**CHECK LIST OF DISASTER PREPAREDNESS**

Items to carry with you at all times

※ The next disaster may strike when you’re away from home. To stay prepared, you should carry the necessary items at all times. Light, compact items are the best.

|  |  |  |
| --- | --- | --- |
| Flashlight |  |  |
| Mobile radio |  |  |
| Mobile phone | Should be fully charged as frequently as possible except during storms, floods, thunderstorms and lightening |  |
| Whistle | To be used to let people know your location when you are trapped |  |
| Evacuation card |  |  |
| Evacuation map |  |  |

Emergency items to take with you

※ These are the first things you should take when evacuating. Put them in an emergency bag and keep the bag near your doorway or at a place where you can readily fetch it from.

|  |  |  |
| --- | --- | --- |
| **Valuables** | | |
| Write out the numbers for your bank book, credit card, health insurance certificate, and driving license on a piece of paper or make copies. | Cash and coins |  |
| Credit cards/ Debit cards |  |
| Driving Licence |  |
| Health card |  |
| **Evacuation goods** | | |
| Have one for each member of the family. | Flashlights |  |
| Mobile phone/ radio/ light/ charger/ power bank |  |
| Spare batteries |  |
| Helmet |  |
| **Survival items** | | |
| Bare necessities for life at the evacuation site. Carefully consider whether there are babies, elderly relatives, etc. in your family. | Gloves |  |
| Blankets |  |
| Tin opener |  |
| Lighter/ Matches |  |
| Knife |  |
| Tissue paper |  |
| Umbrella |  |
| **First aid items** | | |
| At least one week supply of all medicines being taken for chronic ailments like Diabetes, Blood Pressure, etc. should be packed. | First aid box containing band-aid, Paracetamol tablets, antiseptic solution and cream, cotton, water purifying tablets, thermometer, scissors, wipes and Soap |  |
| Copies of prescriptions |  |
| Medicines being taken for chronic ailments, gastrointestinal drugs |  |
| Feminine protection products |  |
| **Emergency food** | | |
| Prepare enough emergency food to sustain your family for at least 3 days. Foods that you can easily eat are convenient. | Biscuits |  |
| Bread |  |
| Canned food |  |
| Chocolate |  |
| Powder milk |  |
| Drinking water |  |
| **Clothes** | | |
| Choose clothes that are easy to move around in. Warm clothes such as sweaters are helpful in cold seasons. | Underwear, Socks |  |
| Long-sleeved shirts, Trousers |  |
| Rain goods |  |

Items to stockpile

\*Stockpiles are provisions to keep you self-sufficient for a few days until order returns.

\*It is convenient to divide provisions up and stow them in several places where you can fetch them after a disaster strikes, such as in a shed, garage or car trunk.

|  |  |  |
| --- | --- | --- |
| Food |  |  |
| Pre-cooked rice, dal, vegetables |  |  |
| Bread |  |  |
| Noodles |  |  |
| Drinking water | 3 litres of potable water per day per person for at least 3 days |  |
| Daily activities |  |  |
| Water containers/ buckets |  |  |
| Tissue paper, wet tissues |  |  |
| Plastic wrap |  |  |
| Paper plates, paper cups, plastic knives, forks and spoons |  |  |
| Rope | These help in rescue. |  |
| Tool sets |  |
| Candles and matchboxes |  |  |
| Hurricane lamps with oil/ kerosene |  |  |
| Broom and dustpan | These are helpful for removing glass or collapsed items. |  |
| Rain boots | To protect your feet on rubble, etc. |  |

DO’S AND DON’TS

NATURAL DISASTERS

**EARTHQUAKES**

**Before an Earthquake**

* Repair deep plaster cracks in ceilings and foundations.
* Anchor overhead lighting fixtures to the ceiling.
* Fasten shelves securely to walls.
* Place large or heavy objects on lower shelves.
* Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
* Hang heavy items such as pictures and mirrors away from beds, settees, and anywhere that people sit.
* Keep each of the flammable items separately at a distance from each other.
* Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
* Secure water heaters, LPG cylinders etc., by strapping them to the walls or bolting to the floor.
* Tape or mask window glass panes or cover them with heavy curtains.
* Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.
* Identify safe places indoors and outdoors.
* Under strong dining table, bed
* Against an inside wall
* Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over
* In the open, away from buildings, trees, telephone and electrical lines, flyovers and bridges
* Know emergency telephone numbers (such as those of doctors, hospitals, the police, etc)
* Educate yourself and family members

**During an Earthquake**

Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur subsequently. Minimize your movements to a few steps that reach a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

**If indoors**

* DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there is no table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
* Protect yourself by staying under the lintel of an inner door, in the corner of a room, under a table or even under a bed.
* Stay away from glass, windows, outside doors and walls, and anything that could fall, (such as lighting fixtures or furniture).
* Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
* Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway.
* Stay inside until the shaking stops and it is safe to go outside.

**If outdoors**

* Move away from buildings, trees, streetlights, and utility wires.
* If you are in open space, stay there until the shaking stops.

**If in a moving vehicle**

* Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
* Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

**If trapped under debris**

* Do not light a match.
* Do not move about or kick up dust.
* Cover your mouth with a handkerchief or clothing.
* Practise controlled breathing for long subsistence.
* Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

**FLOODS**

### Before flood

* Avoid building in flood prone areas unless you elevate and reinforce your home.
* Elevate the furnace, water heater, and electric panel if susceptible to flooding.
* Install "Check Valves" in sewer traps to prevent floodwater from backing up into the drains of your home.
* Contact community officials to find out if they are planning to construct barriers (levees, beams and floodwalls) to stop floodwater from entering the homes in your area.
* Seal the walls in your basement with waterproofing compounds to avoid seepage.
* Keep valuable documents in waterproof packets/ containers.
* 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 lying 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.
* Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

***If you must prepare to evacuate, you should:***

* Secure your home. If you have time, bring in outdoor furniture. Move essential items to an upper floor.
* Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

***If you have to leave your home, remember these evacuation tips:***

* Do not walk or swim through moving water. Use a stick to check the firmness of the ground in front of you.
* Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely.
* Be careful of snakes, as snake bites are common during floods.

**In the Flood Situation**

* Obey orders issued by the government and shift to a safer place.
* Be at safe place and then try to collect correct information.
* Switch off electrical supply and don’t touch open wires.
* Avoid contact with flood water; it may be contaminated with sewage oil, chemicals or other substances.
* 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.
* 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 and wet carpet.
* 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.

**LANDSLIDE**

* Prepare tour to hilly region in accordance with information given by weather department or news channel.
* Move away from landslide path or downstream valleys quickly without wasting time.
* Keep drains clean.
* Inspect drains for - litter, leaves, plastic bags, rubble etc.
* Keep the weep holes open.
* 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 Block or District Head Quarters.
* Ensure that toe of slope is not cut, remains protected, don't uproot trees unless re-vegetation is planned.
* Listen for unusual sounds such as trees cracking or boulders knocking together.
* Stay alert, awake and active (3A's) during the impact or probability of impact.
* Locate and go to shelters.
* Try to stay with your family and companions.
* Check for injured and trapped persons.
* Mark path of tracking so that you can't be lost in middle of the forest.
* Know how to give signs or how to communicate during emergency time to flying helicopters and rescue team.
* Try to avoid construction and staying in vulnerable areas.
* Do not panic and loose energy by crying.
* Do not touch or walk over loose material and electrical wiring or pole.
* Do not build houses near steep slopes and near drainage path.
* Do not drink contaminated water directly from rivers, springs, wells but rain water, if collected directly, is fine.
* Do not move an injured person without rendering first aid unless the casualty is in immediate danger.

**CYCLONES**

**Before the Cyclone season:**

* Check the house; secure loose tiles and carry out repairs of doors and windows.
* Remove dead branches or dying trees close to the house; anchor removable objects such as lumber piles, loose tin sheets, loose bricks, garbage cans, sign-boards etc. which can fly in strong winds
* Keep some wooden boards ready so that glass windows can be boarded if needed.
* Keep hurricane lantern/s filled with kerosene, battery operated torches and enough dry cells.
* Demolish condemned buildings.
* Keep some extra batteries for transistors.
* Keep some dry non-perishable food ready for use in emergency.

**When the Cyclone starts**

* Listen to the radio (All India Radio stations give weather warnings) and watch the TV if there is transmission.
* Keep monitoring the warnings. This will help you prepare for a cyclone emergency.
* Pass the information to others.
* Ignore rumours and do not spread them; this will help to avoid panic situations.
* Believe in the official information.
* When a cyclone alert is on for your area continue normal working but stay alert to the radio warnings.
* Stay alert for the next 24 hours as a cyclone alert means that the danger is within 24 hours.

**When your area is under cyclone warning**

* **Get away from low-lying beaches or other low-lying areas close to the coast.**
* Leave early before your way to high ground or shelter gets flooded.
* Do not delay and run the risk of being marooned.
* If your house is securely built on high ground take shelter in the safe part of the house. However, if asked to evacuate do not hesitate to leave the place.
* Board up glass windows or put storm shutters in place.
* Provide strong suitable support for outside doors.
* If you do not have wooden boards handy, paste paper strips on glasses to prevent splinters. However, this may not avoid breaking windows.
* Get extra food, which can be eaten without cooking. Store extra drinking water in suitably covered vessels.
* If you have to evacuate the house move your valuable articles to upper floors to minimize flood damage.
* Ensure that your hurricane lantern, torches or other emergency lights are in working condition and keep them handy.
* Small and loose things, which can fly in strong winds, should be stored safely in a room.
* Be sure that a window and door can be opened only on the side opposite to the one facing the wind.
* Make provision for children and adults requiring special diet.
* If the centre of the cyclone is passing directly over your house there will be a lull in the wind and rain lasting for half an hour or so. During this time do not go out because immediately after that, very strong winds will blow from the opposite direction.
* Switch off the electrical mains in your house.

**When Evacuation is instructed**

* Pack essentials for yourself and your family to last a few days. These should include medicines, special food for babies and children or elders.
* Head for the proper shelter or evacuation points indicated for your area.
* Do not worry about your property
* At the shelter follow instructions of the person in charge.
* Remain in the shelter until you are informed to leave

**Post-cyclone measures**

* You should remain in the shelter until informed that you can return to your home.
* Use the recommended route to return to your home. Do not rush.
* You must get inoculated against diseases immediately.
* Strictly avoid any loose and dangling wires from lamp posts.
* If you have to drive, do drive carefully.
* Clear debris from your premises immediately.
* Report the correct losses to appropriate authorities.

**TSUNAMI**

**Before Tsunami**

* Find out if your home, school, workplace, or other frequently visited locations are in tsunami hazard areas along sea-shore.
* Know the height of your street above sea level and the distance of your street from the coast or other high-risk waters.
* Plan evacuation routes from your home, school, workplace, or any other place you could be where tsunamis present a risk. If possible, pick areas (30 meters) above sea level or go as far as 3 kilometres inland, away from the coastline. If you cannot get this high or far, go as high or far as you can.
* If your children's school is in an identified inundation zone, find out what the school evacuation plan is.
* Follow posted tsunami evacuation routes; these will lead to safety.
* One of the early warning signals of a tsunami is that the sea water recedes several metres, exposing fish on shallow waters or on the beaches. If you see the sea water receding, you must immediately leave the beach and go to higher ground far away from the beach.
* Avoid building or living in buildings within 200 meters of the high tide coastline.
* Make a list of items to bring inside in the event of a tsunami.
* Elevate coastal homes.
* Most tsunami waves are less than 3 meters. Elevating your house will help reduce damage to your property from most tsunamis.
* Take precautions to prevent flooding.
* Have an engineer check your home and advise about ways to make it more resistant to tsunami water.
* There may be ways to divert waves away from your property. Improperly built walls could make your situation worse. Consult with a professional for advice.
* Ensure that any outbuildings, pastures, or corrals are protected in the same way as your home. When installing or changing fence lines, consider placing them in such a way that your animals are able to move to higher ground in the event of a tsunami.

**If you feel a strong coastal earthquake**

* Drop, cover, and hold on. You should first protect yourself from the earthquake damages.
* When the shaking stops, gather members of your household and move quickly to higher ground away from the coast. A tsunami may be coming within minutes.
* Avoid downed power lines and stay away from damaged buildings and bridges from which heavy objects might fall during an aftershock.

If you are on land

* Evacuate your house if you live in a tsunami evacuation zone. Move in an orderly, calm and safe manner to the evacuation site or to any safe place outside your evacuation zone. Follow the advice of local emergency and law enforcement authorities.
* If you are at the beach or near the ocean and you feel the earth shake, move immediately to higher ground,
* The upper floors of hotels can provide a safe place to find refuge.
* Since tsunami wave activity is imperceptible in the open ocean, If you are on a boat, do not return to port if you are at sea.
* Owners of small boats may find it safest to leave their boat at the pier and physically move to higher ground, particularly in the event of a locally-generated tsunami.

**After Tsunami**

* Continue using a Weather Radio or staying tuned to a Coast Guard emergency frequency station or a local radio or television station for updated emergency information.
* Check yourself for injuries and get first aid if necessary before helping injured or trapped persons.
* If someone needs to be rescued, call professionals with the right equipment to help.
* Help people who require special assistance— Infants, elderly people, those without transportation, large families who may need additional help in an emergency situation, people with disabilities, and their care-givers.
* Avoid disaster areas.
* Your presence might hamper rescue and other emergency operations and put you at further risk from the residual effects of floods, such as contaminated water, crumbled roads, landslides, mudflows, and other hazards.
* Use the telephone only for emergency calls. Telephone lines are frequently overwhelmed in disaster situations. They need to be clear for emergency calls to get through.
* Stay out of a building if water remains around it. Tsunami water, like floodwater, can undermine foundations, causing buildings to sink, floors to crack, or walls to collapse.
* When re-entering buildings or homes, use extreme caution. Tsunami-driven floodwater may have damaged buildings where you least expect it. Carefully watch every step you take.
* Wear long pants, a long-sleeved shirt, and sturdy shoes. The most common injury following a disaster is cut feet.
* Use battery-powered lanterns or flashlights when examining buildings. Battery-powered lighting is the safest and easiest to use, and it does not present a fire hazard for the user, occupants, or building. DO NOT USE CANDLES.
* Examine walls, floors, doors, staircases, and windows to make sure that the building is not in danger of collapsing. Inspect foundations for cracks or other damage. Cracks and damage to a foundation can render a building uninhabitable.
* Look for fire hazards. Under the earthquake action there may be broken or leaking gas lines, and under the tsunami flooded electrical circuits, or submerged furnaces or electrical appliances. Flammable or explosive materials may have come from upstream. Fire is the most frequent hazard following floods.
* Check for gas leaks. If you smell gas or hear a blowing or hissing noise, open a window and get everyone outside quickly. Turn off the gas using the outside main valve if you can, and call the gas company from a neighbour’s home. If you turn off the gas for any reason, it must be turned back on by a professional.
* Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell burning insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice. Electrical equipment should be checked and dried before being returned to service.
* Check for damage to sewage and water lines. If you suspect sewage lines are damaged under the quake, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. You can obtain safe water from undamaged water heaters or by melting ice cubes that were made before the tsunami hit. Turn off the main water valve before draining water from these sources. Use tap water only if local health officials advise it is safe.
* Watch out for wild animals, especially poisonous snakes that may have come into buildings with the water. Use a stick to poke through debris. Tsunami floodwater flushes snakes and animals out of their homes.
* Watch for loose plaster, drywall, and ceilings that could fall.
* Shovel mud before it solidifies.
* Check food supplies.
* Any food that has come in contact with floodwater may be contaminated and should be thrown out.
* Expect aftershocks. If the earthquake is of large magnitude (magnitude 8 to 9+ on the Richter scale) and located nearby, some aftershocks could be as large as magnitude 7+ and capable of generating another tsunami. The number of aftershocks will decrease over the course of several days, weeks, or months depending on how large the main shock was.
* Watch your animals closely. Keep all your animals under your direct control.

**DROUGHT**

* Listen to radio, watch TV, read newspapers for warnings, updates and instructions.
* Practice rainwater harvesting.
* Repair and rejuvenate local water bodies before the rainy season.
* Use drought-resistant / low water intensity crop seeds varieties / plants.
* Plant drought-tolerant grasses, shrubs, trees to protect soil moisture.
* Excavate deep pits to help increase groundwater table.
* Use sprinkler method/drip irrigation method for crop irrigation; irrigate crops during evenings.
* Prepare and use crop contingency and complementary plans
* Participate in water conservation programmes.
* Put used domestic water to use by watering grasses and plants.
* Use a bucket instead of a shower for bathing.
* Use wet clothes to clean and scrub floors instead of using running water.
* Construct toilets that need less water for flushing.
* Regularly check tanks, taps, etc. to prevent leakage.
* Reuse water as much as possible.
* Adopt water conservation practices in lifestyle. Follow all state and local restrictions on water use, even if you have a private well (groundwater levels are affected by drought too).
* Do not waste water at all.
* Do not cut trees and forests.
* Do not waste rainwater collected on rooftops, etc.
* Do not interfere with traditional water sources such as ponds, annicuts, well, tanks, etc.
* Do not use high water intensity seeds / crops; don’t irrigate crops during mornings.
* Avoid using handheld hose for any domestic chores.
* Repair dripping taps by replacing washers.
* Check all plumbing for leaks and get them repaired.
* Choose appliances that are more energy and water efficient.
* Avoid flushing the toilet unnecessarily.
* Avoid letting the water run while brushing your teeth, washing your face or shaving.

**HEAT WAVE**

**Before heat wave conditions**

* Install temporary window reflectors such as aluminum foil-covered cardboard, to reflect heat back outside.
* Cover windows that receive morning or afternoon sun with drapes, shades.
* Listen to local weather forecasts and stay aware of upcoming temperature changes.
* Know those in your neighborhood who are elderly, young, sick or overweight. They are more likely to become victims of excessive heat and may need help.
* Get trained in first aid to learn how to treat heat-related emergencies.

**During heat wave conditions**

* Avoid going out in the sun, especially between 12.00 noon and 3.00 p.m..
* Drink sufficient water and as often as possible, even if not thirsty. However, persons with epilepsy or heart, kidney or liver disease or on fluid- restricted diets or having problems with fluid retention should consult a doctor before increasing liquid intake.
* Stay on the lower floors and away from sunshine.
* Eat well-balanced, light and regular meals.
* Wear lightweight, light-coloured, loose, and porous cotton clothes. Use protective goggles, umbrella/ hat, shoes or chappals while going out in the sun.
* Avoid strenuous activities when the outside temperature is high.
* While travelling, carry water with you.
* Avoid alcohol, tea, coffee and carbonated soft drinks, which dehydrates the body.
* Avoid high-protein food and do not eat stale food.
* If you work outside, use a hat or an umbrella and also use a damp cloth on your head, neck, face and limbs
* Do not leave children or pets in parked vehicles
* If you feel faint or ill, consult a doctor immediately.
* Use ORS, homemade drinks like lassi, torani/kanji (rice water), lemon water, buttermilk, etc. which help to re-hydrate the body.
* Keep animals in the shade and give them plenty of water to drink.
* Keep your home cool, use curtains, shutters or sunshade and open windows at night.
* Use fans, damp clothing and take bath in cold water frequently.

**Tips for treatment of a person affected by a sunstroke:**

* Lay the person in a cool place in the shade. Wipe her/ him with a wet cloth. Wash the body frequently. Pour normal temperature water on the head. The main thing is to bring down the body temperature.
* Give the person ORS to drink or lemon sarbat/ torani/ kanji or whatever is useful to rehydrate the body.
* Take the person immediately to the nearest health centre. The patient needs immediate hospitalisation, as heat strokes could be fatal.

**Acclimatisation**

People at risk are those who have come from a cooler climate to a hot climate. You may have such a person(s) visiting your family during the heat wave season. They should not move about in open field for a period of one week till the body is acclimatized to heat and should drink plenty of water. Acclimatization is achieved by gradual exposure to the hot environment during heat wave.

**COLD WAVE**

**Before likely cold wave**

* Check that you have adequate winter clothing.
* Monitor all media outlets for weather and emergency procedure information.
* Check on any neighbours who live alone, especially the elderly.
* Keep ready the emergency kit along with snow shovels, wood for your fireplace and adequate clothing.
* Ensure emergency supplies are easily accessible - no power means no electricity.

**During cold wave**

* Stay indoors as much as possible.
* Use only one room - an internal room or passage will be easier to heat. Regular hot drinks will maintain body heat to fight the cold.
* If electricity fails, freezers will preserve food for up to 48 hours if the door is kept shut.
* Ensure that adequate clothing is worn - many light layers are better than one thick layer.
* Hats and mufflers help to prevent heat loss.
* Keep dry. Change wet clothing frequently to prevent loss of body heat.
* Maintain proper ventilation when using kerosene heater or coal oven to avoid toxic fumes.
* Eat healthy food to supply heat to the body and drink non-alcoholic beverages.
* Go to a designated public shelter if your home loses power or heat during extreme cold.
* Visit doctor for signs of frostbite: loss of feeling and white or pale appearance on fingers, toes, ear lobes and the tip of the nose.
* Visit doctor for signs of hypothermia (subnormal body temperature); uncontrolled shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness and apparent exhaustion.

**THUNDERSTORM/ SQUALL**

**Before the storm**

* Prepare an emergency kit with essential items for safety and survival.
* Secure your house; carry out repairs; don’t leave sharp objects loose.
* Secure outside objects that could blow away and cause damage.
* Remove rotting trees/broken branches that could fall and cause injury or damage.
* Listen to radio, watch TV or read newspapers for weather updates and warnings.

**During the storm**

* Keep a watch on local weather updates and warnings.
* Try to stay indoors; stay off verandas.
* Unplug all electrical equipment.
* Don’t use corded telephones.
* Use your battery-operated radio for news updates.
* Don’t touch plumbing and metal pipes.
* Do not use running water.
* Stay away from structures with tin roofs/ metal sheets.
* Don’t take shelter near/under trees.
* Stay put if you are inside a car/bus/covered vehicle.
* Don’t use metallic objects; stay away from power/telephone lines.
* Get out of water - pools, lakes, small boats on water bodies - and take safe shelter immediately.
* Remember, rubber-soled shoes and rubber tyres provide NO protection from lightning.

**After the storm**

* Stay away from storm-damaged areas.
* Listen to local radio/TV stations for updated information or instructions on weather and traffic updates.
* Stay away from fallen trees/power lines and report them to nearest Block/District HQ immediately.
* Designate a safe area in or near your house to shelter your animals in a severe thunderstorm.
* Keep your animals away from open water, pond or river.
* Keep your animals away from tractors and other metal farm equipment.
* Don’t allow your animals to congregate under trees.
* Watch your animals closely and try to keep them under your direct control.

**LIGHTNING**

**Before**

* Cut down or trim trees that may be in danger of falling on your home. • An important lightning safety guide is the 30-30 rule.
* Darkening skies, thunder, hair standing up on the back of your neck or tingling skin may mean lightning is imminent.
* After you see lightning, start counting to 30. If you hear thunder before you reach 30, go indoors. Suspend activities for at least 30 minutes after the last clap of thunder.
* Always keep the earthing working to avoid damage to electrical equipment.
* Consider buying surge protectors, lightning rods, or a lightning protection system to protect your home, appliances, and electronic devices.

**During**

(A) If Indoors

* Unplug all electrical equipment before the storm arrives. Don’t use corded telephones, electrical devices, chargers, etc.
* Stay away from windows and doors; stay off verandas.
* Don’t touch plumbing and metal pipes.
* Do not use running water.

(B) If Outdoors

* Get inside a house/building. Stay away from structures with tin roofs/metal sheets.
* If caught under the open sky, crouch. Don’t lie down or place your hands on the ground.
* Don’t take shelter near/under trees.
* Spread out; don’t stand in a crowd.
* Stay clear of water bodies.
* If you are outside, seek refuge in a car or grounded building when lightning or thunder begins.
* Stay put if you are inside a car/bus/covered vehicle.
* Don’t use metallic objects; stay away from power/telephone lines.
* Get out of water - pools, lakes, small boats on water bodies.
* Avoid hilltops, open fields and beaches.

**After**

* Watch out for fallen power lines and trees. Report them immediately.
* Treating the affected: Administer CPR (Cardio Pulmonary Resuscitation), if needed. Seek medical attention immediately

**FIRE**

**Before**

* Ensure that smoke alarms are fitted in buildings and are functional.
* In buildings, complexes, there should be separate and segreagated ‘No Smoking’ zones.
* Be familiar with the exit routes.
* Keep the exit routes /staircases free of any obstructions. Periodically evacuation routes for obstruction, if any.
* Ensure that there is enough open area and wide roads available in and around your home and office premises to ensure easy access and movement of emergency vehicles.
* Ensure that exit routes are marked and fire fighting equipment is working properly in your office premises and residential area.
* Ensure that your house and office premises have a first aid kit placed at every segment.
* Do not leave any open fire unattended.
* Do not accumulate old newspapers or combustible materials in your house.
* Do not burn waste, dry leaves or vegetation. Always dispose of through appropriate municipal channels.
* Do not store flammable liquids in the house.
* Always keep matches and lighters locked away from children.
* Do not keep papers, clothes and flammable liquids near heaters/stoves/open chulhas.
* Keep LPG gas stoves on a raised platform; do not keep them on the floor.
* Turn off the gas cylinder valve and knob of the gas stove after cooking.
* Don’t throw matches, cigarette butts, etc. in waste baskets.
* Don’t place oil lamps, agarbattis or candles on wooden floor or near combustible material.
* Don’t wear loose, flowing and synthetic clothes while cooking.
* Never reach for any article over a fire.
* Always evaluate the electric load requirement for your premises and ensure that the power company supplies electricity accordingly. This will help avoid heating due to overload.
* Use standard electrical appliances, switches and fuses, etc. to prevent fire from electrical short circuit. Also, ensure that there are enough Earth-leakage Circuit Breakers (ELCBs) to prevent short circuit.
* Regularly check for loose electrical connections. Do not run electric wires / cords under carpets or in congested areas.
* Switch off electrical appliances after use and remove plugs from the socket.
* Switch off the ‘Mains’ when leaving home for a long duration. • Don’t plug too many electrical appliances in one socket.
* Ensure that there are no major electric installations near day-to-day usage area.
* Keep buckets of water and blankets ready.
* Don’t burn crackers in crowded, congested places, narrow lanes or inside the house.
* Don’t cover crackers with tin containers or glass bottles for extra sound effect.

**In case of a fire:**

* Raise an alarm and inform the Fire Brigade.
* Do not panic; Stay calm.
* Unplug all electrical appliances.
* Try to extinguish the fire with available equipment.
* Close the doors and other openings. Place a wet cloth under the doors to stop the smoke from spreading. Use a wet cloth to cover your mouth to filter inhalation.
* Exit immediately if the fire is out of control.
* Do not go back for your possessions.
* In case of burn injuries due to fire, pour water over burn until pain subsides.

**If you are trapped by a fire:**

* Stay close to the floor if smoke permeates your location.
* Before opening a door, check it for heat. Use the back of your hand to test the temperature at the top of the door, the knob and the frame before opening. If it is hot, do not open.
* If you are unable to escape through a door, use a window. However, if it is too high to jump from a window, try to attract attention by waving something.
* If you can leave the room, close the door behind you - this will slow down the progress of the fire. Crawl low.
* If your clothes catch fire, drop to the ground and roll to extinguish flames.
* Don’t remove burnt clothing (unless it comes off easily).
* Don’t apply adhesive dressing on the burnt area.

**In case you hear the fire alarm:**

* Leave the premises by the nearest available exit.
* Close all doors and windows behind you. Do not use lifts. Use staircases.
* On arrival of the fire service, help them to help you.
* Give way to fire engines to enable them to reach the spot quickly.
* Don’t park your vehicles close to fire hydrants/underground static water tanks.
* Guide firemen to water sources i.e. tube wells, pumps, static tanks, etc.

**FOREST FIRE**

**Before**

* Keep emergency contact numbers of district fire service department and local forest authorities handy. Immediately inform them in case of an unattended or out-of-control fire.
* Try to maintain FOREST BLOCKS to prevent dry litter from forests during summer season.
* Try to put the fire out by digging or circle around it by water, if not possible to call a Fire brigade.
* Move farm animals & movable goods to safer places.
* Never leave a fire unattended in the vicinity of forested areas. Completely extinguish the fire by dousing it with water and stirring the ashes until cold.
* Be careful while using and fuelling lanterns, stoves and heaters during camping. Make sure lighting and heating devices are cooled before refuelling. Avoid spilling flammable liquids and store fuel away from appliances.
* Do not discard cigarettes, matches and smoking materials while passing through forested areas.
* Do not burn stubble, municipal waste, etc. next to a forest area.
* Do not burn dry waste in farms close to forest areas.
* Know your evacuation route(s).
* Keep emergency supplies ready.

**During**

* Evacuate immediately on instructions from local authorities.
* Take precautions for protection from flying sparks and ashes.
* Untie cattle to ensure their safety.
* Before leaving your house
* Remove all combustibles, including firewood, yard waste, cooking gas cylinders and fuel cans, etc. from your yard.
* Close all windows, vents, and doors to prevent draft.
* Fill large vessels with water to limit the spreading of fire. It can also be used for emergency dousing.
* Cut down bushes and hedges close to the house to isolate the house from fire.
* Clear all gully and roof spaces of leaves.
* Spray water to dampen house roof, walls and any trees and foliage adjacent to the house.
* Close shutters, blinds or any noncombustible window coverings to reduce radiant heat.
* Keep the radio ON for official announcements.
* If caught in a forest fire in an open area
* Don’t try to outrun the blaze. Instead, look for a static water body such as a pond or a river to take refuge until the fire passes. Do not take refuge in a fast river or stream.
* If there is no water nearby, find a depressed, cleared area with little vegetation, lie low to the ground and cover your body with wet clothes, a blanket, or soil until the fire passes.
* Breathe through a moist cloth, if possible, to avoid inhaling smoke.
* Take shelter in an area with little or no fuel to feed the fire.
* If trapped at home in a forest fire
* Stay calm. As the fire front approaches, retreat inside the house. It is probable that the fire will pass before the house burns down.
* If a closed door is hot to the touch, do not open it as there may be fire on the other side.
* If caught in a vehicle in forest fire
* Stay in your vehicle. It is less dangerous than trying to outrun a forest fire on foot.
* Close windows and air vents.
* Drive slowly with headlights full on.
* Watch carefully for other vehicles and people on foot.
* Do not drive through heavy smoke. If you can’t see what’s ahead, don’t risk danger.
* In case you must stop
  + Park as far as possible from trees and thickets.
  + Keep lights on and the engine off.
  + Stay on the floor of your vehicle.
  + Cover your body with anything nonflammable.
  + Do not panic if smoke and sparks enter the vehicle as fuel tanks rarely explode.

**SMOG/ AIR POLLUTION**

* Try to remain indoors: Go out when it is bright and sunny. Children and persons especially suffering from heart and lung ailments are advised to stay indoors as much as possible.
* Use N95/99 masks whenever you step out.
* Use air purifiers, if you experience difficulty in breathing at home. They can provide short-term relief.
* Regular intake of food rich in vitamin C, magnesium and omega fatty acids will boost your immunity.
* Drink more water as it helps in flushing toxins from the body.
* Don’t use main roads. Pollution drops away substantially when you’re walking in smaller lanes away from the main roads.
* Avoid strenuous activity, which leads to inhalation of greater volumes of minute pollutants.
* If you have to exercise, do it indoors, preferably in the evening.
* Don’t step out or indulge in outdoor activities during the early morning or when the levels of air pollution/smog are high.
* Keep some air purifying plants in homes and offices such as Tulsi, Money Plant, Aloe Vera, Ivy and Spider Plant, etc..
* Try alternative modes of transport, pool your car with friends and fellow commuters.
* Consult a doctor or emergency department of the nearest hospital in case of difficulty in breathing, severe coughing or onset of any other acute symptoms.
* Avoid smoking.
* To avoid indoor air pollution, make sure there is a chimney in the kitchen and an exhaust in the bathroom. This will ensure that the air is re-circulated.

MAN MADE DISASTERS

**NUCLEAR-RADIOLOGICAL EMERGENCY**

**Do's**

* Keep emergency numbers handy.
* 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.
* During prolonged contamination issues, try to feed milking cattle contamination-free fodder and water.

**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.

**BIOLOGICAL EMERGENCIES**

**Before**

* Watch television, listen to radio, or surf the Internet for official news of any outbreak.
* Practice good hygiene and keep your premises clean.
* Use mosquito nets/repellents at night.
* Boil water before drinking. Chlorinate it, if possible.
* Thoroughly wash all vegetables/fruits before cooking/eating.
* Use insecticides to contain the vectors.
* Don’t consume stale or contaminated food products.
* Immediately report any sickness with unusual and/or suspicious symptoms in the family / neighbourhood to health authorities.
* Seek medical attention if you are sick; keep a stock of your regular prescribed medicines.

**During**

* Keep distance from and avoid direct contact with the affected person.
* Avoid going to crowded areas.
* Use a respiration mask for protection.

**After**

* Follow official instructions and help authorities dispose of contaminated items such as food, poultry, crops, vectors and other materials, if advised.
* Ensure that all the required immunizations are done and necessary precautions taken.

**CHEMICAL EMERGENCIES**

**Before**

* Don’t mix chemicals, even common household products. Some combinations, such as ammonia and bleach, can create toxic gases.
* Store chemical products properly.
* Store non-food products tightly closed in their original containers for easy identification.
* Dispose of unused chemicals properly. Improper disposal is harmful as it may contaminate the local water supply.
* Do not smoke or light fire in the identified hazardous areas.
* Avoid staying near industries which process hazardous chemicals, if possible.
* Keep emergency contact numbers handy, including that of nearby hazardous industries.
* Identify safe shelters along with safe and easy access routes.
* Prepare an emergency kit with essential items for safety and survival.

**During**

* Do not panic. Evacuate quickly through the designated escape route.
* Keep a wet piece of cloth on your face while evacuating.
* Move away from the wind direction.
* If you are unable to evacuate, close all the doors and windows tightly.
* Once you are at a safe location, inform Emergency Services (Police, Hospital, Civil Defence, etc.).
* Do not spread and/ or believe in rumours.

**After**

* Do not consume uncovered food/ water, etc.
* Change into fresh clothes after reaching a safe place/ shelter, and wash hands properly.