



JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH, PONDICHERY – 605 006

(An Institute of National Importance under Ministry of Health and Family Welfare)

POLICIES & STANDARD OPERATING PROCEDURES ON DISASTER MANAGEMENT

In order to ensure education, prevention, preparedness, risk–mitigation and management of disasters with respect to human life, properties, equipments in the JIPMER campus, the following **JIPMER Disaster Management Policies and procedures** are hereby framed for information and compliance of all Faculties, Residents, Students, staff members, and all others concerned. This will also be in accordance synergistic with Disaster Management guidelines of National Disaster Management Act 2005.

I. AIM

- 1.1 To provide essential information and define responsibilities for all employees & workers at JIPMER campus relative to Disaster Management for the benefit and well being of all patients/occupants/visitors/staff.
- 1.2 To provide for a Disaster Management Plan for JIPMER Hospital & progressively for entire campus which must be learned and regularly practiced by all staff
- 1.3 To develop a holistic, pro-active, multidisaster & technology driven strategy with focus on prevention, preparedness & risk mitigation, in order to reduce the impact of disasters both within& outside the JIPMER campus.

II. POLICY:

II.a Committee

A JIPMER Disaster Management Committee (JDMC) will be constituted under the Chairmanship of Director, JIPMER with a broad membership of all stakeholders. CPWD, HLL, G4s, SIS will be special invitees to the committee. This Committee composition may be modified from time to time.

JIPMER DISASTER MANAGEMENT COMMITTEE

- Chairman : Director
- Co-Chairman : Medical Superintendent
- Members : Dean
 - : Heads of Department: Surgery, Orthopaedics, Medicine, Radiology, Cardiology, Blood Bank, Anaesthesiology, Laboratory
 - : O I/C of OTs, Security, Sanitation, Campus, Horticulture, Stores
 - : Nursing Superintendent
 - : F & CAO
 - : Estate Manager
 - : Campus Contracting Agencies for Security, Sanitation & O/M
 - : CPWD – EE (Civil/Electrical)
 - : Nodal Officer for Puducherry – National Disaster Management Structure
 - : DMS/AMS/Casualty/Emergency
 - : DDA/SAO – Member Secretary

II. b The objective of the Committee would be as under:

1. To take adequate measures and adopt necessary best practices in order to ensure that JIPMER hospital is prepared to fight any natural as well as manmade disaster.
2. To update and modernize the Disaster Management Policy periodically in JIPMER hospital and also progressively in JIPMER campus
3. To develop Standard Operating Procedures to minimize the risks associated with Disaster.
5. To take such measures and provide with Disaster Management information and evacuation techniques which are applicable to Health Care Institutions for safety of patients, hospital staff, students, residents and visitors.
6. To create awareness and conduct training programmes periodically to train the faculty, hospital staff, students and all personnel so as to enable them to take effective part in Disaster Management.
7. To engage national & regional disaster management organizations for planning organization & coordination of prevention strategies and disaster management tactics as well as follow up measures in the JIPMER hospital and also the entire campus.
8. To ensure adequate financial support and infrastructure readiness to carry out rescue operations for mitigation of suffering of affected persons.
9. To install rapid action teams and command & control structure to cater to emergency situations so as to minimize loss of life, equipments and records.
10. This Committee will meet to review policy & assess status of Disaster preparedness policy in every 3 months. **The committee should meet whenever any emergency occurs and after every incident so that debriefing meeting is conducted so that the mistakes made can be rectified.** The organization of the meeting and its minutes etc. would be responsibility of the Member Secretary .

II. c Broad Policy Outline.

This document will outline institute wide protocols to be followed for further development of department/area specific SOP's and education/orientation programmes. Mock drills to be implemented starting December 2012 and conducted atleast quarterly.

III DISASTER DESCRIPTION

III. 1 Definition of Disaster:

A serious disruption of the functioning of a community or a society causing widespread human, material or environmental losses which exceed the ability of the affected community or society to cope using its own resources. (UNISDR – United Nations International Strategy for Disaster Reduction)

III. 2 Types of Disasters:

- Vehicular accidents; air crash, rail mishaps, roadway pileups
- Collapse of buildings
- Large Scale fire
- Floods, Tsunami, hurricanes & other disruptive weather patterns.
- Earthquakes
- Nuclear/Biological/Chemical Warfare
- Epidemics
- Communal riots, Terrorist attacks
- Bullet and blast injuries involving group violence

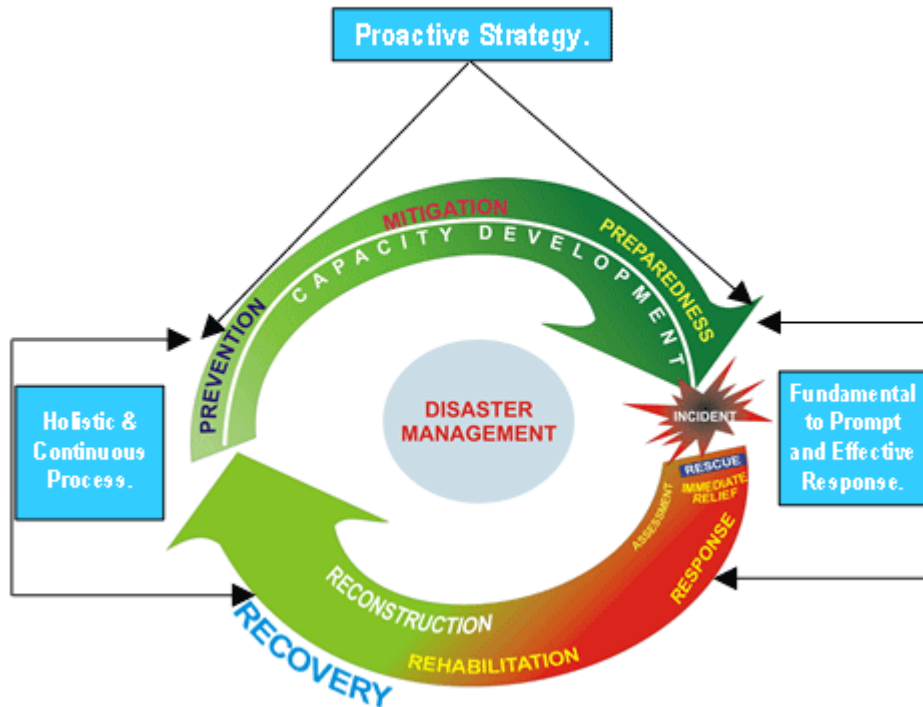
III. 3 Disaster Classification

Natural Disaster	Manmade Disaster
<ul style="list-style-type: none">• Geological disasters Earthquakes, Tsunami	<ul style="list-style-type: none">• Warfare Conventional & Nonconventional warfare
<ul style="list-style-type: none">• Meteorological disasters Storms (Cyclones, hurricanes, typhoons)	<ul style="list-style-type: none">• Refugees Forced movement of large number of people
<ul style="list-style-type: none">• Topographical disasters Landslides, Floods	<ul style="list-style-type: none">• Accidents Transportation (land, air, sea) Collapse of building, dams and other structures, mine disasters fire poison gas.
<ul style="list-style-type: none">• Biological disasters Epidemics of communicable diseases & Insect swarms	<ul style="list-style-type: none">• Technological failures - nuclear, chemical, public sanitation

IV. CONCEPTS IN DISASTER PLANNING, EDUCATION, PREPAREDNESS & RESPONSE; JIPMER SPECIFIC SOPS

The concept of Disaster management continuum is shown below

DISASTER MANAGEMENT CONTINUUM



The recent work done by UN (Hyogo Framework for Action 2005-2015) outlines five specific priorities:

1. Disaster Risk Reduction
2. Risk information improvement & early warning
3. Building culture of safety & Resilience
4. Risk reduction
5. Strengthening preparedness for response.

IV.1 Disaster Risk Reduction

JIPMER will institute preventive measures for internal biological and manmade disasters.

Biological: Campus areas to be inspected on a regular basis (daily/weekly templates) to prevent outbreaks of communicable diseases and appropriate actions taken. This includes but not limited to water, waste disposal, STP, environment.

Ownership – MS, HOD PSM, Sanitary Supdt.

Accidents: Buildings and surroundings should be inspected monthly with documentation of soundness with regard to civil, Mechanical & Electrical components to prevent fire, collapse, water logging, drainage disruption etc.

Ownership- CPWD, HLL, Estate Section, Horticulture.

Technological : Areas prone for hazards relating to radiation, chemical spills and sewage shall be monitored and proper educational processes or radiation hazard and chemical spill instituted.

Ownership – Radiation Safety committee, sanitation CPWD (sewage), ANS group Others. (Chemical spill education)

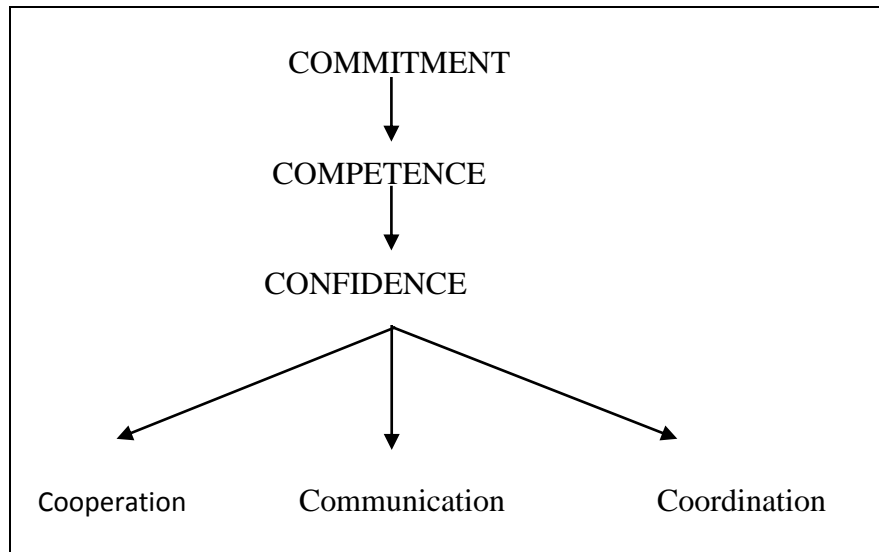
IV. 2. Disaster Risk Information Improvement and creating safety culture:

Structural & nonstructural aspects to increase safety within JIPMER campus will be promoted. Adequate surveillance of campus to ensure physical infrastructure (drainage channels etc) increasing efforts towards knowledge development/dissemination, awareness campaigns, curriculum development are some of the tactics to be used & monitored by JIPMER Disaster Management Committee.

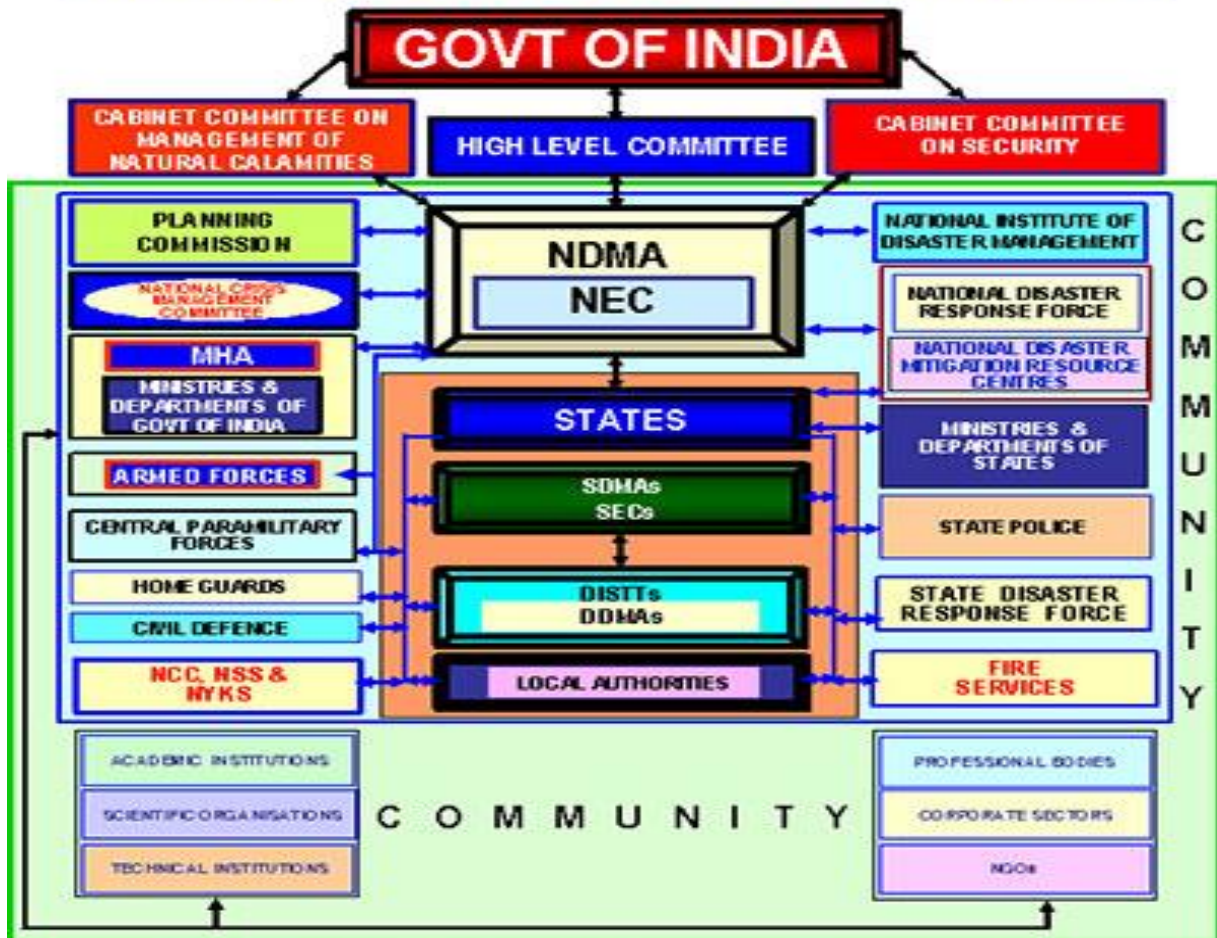
Ownership – Dean, Nursing College Principal, ANS group, CRAFT, JQC subgroup.

V. FUNDAMENTAL PRINCIPLES OF DISASTER MANAGEMENT:

The guiding tenets are to do the greatest possible good to the largest possible number of affected people within the optimal time frame using the maximal resources deployable. The employee of JIPMER must be familiarized with the National Disaster Management structure as well as the JIPMER specific disaster management plan.



NATIONAL DISASTER MANAGEMENT STRUCTURE



- Notes:
1. This diagram reflects interactive linkages for synergised management of disasters and not a hierarchical structure.
 2. Backward and forward linkages, especially at the functional level, are with a view to optimise efficiency.
 3. Participation of the Community is a crucial factor.

V.1. Disaster Action Steps

The disaster action steps include:

Response – Relief – Recovery – Rehabilitation – Reconstruction

1) Response

Immediate actions to be set in motion during & immediately following the impact of a disaster

2) Relief

Measures that include in search and rescue, shelter, water, food and health care

3) Recovery

Steps to restore pre-disaster level of functioning individualized for each disaster. Focus to be on hospital & health care delivery areas first, campus dwellers next, followed by other services

4) Rehabilitation

Actions to be taken in the aftermath of a disaster to:

Re-establish essential services and assist victims to repair their dwellings; revive key campus activities

5) Reconstruction

Permanent measures to repair or replace damaged infrastructure in order to set the institute back on course

V. 2 Terminologies & colour codes will be used as follows:

Disaster Alert - Yellow

Disaster Warning - Orange

Disaster Action - Red

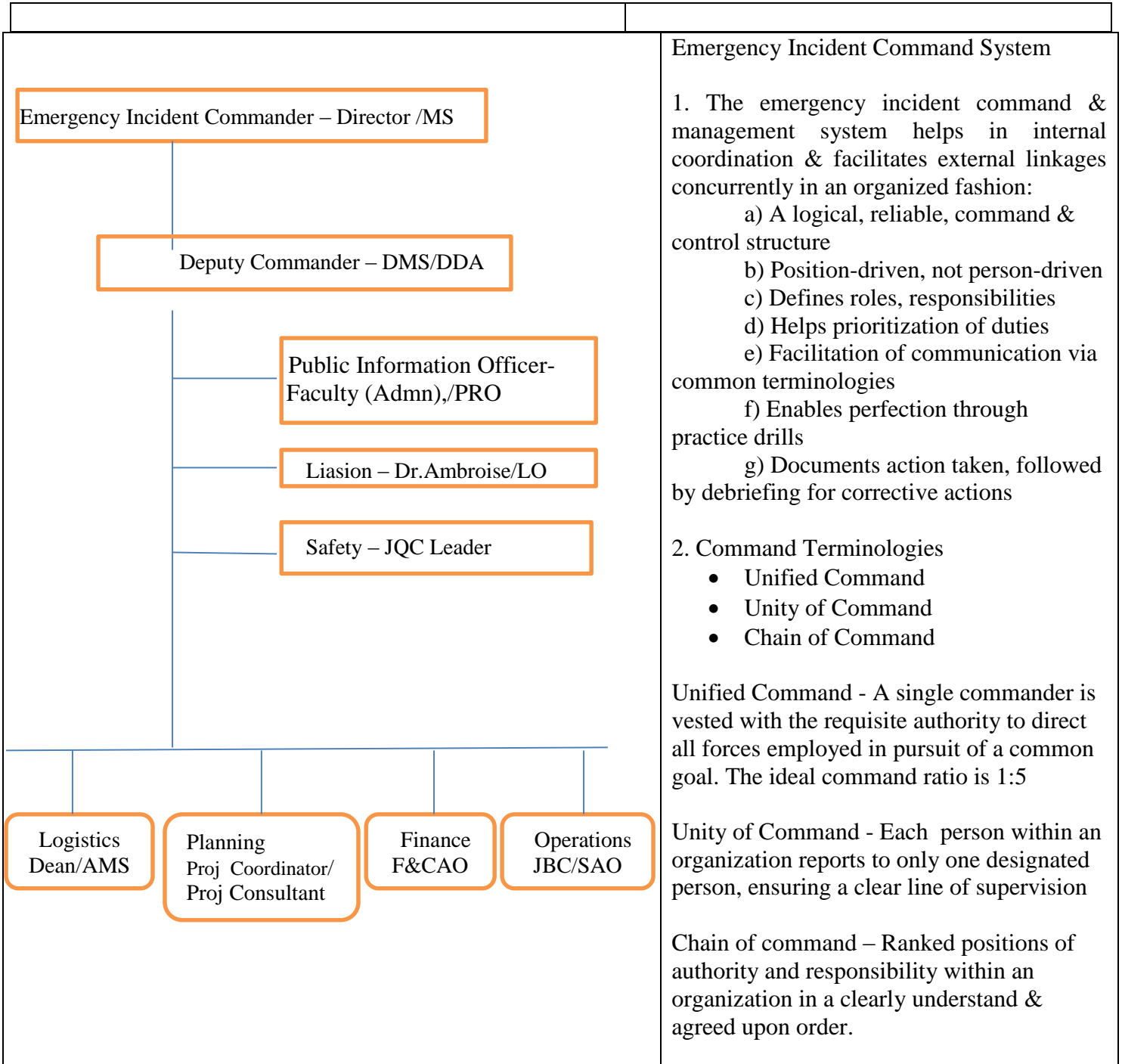
All clear – Green

JIPMER will use public address system, intranet, alarm/bell codes, close circuit TV (?other) for rapid dissemination of status.

Disaster Alert: Signifies each employee to start preparing for incident and begin positioning for intended role for deployment. Command chain will transmit information below.

Disaster Warning: Two way communication instituted in command chain (above & below) for readiness to act. Deployment begins for positional role, ready for action.

Overview of JIPMER Command Structure



<p>JIPMER Specific functional responsibilities Team:</p>	<p><u>V 4. Functional Responsibilities</u></p> <p>Command = overall responsibility</p> <p>Logistics = provide support (facilities, services, personnel, equipment, materials)</p> <p>Planning = collect/analyze data, prepare action plan; continuity of operation; documentation, monitor resource status</p> <p>Finance = cost accounting & procurement</p> <p>Operations = direct tactical actions stratified to disaster, viz. single response, strike team, task force. coordinate EMS, ICU, OT, capacity creation</p>
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	<p><u>V 5. Creation of Emergency Operations Centre (EOC)</u></p> <p>EOC is not housed in emergency department.</p> <p>EOC serves as central command post during disaster.</p> <p>EOC location to be determined at first Disaster Management Committee Meeting</p> <p>Components include:</p> <p>Communications: build redundancy (internal telephones, external telephones, two way radios, TVs, radios, VCR, Computers) and status boards (events, bed status & facilities status)</p> <ul style="list-style-type: none"> - Environmental controls UPS, HVAC, clock, power outlets, PADS, Light sources) & supplies (Job action sheets, ID badges, stationery maps, vests) to be standardized
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V.5 Disaster Rapid Response Teams (Sub teams)

The **Disaster Rapid Response Team** shall comprise of following area-specific sub-Teams.

Sub-Teams

A. Main hospital

1. Medical Supdt. - Leader
2. Addl. Medical Supdt.
3. HOD, Medicine
4. HOD, Orthopedics
5. Nursing Supdt.

B. Casualty/EMS

1. Officer In-Charge EMSD - Leader
2. GDMO on Duty
3. Asst. Professor of Psychiatry/Neuro.

C. SSB

1. HOD, Cardiology - Leader
2. HOD, Neurology
3. HOD, Urology

D. RCC

1. Dean - Leader
2. HOD, Radio-diagnosis

E. Women & Child Hospital

1. HOD, Paediatrics - Leader
2. HOD, Professor of Obst & Gynae
3. Deputy Nursing Supdt.

F. Hostels

1. Girls Hostel

- i) Warden - Leader
- ii) Assistant /Deputy Warden

2. Boys Hostel

- i) Wardens of Respective Hostels(Lister & Harvey Hostel) - Leader
- ii) Asst. Warden of Lister & Harvey Hostel

G. Residential Area (Type VI,V,IV) Quarters

- i) President - Leader
- ii) Secretary of the Association & other members

H. Residential Area (Type III, II, & I) Quarters

- i)

I. K.V.School

1. Principal - Leader
2. Vice-Principal

J. Auditorium

1. Officer In-charge Auditorium/ Project Co-coordinator - Leader
2. Estate Manager

K. Guest House

1. Law Officer- Leader

L. Communications Team

1. Dr. Ravindran, Professor of Pharmacology & President JFA - Leader
- 2.

M. Transport/Vehicles Team

1. DD(A)/Sr.A.O - Leader
2. Transport In-charge

N. Fire Safety Team

1. Fire Safety Officer
2. Deputy Fire Safety Officer

Disaster Management

When ever any such cyclone/tsunami / or any emergency occurs the HDMC should establish a emergency control room as per the flow chart

**Control Room with Land line,
intercom, cell No, headed by a Medical
officer**

Responsibility of control room Medical officer

1. He is the Head of the Disaster Management team and should act effectively during crisis.
2. He will be assisted by a General Administration Officer, Medical Administration officer and other voluntary members.
- 3.

Responsibility of General Administration Officer

1. He will work under the instruction of Control Room Medical officer.
2. He should have drawn advance cash from Account office.
3. He should decentralize the JIPMER vehicles at the required place
4. He should control the sanitation part
5. He should act with Horticulture Dept to remove all trees fallen on the road
6. He should control the security of JIPMER during emergency

Responsibility of Medical Officer

1. He will work under the instruction of Control Room Medical Officer.
2. He will take care of all hospital part
3. He should organize additional medical staff available during emergency

Responsibility of General Section

The vehicle are under the control of the General Section, JIPMER Maximum vehicle should be made available with drivers and should report General Administration officer.

Responsibility of Estate Manager

The Estate Manager with his team should be present at Control Room to assist the General Administrative officer.

Responsibility of Horticulture Dept

The Horticulture Superintendent with his team should be present at Control Room to assist the General Administrative officer.

Voluntary members from Staff & Students

This is very important man power in crisis management without man power nothing can be done
Student advisor roll to be played