnect your power supply until a qualified engineer has checked it. Be alert for gas leaks - do not smoke or use candles, lanterns, or open flames.
- Don't scrub or brush mud and other deposits from materials, This may cause further damage.
- Never turn on ceiling fixtures if ceiling is wet. Stay away from ceilings those are sagging.
- Never use TVs, VCRS, CRT terminals or other electrical equipment while standing on wet floors, especially concrete.
- Don't attempt to remove standing water using your vacuum cleaner.
- Don't remove standing water in a basement too fast. If the pressure is relieved too quickly it may put undue stress on the walls.

LIGHTNING

When a thunderstorm threatens your area, get inside a home, building or automobile and stay away from metal objects and fixtures.

Don't talk on corded phones



If you are at Home :

Avoid showering or bathing. Plumbing and bathroom fixtures can conduct electricity.

Avoid using a corded telephone, except for emergencies. Cordless & cell phones are safe to use.

Unplug appliances and other electrical items such as computers and turn off all air-conditioners. Power surges from lightning can cause serious damage.

Take shelter



If You are Outside :

Take shelter in a building or vehicle.

In open areas or forests, seek shelter in a low area such as under a thick growth of small trees.

If you are in an open area, crouch into a ball on the ground.

In open water, head for shore.

If you are on a bicycle, motorbike or golf cart, get off.

People in a group should spread out.

Get ashore



Avoid doing these when lightning occurs :

Using the telephone, electrical appliances and electronic equipment.

Standing under tall trees.

Staying in the open or on high ground.

Holding metal objects.

Being near metal fences, pipes or rails.

WHEN A EARTHQUAKE OCCURS

Be cautious of gas leaks



Do not use candles, matches or other naked flames during and after the earthquake, as there might be a gas leak.

Take cover



Keep calm.

Take cover under a desk, table or against interior walls. Stay away from windows, doors, walls, display shelves and anything that could fall and hurt you, like lightnings, furniture or fixtures.

Don't be alarmed by activation of fire safety devices



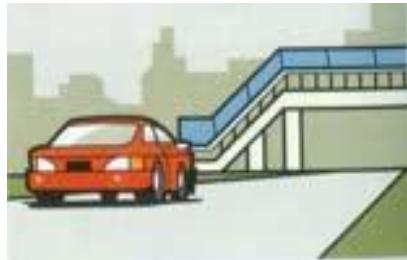
Do not be alarmed if the electricity is cut off or fire sprinkles and alarms are activated.

Keep away from buildings



If you are outdoors, stay away from buildings and overhead electrical cables.
Remain in the open until the earthquake stops.

Stop vehicle and remain inside



If you are driving, stop as quickly as safety permits. Stay in your vehicle.
Avoid stopping near or under trees, buildings, bridges, overpasses or cables.

AFTER THE EARTHQUAKE STOPS



Do not rush for the exit or it may start a stampede



Do not touch any damaged electrical wiring. Also, report any gas leaks.

Give help to those who are injured or require your assistance. Call the 101 / 100, if necessary.



Check for structural defects

Check your home for any structural defects and inform Municipality, Panchayat (Local Bodies) for assistance.

ENHANCING YOUR SURVIVABILITY IF TRAPPED UNDER DEBRIS / RUBBLE

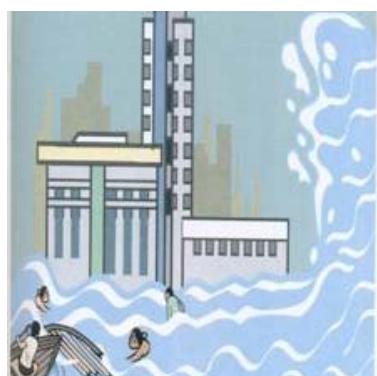


General Guidelines if You are Trapped :

- Stay put and protect your head and face from shattered glass or falling objects by grabbing a coat, blanket, newspapers, box etc.
- Move away from hazardous areas or unstable objects, and if possible, put on a pair of sturdy shoes to protect your feet from broken glass.
- Brace yourself against walls without glass windows or mounted shelves. Crawl under a sturdy table, desk or bed as that will provide you with air space and protection against falling objects.
- If you are in a safe area, stay there. Do not attempt to use the stairs or elevators as there are dangers like falling debris, damaged stairways or exits, and power outages in elevators and stairwells.
- Use a flashlight to attract attention. Do not turn on light switches, or light matches, fires or gas stoves etc. unless you are sure there is no danger of a gas leak.
- If you are pinned down by debris, periodically move your fingers and toes to ensure blood circulation and prevent blood clots.
- Maintain a high morale by thinking of your loved ones. This will keep your guest for survival and fighting spirits high.
- Keep calm, be alert and respond to rescuers' calls. Do not shout unnecessarily as you may weaken yourself.
- Attract rescuers' attention with a flashlight or by calling out if you are sure someone is around.
- Consume food and water from the refrigerator if it is near you. If you need to eat and drink from an open source, beware of shattered glass and other debris in it. Moderate your consumption to enable the food to last longer.

TSUNAMI

Destructive nature of a tsunami



What is a Tsunami?

A tsunami is a series of enormous waves formed in the sea or near the coast generated by violent undersea disturbances such as earthquakes, induced movement of the ocean floor, landslides and underwater volcanic eruptions.

Most tsunamis are caused by earthquakes in the sea that induce movements in the sea floor. From the area where a tsunami originates, waves travel in all directions over great distances. In deep waters the tsunami wave is not noticeable but when it approaches the shore, it increases in height.

All tsunamis are potentially dangerous and can be extremely violent and damaging when they hit the shore.

Sea recedes suddenly



Warning Signs to Look Out For

If you are at the beach or near the ocean and feel the earth shake, run immediately to higher ground. Do not wait for a tsunami warning to be given.

The sudden draw down of the sea level resulting in a receding shoreline, sometimes by a kilometer or more, is a sign of a preceding or in-between crest of tsunami waves. Head for high ground as quickly as possible.

Do not stay and investigate



Do not approach the beach to investigate.

If you are advised to evacuate, do so immediately.

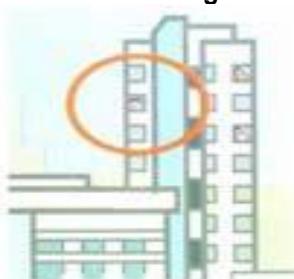
WHAT YOU SHOULD DO IF YOU ARE CAUGHT IN A TSUNAMI

Move quickly to higher ground



- Homes and buildings located in low lying coastal areas are not safe.
- Do not stay in such buildings if there is a tsunami warning.
- Move quickly to higher ground.

Seek shelter in reinforced buildings



- The upper floors of high multi-storey, reinforced concreted buildings can provide refuge if there is no time to quickly move inland or to higher ground.

Move out to deeper waters



- If you are on a boat or ship and there is time, move your vessel out to deeper waters.
- If there is severe weather, it may be safer to leave the boat at the pier and move to higher ground.

**Wait for the
“ALL CLEAR”
signal**



- Stay away from the area until it is safe.
- Do not be fooled into thinking that the danger is over after a single wave – a tsunami is NOT a single wave but a series of waves that can vary in size.

CYCLONE PREPAREDNESS TIPS

PREVENTION TAKEN BEFORE A CYCLONE HITS:

- Check that your home is in a sound condition.
- Trim away any tree branches hanging over your roof.
- Clear your property of any loose items (eg. Sheet iron, wood etc.)
- Know your Community Disaster Plan.
- Prepare an Emergency Kit containing:-
- Portable radio, Torch, Fresh water, Canned Food, Matches, Fuel lamp, Cooking Utensils, Portable Stove, Water-proof bags, and First Aid Kit.
- Keep list of emergency phone numbers handy, like Police, Fire, Ambulance, Gas and Electricity.
- Find out how and where to turn off power, gas and water supplies.
- Store you important documents in a fire/water-proof container.
- Get your Household and Contents insured.

PREVENTION AT THE TIME WHEN CYCLONE HITS :

- Store all your loose items inside.
- Find your car and park it under solid cover.
- Close all the Doors, windows and shutters.
- Disconnect all electrical appliances and turn off the Gas.
- Stay inside and shelter inside the strongest part of the building.
- Continue to listen to your portable Radio for updates and advice.
- If wind suddenly drops, don't assume that the cyclone is over, violent winds will soon resume from the opposite direction.
- Wait for the official **ALL-CLEAR SIGNAL.**

PREVENTION TAKEN AFTER CYCLONE :

- Don't go outside until officially advised it is safe to do so.
- Check for any Gas Leaks.
- Don't use electrical appliances if Wet.
- If evacuated, don't return to your home until advised it is safe to do so.
- Beware of fallen Power lines, damaged bridges, buildings and trees.
- Don't enter flood waters.
- Continue to listen to your local radio for official warnings and advice.

CHEMICAL DISASTERS



Precautions to be taken during and after the Chemical (Industrial) accidents

- Do not panic, evacuate calmly and quickly perpendicular to wind direction through the designated escape route.
- Keep a wet handkerchief or piece of cloth/ sari on face during evacuation.
- Keep the sick, elderly, weak, handicapped and other people who are unable to evacuate inside house and close all the doors and windows tightly.
- Do not consume the uncovered food/ water etc open to the air, drink only from bottle.
- Change into fresh clothing after reaching safe place/ shelter, and wash hands properly.
- Inform Fire & Emergency Services, Police and medical services from safe location by calling 101, 100 and 108 respectively.
- Listen to PA (Public Addressable) System of the plant/ factory, local radio/ TV channels for advice from district administration/fire/health/police and other concerned authorities
- Provide correct and accurate information to government official.
- Inform others on occurrence of event at public gathering places (like school, shopping centre, theatre etc.).
- Don't pay attention to the rumours and don't spread rumours.

General Precautions during Normal Time

- Do not smoke lit fire or spark in the identified hazardous area.
- Sensitize the community living near the industrial units and they should be more vigilant about the nature of industrial units and associated risks.
- Keep the contact numbers of nearest hazardous industry, fire station, police station, control room, health services and district control room, for emergency use.
- Avoid housing near the industries producing or processing the hazardous chemicals, if possible.
- Participate in all the capacity building programmes organized by the government/ voluntary organizations / industrial units.
- Take part in preparing disaster management plan for the community and identify safe shelter along with safe and easy access routes.
- Prepare a family disaster management plan and explain it to all the family members.
- Make the family/ neighbours aware of the basic characteristics of various poisonous/ hazardous chemicals and the first aid required to treat them.
- Adequate number of personal protective equipments needs to be made available, to deal with emergency situation.
- Prepare an emergency kit of items and essentials in the house, including medicines, documents and valuables.

NUCLEAR DISASTERS



Precautions to be taken during Nuclear Disaster

- Go indoors. Stay inside.
- Switch on the radio/television and look out for public announcements from your local authority.
- Close doors/windows.
- Cover all food, water and consume only such covered items.
- If in the open, cover your face and body with a wet handkerchief, towel, dhoti or sari. Return home, change/remove clothes. Have a complete wash and use fresh clothing.
- Extend full cooperation to local authorities and obey their instructions completely -- be it for taking medication, evacuation, etc.
- You must be aware of nuclear radiation hazard. Discuss on Nuclear radiation safety among children and family members, to reduce their fear of radiation.

Don'ts

- Do not panic.
- Do not believe in rumours passed on by word of mouth from one person to another.
- Do not stay outside/or go outside.
- As far as possible, AVOID water from open wells/ponds; exposed crops and vegetables; food, water or milk from outside.
- Do not disobey any instruction of the district or civil defence authorities who would be doing their best to ensure the safety of you, your family and your property.

LANDSLIDE



We can stop loss of life and prepare ourselves in the wake of landslides. The Government of India has made plans to identify the areas where landslides occur repeatedly. This is achieved through Landslide Hazard Zonation(LHZ) maps which show areas in different colours. Red, Yellow and Green signify as dangerous, caution and safe in Hilly regions of Coast, Himalayas and rough terrain. NDMA has published Guidelines on Landslides and Snow Avalanches as given on its website.

- Keep drains clean,
- Direct storm water away from slopes,
- Inspect drains for - litter, leaves, plastic bags, rubble etc.
- Keep the weep holes open.
- Don't let the water go waste or store above your house.
- Grow more trees that can hold the soil through roots.
- Identify areas of rock fall and subsidence of buildings, cracks that indicate landslides and move to safer areas. Even muddy river waters indicate landslides upstream.
- Notice such signals and contact the nearest District Head Quarters.
- Ensure that toe of slope is not cut, remains protected, don't uproot trees unless re-vegetation is planned.

TELEPHONE NUMBERS

Chief Secretary, Government of Goa, Secretariat, Porvorim-Goa	2419401, 2419402
Collectorate, North Goa District, Panaji Goa	2223612
Deputy Collector & S.D.O Panaji	2225511
Deputy Collector & S.D.O Mapusa	2262038, 2250398
Deputy Collector & S.D.O Pernem	2201242, 2201142
Deputy Collector & S.D.O Bicholim	2362058, 2360254
Deputy Collector & S.D.O Ponda	2312469, 2312470
Mamlatdar of Tiswadi	2425533
Mamlatdar of Bardez	2262233, 2262210
Mamlatdar of Bicholim	2362237, 2360274
Mamlatdar of Pernem	2201223, 2201411
Mamlatdar of Sattari	2374243, 2374090
Mamlatdar of Ponda	2312121, 2312136
Directorate of Fire & Emergency Services	2225500, 2227616 2423101, 2425101
Director General of Police, Headquarter, Panaji	2428360
Inspector General of Police, Headquarter, Panaji	2428738
Superintendent of Police (North) Porvorim Goa.	2416250
Directorate of Health Services, Campal Panaji	2225540, 2225646
Corporation of the City of Panaji	2223339, 2224550
Electricity Department	2426421, 2426022 2224680
Public Works Departments	2225516
Water Resources Departments	2223506
Directorate of Panchayat	2222586
Directorate of Agriculture	2465443, 2465446
Indian Meteorological Department	2425547
Directorate of Fisheries	2224838
Directorate of Animal Husbandry & Veterinary Services.	2437245, 2437840
Goa Medical College, Bambolim	2495000, 2458727 2495010, 2458730
Deputy Commandant General of Home Guard, Panaji	2420883
Goa Naval Heaquaters, Vasco da Gama	2513829, 2582866 2582200, 2582202,
Coast Guard Commanding Officer, Vasco da Gama	2520734, 2531800, 2520968, 2531804, 2524718
Directorate of Transport	2225724, 2225606
Inspector of Factories & Boilers, Panaji	2227670, 2226181
Captain of Ports	2426109, 2225070

OPERATIONAL FACTS

You should know that –

- About 600 liters of water flow through a nozzle in a minute.
- A water tender carries 4500 liters of water only.
- If two nozzles are used to throw water on to the fire. It takes only 4 minutes to empty a water tender.
- No objection certificate from Goa Fire and Emergency Service is not a guarantee against the outbreak of fire.
- Availability of firefighting equipment in the premise do not prevent outbreak of fire. They help in minimizing the losses due to fire if maintained and operated immediately, effectively and efficiently.
- Non-informing fire service about the fire incident may keep the risk of fire open. Do report every fire incident to the nearest Fire Station. Call 101.

**In case of fire dial
101**