

What to do in case of Fire



A fire spreads and causes more or less important damage depending on the type of material burnt.

BEFORE

- Keep matches and lighters out of reach of children
- Do not keep inflammable products close to a source of heat (alcohol, gas containers, paper, cloth, etc.)
- Avoid building up heat. For example do not cover televisions or heating equipment
- Beware of candles. Put them out before leaving a room
- Never smoke in bed
- Only use fireproof ashtrays and wait several hours before emptying them into a wastepaper bin or a rubbish bag
- Do not leave the kitchen when you are heating butter or oil on a hotplate.
- Before leaving your home check that all the hotplates are turned off
- Memorise the telephone number of the fire-fighting services (firemen, civil protection, etc.)

DURING

- Act in a calm and considered manner, avoid panic
- Call for assistance and give them your address clearly
- Cut off the gas and electricity supply
- Use the available means to fight the fire. Never try to put out an oil fire with water. When electrical equipment is on fire, unplug it
- Leave the building
- Try to rescue persons and animals in danger (wrap people whose clothing is alight in blankets or coats and roll them on the ground)
- If stair wells and corridors are filled with smoke, stay indoors and, avoid draughts by closing the doors and windows. Douse the door frequently with water and draught-proof it with wet rags. Make your presence known by showing yourself at the windows (without opening them)
- If you are in a smoke filled place stay close to the ground where the air remains fresh
- Never take the risk of being trapped by the fire

AFTER

- Follow the rescue team's orders
- Inspect your house
- Help your neighbours and people in difficulty (first aid kit)

What to do in case of Bomb Explosion/ Suspicious Package



BOMB EXPLOSION

- Call 100 and ask for police. Use landline telephones to call the police
- Turn off all necessary electronic transmitting equipment - radios, pagers, mobile phones etc. The use of communication equipment such as radios and mobile phones should be carefully considered in case of secondary devices
- If applicable, get out of the building as quickly and calmly as possible. Follow building evacuation procedures, where applicable
- In the event of falling debris, shelter under a sturdy table or desk until the situation has stabilized enough for your safe passage. When safe, leave quickly, watching out for weakened floors stairs and overhead hazards
- If trapped in debris, do not light a match. Cover your mouth with a handkerchief or clothing. Rhythmically tap on a pipe or wall so rescuers can hear where you are
- Ensure you own safety before trying to help others
- Stay away from tall buildings, glass windows and parked vehicles
- Follow the instructions of the site wardens (where applicable) and emergency service officers

RECEIVING A SUSPICIOUS PACKAGE

If you receive a package that appears to be out of the ordinary, for example, from an unknown source, or if it is badly wrapped or addressed, or has oily stains, or excessive weight or postage, DO NOT open or touch the package.

The following procedures apply whether you have opened the package or not;

- Leave the package where it is. DO NOT touch it or cover it. Quickly obtain as much information as possible for the Police without touching the package
- Get everyone out of the room and close the door. Isolate the room and prevent others from entering. Keep people who were in the room together but away from others. If you are able, turn off the air conditioning
- Call 100 and ask for Police
- Make a list of people who were in the room to give to authorities when they arrive
- If applicable, alert the building security staff or floor warden
- Wait in a safe place until emergency services arrive and follow their instructions
- If possible, wash your hands with soap and water. Do not touch your mouth and eyes with your hands
- If you are experiencing any immediate physical symptoms call EMS & ask for ambulance.

What to do in case of Transport Accident



Major air, rail, road and maritime accidents are similar in that they generally involve fast moving vehicles carrying many people or large quantities of goods and substances that can cause direct or indirect damage to people and the environment. Aircraft accidents can be of natural, technical or human origin (fault/failure, negligence, etc.).

Rail accidents occur when trains traveling on the same tracks collide or when a train derails because of a technical fault in the rolling stock, landslides and avalanches or, because of human malevolence. Road accidents are without doubt the most frequent major accidents, and overall, causes the most damage. Maritime disasters have greatly diminished thanks to improved ships and navigation systems. However, maritime transport can be the source of large ecological disasters, especially when oil tankers are shipwrecked or containers of dangerous products are lost overboard.

BEFORE

- Find out about the potential dangers involved in using different forms of transport
- Study the behavioural rules (posters, written instructions, or safety demonstrations) that are usually published by transport companies or given by the crew
- In case of an imminent danger make sure that you know the whereabouts of protection and safety equipment
- Keep a flashlight, blanket, first aid kit and road maps of your region in your car

DURING

If you are a victim of an accident

- Keep calm and avoid panic. As far as possible help your family members and other victims in difficulty
- Follow the orders of the captain, crew or bus driver
- As soon as the crash or shipwreck occurs try to free yourself from the cabin and escape quickly from the wreckage, especially if there is a risk of fire or dangerous leaks. Take refuge at a safe distance
- If possible start the rescue process by alerting the security services

If you witness an accident

- If it is a road accident, signal and mark it: hazard lights, accident triangle, people present before and after at the site of the accident
- Alert the rescue services (fire, police, EMS, etc.) and give them the precise location and nature of the accident, the approximate number of victims and the type of material damage that has occurred. The location of a rail accident can be established from the inscriptions on the railway pylons
- Do not intervene, if the rescue services are already on the scene. In this case move away from the site of the accident
- Do not touch the wounded, unless there is a fire in case of vehicle carrying hazardous material
- Do not smoke
- If dangerous substances are transported, keep at a distance

AFTER

- Keep calm and avoid panic
- Follow the instructions of the rescue services
- If need be, collaborate with the rescue teams and those leading the investigation

AN EMERGENCY KIT

Keep the items listed in your home so they can become your emergency kit for use in all types of emergencies:

- Battery-operated radio (with spare batteries)
- Torch (with spare batteries), candles and waterproof matches
- First aid kit and manual, including personal protective equipment such as disposable gloves, face masks and goggles
- Medications (and repeat prescriptions), tissues, toiletry and sanitary supplies
- Special needs for infants, the aged and people with disabilities
- Spare clothes including strong shoes, broad brimmed hat, leather gloves and sunscreen for each household member
- Sleeping equipment
- A mobile phone, spare battery and charger
- Strong plastic bags (for clothing, valuables, documents and photographs)
- Extra car and house keys
- Copies of important family documents (birth certificates, passports and licenses)
- Contact details for your agreed out-of-town contact
- Books, playing cards or games
- Credit cards, key cards and cash
- A copy of this booklet

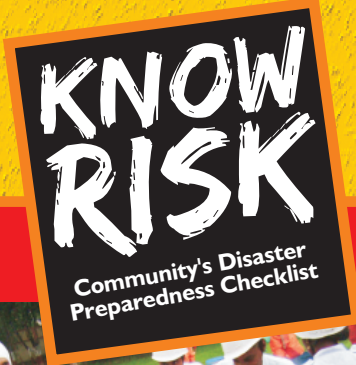


भारत सरकार
Government of India
गृह मंत्रालय
Ministry of Home Affairs
**National Civil Defence College,
Nagpur.**



Government of India Ministry of Home Affairs

Directorate General of Civil Defence



Compiled by
**National Civil Defence College,
Nagpur.**



FOREWORD

India is one of the most disaster prone countries of the world. The Government of India has undertaken a number of initiatives to enhance the Disaster Resilience of our people so as to build higher survival potential. The Civil Defence Corps is being programmed to revamp its present objectives and focus on building Disaster Resilience qualities in the vulnerable community. This brochure “KNOW RISK” is an endeavour of the Directorate General Civil Defence to advise the people on practical actions to be taken to deal with emergencies that affect our country.

The Civil Defence Corps has always been a frontrunner in assisting the community during emergencies, be it Gujarat and J & K Earthquake or Orissa Cyclone. But, a higher level of preparedness in individuals and households will always enhance the efficiency of Civil Defence Corps and strengthen the back-up support for our emergency services. This action guide will empower the people to stay calm and confident during emergencies and make them understand their tasks easily.

Let's all strive to build a Safer India.

Director General Civil Defence



The Seven important steps you can take?

- 1. Be aware about the disasters that put you at Risk and understand your Vulnerability.**
- 2. Think about what might happen. In thinking about what you, your family or household might do in an emergency, bear in mind that you may be in a situation where**
 - You may be separated from each other, for example children at school and parents at work
 - Normal communications might be difficult or impossible
 - Power supplies may be cut
 - You may be injured, and others may be injured or deceased
 - There may be fire or other dangerous elements present, and
 - Information about the emergency may be limited in the early stage of the event.
- 3. Talk with your family, household members and neighbours about things you could do.**
- 4. INVOLVE YOUR FAMILY OR HOUSEHOLD**
 - Decide how family members will stay in touch in the event of or after an emergency
 - Agree on how you will contact each other if not at home, who will collect family members, and who will check on neighbours
 - Identify an out-of-town person your family or household members can contact in case you are separated. Make a list of that person's contact details (home, mobile and work phone numbers, e-mail) and provide them to your workplace and to your children's school
 - Agree on a place for family or household members to meet if separated
 - Make arrangements for pets to ensure they will be safe, have food and water.
- 5. STORE IMPORTANT DOCUMENTS SAFELY**
 - Store important documents including wills, passports, photos, birth and marriage certificates, powers of attorney and insurance policies in a fire and water-proof container or safe deposit box. Review your insurance policies to ensure they are current and adequate. If you keep them in your home, try to take them with you if you evacuate. Consider arranging authorised copies to be kept at an alternate secure location.
- 6. FIND OUT ABOUT YOUR LOCAL EMERGENCY SERVICES**
 - Make a record of your local emergency telephone numbers (State or Local Emergency Service, local council, gas electricity, water etc.) and keep them near your phone. Remember to dial 100 for Police, 101 for Fire emergency and for ambulance.
- 7. PREPARE AN EMERGENCY KIT AND KEEP IT HANDY**

What to do in case of Flood ?



A flood is the more or less quick immersion of an area under varying water levels. It is caused by heavy rains

BEFORE

- Find out about the warning signals and evacuation procedures
- In case of imminent flood risk switch off heating appliances, gas and electricity
- Move your furniture, electric equipment and other personal effects to upper floors
- Put toxic substances, such as pesticides and insecticides, in a safe place so as to avoid pollution

DURING

If you are indoors:

- Keep calm
- Warn your neighbours and help particularly the handicapped, children and the elderly.
- Remain Alert of the danger and its evolution. Listen to the radio
- Do not use the telephone, don't overload the network
- Leave your house as soon as those in-charge of the emergency operations request you to
- Use the route indicated by those responsible. Do not take short cuts, you run the risk of finding yourself trapped or in a dangerous place
- Make the necessary arrangements for domestic animals
- Take with you only what is absolutely necessary (first aid kit, identity and personal papers and medicines)

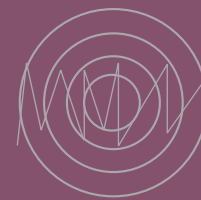
If you are in a car

- Avoid driving on a flooded road as you risk being swept away by the current
- If you are trapped in a flooded area and your car breaks down, leave it and get help for you and your passengers

AFTER

- Help the injured. Bring your first aid kit
- Listen to the radio and follow the instructions of those in charge of the rescue operations
- Be careful before entering your home. Check that it is structurally sound (strength of walls, floors, broken window panes and other dangerous debris)
- Immediately pour about 2 liters of bleach into stagnant waters
- Do not drain all the water in one go (this may damage the foundations)
- Clear only about a third of the volume of water per day
- Do not live in a house in which there is stagnant water
- Watch out for electric shocks. Wear rubber boots when the water level is higher than 5 cm above the floor
- Make sure electric cables do not come into contact with water. In flooded areas immediately switch off the current at the mains, if you have not already done so
- If the floor near the main fuse box is wet, step on a plank so as to be on a dry surface and use a dry stick to switch off the current
- If you suspect that the water meant for consumption has been contaminated, use bottled water or boil the contaminated water for 5 minutes.
- You can also add three drops of unscented bleach per liter of contaminated water. Let it rest for 30 minutes before consuming it
- Wash or sterilize contaminated crockery or utensils. Use boiling water or a sterilizing solution (approximately a coffee spoon of bleach in a sink full of water)
- Do not heat your house at above 4 degree Celsius before all the flood water has drained away
- Empty the house of all dirty and soaked material and debris
- Remove the remaining mud and earth and discard contaminated furniture, domestic appliances, clothes and bedding
- Clean and wipe all surfaces and structures with bleach.
- Ensure there is a good draught to clear away the fumes

What to do in case of Earthquake



An earthquake is violent fracturing of rocks deep in the earth creating fractures under or on the surface and resulting in vibrations in the earth that are transmitted to buildings.

BEFORE

- Know the cut off points for water, electricity and gas and how to operate them
- Fix shelving and bookcases firmly to the walls
- Place heavy objects as low as possible

DURING

If you are inside

- Do not run outside. You are safer inside. Shelter in a doorway, under a table, a bench, a desk or a bed and hold on to it so as to follow its movements
- If there is no solid furniture, stand against an internal wall and protect your head and neck
- Move away from the fireplace, windows and balconies
- Do not use lifts

If you are outside

- Run to an open space
- Move away from structures, buildings, high walls, overhead cables, electric cables, and all other structures that could collapse
- If you are caught near a tall building or in a narrow street take shelter under a porch or in a doorway so as to protect yourself from falling objects

If you are in a car

- Stop the car and stay in it
- Avoid bridges, culverts, and all other structures that could collapse

AFTER

If you are injured

- Don't panic, stay calm
- Attract attention by all means (use a whistle, knock on walls, etc.)

If you are not injured

- Put out any fires that may have started
- Switch off all sources of heat and radiators
- In case of damage, turn off the electricity, water and gas supply
- Do not use matches or lighters because of the risk of gas leaks
- Listen to the radio and follow the instructions of those in charge of the rescue operations
- Provide first aid to the wounded (first aid kit)
- Use the telephone only if lives are in danger. This is so as to not overload the telephone network which is essential for the rescue and medical services
- Do not enter a damaged building, even if you believe it is safe
- In case of aftershocks stay where you are and protect yourself
- Ration your stocks of food and drinking water
- Try & resque the wounded lying on the surface.
- Assist Emergency Services with information and as volunteer.

What to do in case of Storm ?



A storm is characterized by violent winds and torrential rains; it is provoked by violent atmospheric disturbances occurring over land and sea.

BEFORE

- Prepare an emergency kit: food, clothes, blankets, medicines, first aid kit, flashlight, battery-operated radio, identity papers and personal documents
- Choose your shelter: basement, under a solid piece of furniture on the ground floor in the centre of the house and away from exterior walls and windows
- Prune dead tree branches regularly and cut down dead trees to reduce the risk of them falling on your house
- Secure to the ground temporary and flimsy structures.
- Designate a meeting point for the family in case the storm occurs whilst the members are not together (at school, work, etc.) or if the house is destroyed

IN CASE OF IMMINENT DANGER

If you are indoors:

- Avoid leaving your house. Listen to the radio or television.
- Close doors and windows. Reinforce glass windows with sticky tape (applied in stars or crosses) Move inside all furniture and objects likely to be swept away by the wind or water
- If in a village assemble cattle in the most solid stable and leave them supplies of fodder and water
- If you are instructed to leave the premises do so.
- Take your emergency kit with you

If you are outside:

- If you do not see a shelter, lie down in a ditch or a ravine and protect your head
- Never venture on water in a boat. If you are already on water make for the shore immediately you see the bad weather approaching

If you are in a Car

- Get out and move away from it. The wind may overturn it or even project it in the air

DURING

- Keep calm
- Do not leave your house
- Assemble everyone in the shelter or, if none is available, in the room chosen beforehand
- Listen to the radio
- Do not use the telephone, as it may overload the network.
- Follow the instructions given by the authorities and rescue teams
- In a thunderstorm, protect yourself from lightning, notably by keeping away from metal objects, turning off electricity, the telephone and television.
- Avoid standing up in a high spot or sheltering under a tree.

AFTER

- Keep calm and avoid panic
- Listen to the radio for information and follow instructions
- Give first aid to those injured or trapped in rubble. Seek assistance if need be
- Do not go near damaged electricity cables
- Do not use the telephone except in a real emergency. Keep the lines free for the authorities
- Do not consume water unless you have boiled it for 10 minutes or disinfected it with chlorine tablets or bleach (1 drop of bleach for 1 liter of water or, if the water is cloudy, add 3 drops and let it rest for 30 minutes)
- In case of long electricity cuts, check the content of refrigerating units and discard damaged food