



West Bengal State Electricity Distribution Company Limited

SALT LAKE CITY, BIDHANNAGAR, KOLKATA- 700 091



Disaster Mitigation Plan - 2013

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Preface

The State of West Bengal is vulnerable to various natural calamities like flood, cyclone, hailstorm, thunder-squall, land-slide, erosion and earthquake because of its geomorphological, climatic and seismic condition. These natural disasters strike at the root of the economic growth of the State as a whole and of the West Bengal State Electricity Distribution Company Limited (WBSEDCL) in particular inflicting huge loss of property causing untold hardship in the lives of the people. The very purpose of WBSEDCL is to serve the society as a whole and its customers in particular. The performance and effectiveness of the Organisation can well be judged in terms of satisfaction level of the customers and its stakeholders. The Organisation recognizes of having a Disaster Mitigation Plan of its own with proactive, comprehensive and sustained approach to reduce the detrimental effects of different natural and artificial calamities on overall growth and development of the Organisation as well as maintaining of satisfaction level of the customers and the people in general. Hope, this Plan will serve as an effective tool to guide our manpower to make them prepared for eventualities at any time and will help to inculcate a sense of responsiveness and proactive attitude to deal with emergencies to restore our system and to stand beside our valued customers in their hours of need.

Sd/-

(Rajesh Pandey)

Chairman and Managing Director

A Few Words

“Prepare and prevent, don’t repair and repent” - Anonymous

In keeping with the above spirit the West Bengal State Electricity Distribution Company Limited, being engaged in distribution of electricity primarily responsible to provide un-interrupted quality power to its customers, has been contemplating from quite some time past to formulate a full-fledged and updated Disaster Mitigation Plan of its own to cope up with the emergent situation at the time of need in present day perspective. The practices were there to handle the emergent situation. This plan is an attempt to lay down certain broad principles ideas to disseminate the expectations of the Company to combat the situation which may arise due to an emergent condition.

Through this space, I would like to acknowledge the active support rendered by all Officers and Staff members in compilation of the Disaster Mitigation Plan.

It is expected that employees of the Company by and large will be benefitted through this Disaster Mitigation Plan - 2013 and the interest of the Company as a whole will be guarded.

Sd/-

(T. K. Rudra)

Director (HR)

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

DISASTER MITIGATION PLAN – 2013

1. Short Title and commencement :

This Plan shall be known as ‘The Disaster Mitigation Plan of West Bengal State Electricity Distribution Company Limited– 2013’ and this is effective on and from 1st July, 2013.

2. Definition :

Under repugnant to the context and inconsistent with the relevant Acts and Rules made thereunder,

- a) ‘State’ means State of West Bengal
- b) ‘Company’ means ‘West Bengal State Electricity Distribution Company Limited (WBSEDCL)’
- c) ‘Employee’ means a person appointed by WBSEDCL against a regular post.
- d) ‘Disaster’ means a catastrophe, mishap, calamity or grave occurrence in any area arising from natural or artificial causes or by accident which results in substantial loss or damage to the property or degradation of environment and is of such a nature or magnitude as to be beyond the coping capacity of the community of the affected area, crisis or untoward situation arises due to natural calamity or artificial calamity.
- e) ‘Disaster Mitigation’ means a continuous and integrated process of planning, organizing, coordinating and implementing measures which are necessary or expedient for mitigation of the crisis arising out of natural or artificial calamity.

- f) 'District Authority' means the District Disaster Management Authority constituted as per Disaster Management Act, 2005.
- g) 'State Authority' means State Disaster Management Authority constituted under the Disaster Management Act, 2005.
- h) 'Infrastructure' means different electrical, civil and mechanical infrastructure of the Company installed for generation and distribution of electricity.
- i) 'Installation' means electrical and mechanical equipment of the Company installed for generation and distribution of electricity.
- j) 'Materials' means materials required for construction of electrical network like Pole, Conductor, Transformer, Cable, iron materials etc.
- k) 'Sub-Station' means 33/11 KV Sub-Stations in the distribution network.
- l) 'Distribution Network' means the electrical network required for distribution of power to the consumer.
- m) 'Consumer' means any person or Organisation enjoying electricity from the Company as consumer.
- n) 'HT Line' means High Tension line above 440 volts.
- o) 'LT line' means Low Tension line upto 440 volts
- p) 'Control Room' means Control Room of a Sub-Station/ Generating Station

- q) 'Mini Micro Hydro-Electric Projects' means a group of small and very small Hydro Electric Projects located in the northern part of the State particularly in the hilly areas of Darjeeling district like Sidrapong, Rinchington, Little Rangeet etc.
- r) 'Generating Station' means Hydro-electric Generating Stations and Pumped Storage Projects of the Company.

3. Introduction :

Disaster in Power sector is an event of acute danger which can cause certain disruption of power supply. Such events may be caused due to natural calamities, equipment failure, human error or artificial disaster like sabotage by anti-social elements etc. Disaster is an event which brings certain disruption to normal life including that of power supply. So far as power supply is concerned disaster is generally synonymous to crisis.

4. Provision and requirement under the Disaster Management Act, 2005

The Government of India in December, 2005 enacted Disaster Management Act, 2005 which envisages the creation of different authorities at National and State level to adopt holistic and integrated approach to Disaster Management. The approach is for proactive prevention, mitigation and preparedness so as to minimize loss of life, livelihood and property instead of relief response to disasters.

The act lays down institutional, legal, financial and co-ordination mechanism at National, State, District and local levels and these institutions will work in close harmony. In line with provisions of National Policy on Disaster Management, all Central Ministries, State Governments and other stakeholders are required to prepare Standard Operating Procedure (SOPs) in consonance

with National & State Plan and will cover activities like search & rescue medical assistance, casualty management, restoration of essential services and communication at disaster sites. The policy also addresses putting in the place appropriate institutional framework, management systems and allocation of resources awareness on disaster and training.

5. Need of a Disaster Mitigation Plan for WBSEDCL :

The Company is engaged in distribution of electricity throughout West Bengal except certain parts of the State apart from generation of eco-friendly Hydro-electric power. The State of West Bengal is vulnerable to different natural calamities like flood, cyclone, hail storm, thunder, landslide, erosion and sometimes earthquake because of its geo-morphological, climatic and seismic condition. Flood, cyclone, thunder-squall and storm occur almost in every year in different parts of the State. On the other hand, earthquake is a very common phenomenon in the northern part of the State. These natural disasters strike heavily on the distribution network and sometimes to the generating units of the Company. The Company considered for formulation of a Disaster Mitigation Plan to reduce the detrimental effect caused by the disasters on the electricity distribution network as well as Hydro-electric Generating units and related infrastructure of the Company. It is believed that Disaster Mitigation is a holistic approach which includes all activities before, during and after the Disaster.

6. Objectives :

Disaster Mitigation encompasses the activities which enable the various agencies to plan, respond quickly and to recover from the unnatural events and situations. It is a tool to provide necessary guideline for assistance to Organisations engaged in generation, transmission and distribution of electricity for ensuring safety

of the people engaged, protection of environment, protection of equipments and installations and ultimately restoration of power supply.

The objectives of Disaster Mitigation Plan of the Company are:

- To improve the state of preparedness to meet any contingency
- To reduce the risk and vulnerabilities associated with various disasters
- To develop appropriate disaster prevention and mitigation strategies
- To identify major resources like manpower, materials and equipments needed to meet up the crisis developed due to any disaster
- To provide clarity on rolls and responsibilities for all stakeholders concerned with disaster mitigation so that the disaster can be managed more effectively.
- To develop and maintain arrangements for accessing resources, equipments, supply of materials and funding for preparation of disaster that might occur
- To ensure that arrangements are in place to mobilize the resources and reconstruction and recovery from disasters
- To ensure co-ordination with civil authorities and other state authorities related to disaster management in the State

7. Approach to Disaster Mitigation of WBSEDCL

Approach to Disaster Mitigation of the Company includes identification, prevention, mitigation and preparedness activities in the pre-disaster phase. So far the Company is concerned, different installations in the distribution network throughout its jurisdiction,

installation of Hydro-electric Power Stations including Mini-Micro Hydro-electric Projects, Pumped Storage Projects, different Office buildings, Control Rooms of Sub-Stations including Sub-Stations located at different Generating Stations, Training Centres, Data Centres etc. are to be identified for taking necessary preventive action from disasters. The following installations of the Company be identified and considered for preventive actions from disaster:-

- 1) Distribution Sub-Stations
- 2) Transformers
- 3) HT lines
- 4) LT lines
- 5) Connectivity to consumers – Domestic, Commercial, Bulk and other special types like Railways, Hospitals etc.
- 6) Field level Offices – Customer Care Centres
- 7) Other Offices – Divisions, Regions, Zones and different Stores
- 8) Headquarters(Bidyut Bhavan), ALDC, Abhikshan Building, Data Centre, SCADA
- 9) Purulia Pumped Storage Project (PPSP)
- 10) Hydro Generating units at Hills like Rammam Hydro Electric Project, Jaldhaka Hydro Electric Project, TCF Hydro Electric Project, Mini-Micro Projects in Darjeeling district.
- 11) Training Centres and Inspection Bungalows and Guest Houses of the Company.

8. Categories of threats to WBSEDCL : //

There are two types of threats to the Company :

- (a) Natural and
- (b) Artificial

Natural threats include :-

- i) flood
- ii) cyclone
- iii) hail storm
- iv) thunder-squall
- v) landslide
- vi) erosion
- vii) fire
- viii) earthquake

Artificial threats include :-

- i) Grid failure
- ii) Machine failure
- iii) Human error
- iv) Mechanical/Electrical accident
- v) Subversive activities
- vi) Hacking of computer network
- vii) Terrorist attacks

9. Advance Preparatory activities :

For effective preparedness for Disaster Mitigation and to avoid any panicky condition the following activities be practiced.

- Well circulated plans to meet up the exigent situation
- Availability of sufficient stock of materials required for restoration work
- Identification of key personnel
- Allocation of budget for emergencies

- Delegation of Powers to the respective authorities for disaster mitigation
- Sufficient communication mechanism amongst different groups of people engaged in disaster mitigation
- Availability of sufficient sand bucket, foam and other fire extinguishing equipments at appropriate places
- Regular follow-up of weather report particularly during summer and monsoon (website-www.imd.gov.in and www.imdkolkata.gov.in)

10. Strategy and implementation :

The WBSEDCL Disaster Mitigation Plan, 2013 considers the understanding of hazards and disasters, their behaviour and the risk of injuries they can inflict upon the different structures and establishments to achieve the desired and successful disaster mitigation. The strategy for effective implementation of the plan emphasizes an integrated approach to Disaster mitigation covering different phases of managing disasters as essential component of any Disaster management programme i.e.

- Pre-disaster phase
- Impact/Disaster phase
- Post disaster phase

11. Pre-Disaster actions :

This stage occurs when prior information is available about a situation that may lead to disaster in near future like weather forecast for torrential rain, thunder, storm during summer, monsoon etc. In this situation, different civil administration authorities as well as the consumers may be kept informed about the probable

disruption which may occur due to natural calamities to take advance preparedness from their end also. Civil authorities may also be requested for necessary co-operation/help which may be required to mitigate the disaster by the employees of the Company as well as Disaster Mitigation Committees/Quick Response Teams.

11A. Regular Preparedness Drills :

To assess the preparedness of various teams/task forces in responding to an emergency situation during disasters like effect of a thunderstorm, torrential rain, earthquake etc., mock drills are required to be conducted at a regular interval. The aim of this drill is to check/ascertain the preparedness of various teams/task forces constituted for disaster mitigation. This will also help in assessing the co-ordination between authorities including the Administrative authorities. This mock drill is to be conducted regularly, i.e. on monthly basis by the members of the Quick Response Teams and Task Forces to check the preparedness, to tackle different emergency situations during disaster.

In case of Corporate Headquarters at Bidyut Bhavan drill will be arranged on monthly basis by the Chief Security Officer in which the Security personnel, deployed in Bidyut Bhavan will participate. In case of Divisions the drill will be conducted by the Divisional Manager with the help of the Special Officer, S&LP wing of the Regional Office in which the members of the QRT will participate. In case of Generating Projects the Project Manager will conduct the drill with the help of concerned Security In-Charge in which member of the respective QRTs will participate.

12. Pre-Alert Notification :

This type of Notification is mainly used for dissemination of an important information concerning slow development of an

emergent situation which can either be rectified or would take some time before they turn to a disaster.

13. Alert Notification :

An alert notification implies that although a disaster is not imminent, aggravation of the situation would lead to crisis unless condition is improved.

14. Warning Notification and Warning Responsibility :

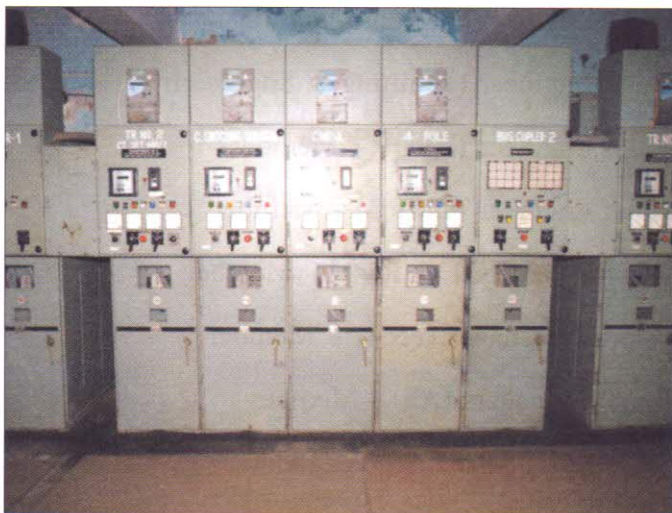
A Warning Notification implies that disaster is imminent and an advance action is to be initiated for minimization of damages. The Warning Notification indicating magnitude of the disaster should be communicated to all concerned in the area.

In case of developing a crisis situation the respective authorities responsible for issuing proper Notification will issue notification to the authorities upward and downward to the authority issuing the notification as well as to the Disaster Management Cell of the District and the Disaster Mitigation Committees/Quick Response Teams concerned to the locality.

15. Different Disaster Mitigation Committees :

In order to carry out the prescribed activities contained in this Plan a well-defined framework of operation has been designed for a set of agencies that play the key role in disaster mitigation.

- Corporate Level Disaster Mitigation Committee
- Region Level Disaster Mitigation Committee
- Division Level Disaster Mitigation Committee
- Special Task Force for Corporate Headquarters
- Special Area Core Groups(for ALDC/PPSP Site/Hydro Power Projects)



Sub-Station Control Room

A) Corporate Level Disaster Mitigation Committee

The Corporate Level Disaster Mitigation Committee has been constituted to follow-up the disaster preparedness and co-ordinate and review at different levels for effective and quick response at the time of necessity. The Corporate Level Disaster Mitigation Committee consists of:-

- 1) Chairman and Managing Director – Chairman
- 2) Director(HR) – Vice-Chairman
- 3) Adviser(S&V) - Member
- 4) Executive Director(Distribution) – Member
- 5) Chief Engineer(Distribution) - Member
- 6) Chief Engineer(PPSP) - Member

- 7) Chief Engineer (Hydel) - Member
- 8) Chief Engineer (IT&C) - Member
- 9) Chief Engineer (Planning & Engineering) - Member
- 10) Chief Engineer (P&C) - Member
- 11) Chief Engineer (CMPD) - Member
- 12) General Manager (HR&A) - Member
- 13) General Manager (F&A) - Member
- 14) Zonal Managers (All) - Member
- 15) Additional Chief Engineer (ALDC) - Member
- 16) Officer on Special Duty – Convenor
- 17) Additional Chief Engineer (Safety) - Member
- 18) Additional General Manager (Corporate Communication)
- Member
- 19) Adviser (Safety & Statutory Compliance) - Member
- 20) Chief Security Officer - Member

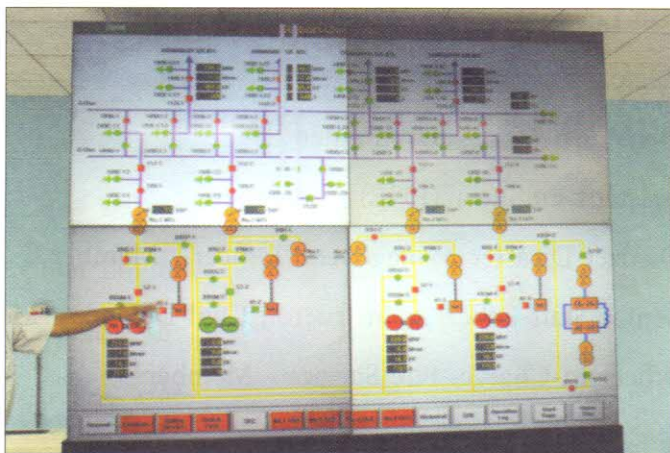
This Committee will sit normally once in three (3) months to review the preparedness at the Corporate Level and also to evaluate preparedness at the District Level and take the stock of different materials like transformers, conductors, cables, poles, insulators, hardwares etc. at different stores so that short supply of such materials does not hamper the activity in case of any emergency situation.

B) Region Level Disaster Mitigation Committee

- 1) Regional Manager - Chairman
- 2) Divisional Managers - Invitee
- 3) Assistant Engineer (PHE) – Member
- 4) District Disaster Management Officer - Member
- 5) Senior Staff Officer – Instructor, Civil Defence - Member
- 6) Officer-in-Charge, Fire Service - Member
- 6) Special Officer, S&LP - Member
- 7) Station Managers - Member
- 8) Manager(HR&A) of Regional Office – Member-Convenor

The District Magistrate and the Executive Engineer of PHE Deptt. of the District be requested to spare the District Disaster Management Officer, Senior Staff Officer, Inspector, Civil Defence and the Assistant Engineer, PHE to attend the meeting.

The Committee will sit once in two months to review the overall preparedness at the Region level as well as at each Division level, identify the vulnerable areas and materials in short supply, keep contact with higher authorities about availability of materials, keep in touch with district administration, fire services, leading and resourceful contractors/suppliers for supply of materials and other supports etc. at the time of emergency and to support the Divisions to handle the situation in case of emergency. The Member-Convenor will follow-up with weather report regularly during summer and monsoon and send communication to the respective Official when necessary.



Control Panel

C) Division Level Disaster Mitigation Committee

- 1) Divisional Manager - Chairman
- 2) Sub-Divisional Disaster Management Officer - Invitee
- 3) Staff Officer – Instructor, Civil Defense. of Sub-Division-Member
- 4) Circle Inspector of Police - Member
- 5) Special Officer, S&LP - Member
- 5) Station Managers of the Division - Member
- 6) Assistant Manager (HR&A) of Division – Member-Convenor
- 7) Members of Quick Response Team (QRT) - Invitee

The Sub-Divisional officer and the Sub-Divisional Police Officer be requested to spare the Sub-Divisional Disaster Management Officer, Senior Staff Officer- Instructor, Civil Defense and the Circle Inspector of Police for the meetings of the Committee.

This Committee will sit once in a month to review their disaster preparedness and give feedback to the Divisional Manager about their threat perception and vulnerable areas. This Committee will also enable the Quick Response Team members to perform effectively by rendering support at the time of any operation. This team will also maintain close liaison with Sub-Divisional and Block Level administration and arrange to deploy contractors for system restoration, mobilization of team, public awareness etc. This Committee will also ensure regular surveillance of the 33/11 KV Sub-Stations and co-ordinate with the Region Office for getting the frequently required materials, which are in short supply. This Committee will also ensure selection of members of Quick Response Team(QRT) and sponsoring their names to the GM(HRD & Trg.) for training through proper channel. The Member-Convenor will follow-up with weather report regularly during summer and monsoon and send communication to the respective Official when necessary.

D) Special Task Force for Corporate Headquarters

A special team for safety and security of Vidyut Bhavan, Abhikshan Building, , Data Centre and SCADA is hereby formed with the following members:-

- 1) Chief Engineer (IT&C) – Chairman
- 2) General Manager (HR&A) - Member
- 3) General Manager (F&A) – Member
- 4) Additional Chief Engineer (S&LP) - Member
- 5) Additional Chief Engineer (Safety) - Member
- 6) Additional Chief Engineer (EMD) - Member
- 7) Adviser(Safety & Statutory Compliance) - Member

- 8) Officer on Special Duty – Member
- 9) Additional General Manager(Corporate Communication) – Member
- 10) Additional General Manager(HR&A), CS Cell - Member
- 11) Chief Security Officer – Member
- 12) Manager(HR&A), Board Cell – Member--Convenor

This Committee will sit once in every two months to review the Safety and Security System of the Vidyut Bhavan. Chief Security Officer will conduct mock drill in consultation with Addl. Chief Engineer(EMD), Addl. Chief Engineer(Safety) on regular intervals, preferably on monthly basis.

Chief Engineer(Distribution) will maintain a Core Group under his control to meet up the requirement for Disaster Mitigation. The Core Group will comprise of Additional Chief Engineer, Distribution Headquarters, Senior Manager (HR&A), Distribution Headquarters and required technical and non-technical Officers down the line as may be necessary for handling the day-to-day issues, reports, returns, follow-up actions etc. on regular basis. A reporting format for such purpose is attached at Annexure-I.

16. Disaster Mitigation of different Projects

Special Area Core Groups will be constituted for Area Load Despatch Centre(ALDC), Purulia Pumped Storage Project site at Purulia, Rammam Hydel Project, Jaldhaka Hydel Project, Teesta Canal Fall Hydel Project by the respective Head of the Departments. A Core Group for all the Mini-Micro Hydel Projects will be constituted by the Chief Engineer(Hydel). Special emphasis need be given for safety and security of the above-mentioned Projects in addition to Disaster Mitigation as and when required. The respective

Head of the Office will be the Head of the Disaster Mitigation team for the respective Project and the concerned Head of HR&A wing or any suitable Officer attached to the Office will be the Member-Convenor of the team. In case of Mini-Micro Hydel Projects Chief Engineer(Hydel) will be the Chairman and the concerned Head of HR&A wing attached to Hydel Headquarters will be the Member-Convenor.

A) Disaster Threats for Purulia Pumped Storage Project(PPSP)

Natural Threats :

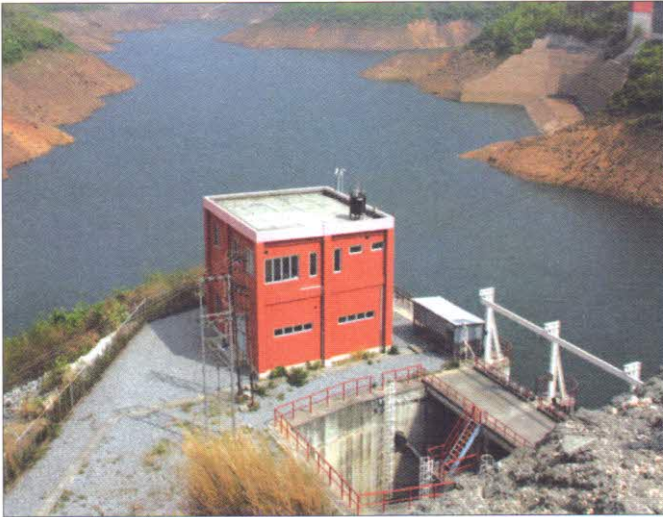
- Earthquake
- Cyclone
- Flood
- Landslide
- Fire
- Heat



Generator Floor of PPSP

Artificial Threats

- Grid failure
- Machine failure
- Accident
- Subversive activities
- Hawking of computer network



Lower Dam of PPSP

Advance Preparedness for Purulia Pumped Storage Project(PPSP)

Preparedness against Natural Threats

Project area of PPSP falls in almost inactive zone (Zone-II) of earthquake. There is very little ground movement. Dams are well designed, underground tunnels, Power House Cavern and other related structures are well designed against earthquake. Monsoon does not have devastating effect. Project area is geo-technically

stable as per GSI and rare chances of major landslide. During summer, maximum temperature rises upto 50 degree Celsius. However, following preparedness actions may be taken beforehand to avoid any disaster in the Project:-



Proposed Turga Nala Project

- Regular recording of magnitude and period of earthquake through the seismograph
- Continuous monitoring of water resource during monsoon and continuous interaction with Irrigation Department, Govt. of West Bengal
- Local landslide be taken care of immediately particularly during monsoon
- Observation of GSI experts regarding landslide be taken at an interval of five years
- Awareness programme to combat heat by medical team



Upper Dam of PPSP

Preparedness against Artificial Threat

The following actions may be taken to combat the artificial disasters:-

- A scheme be chalked out for implementation of black start for effective restoration in case of total grid failure.
- Development of skilled manpower for the Project
- Awareness programme to combat against accident
- Mock-drills at a regular interval against fire alarm
- Periodic checking of fire extinguisher, fire alarm system etc.
- Installation of CC TVs at strategic point of the Project
- Restriction in movement of the outsiders within the Project area
- Posting of armed personnel in front of access tunnel, upper dam, switchyard, lower dam to combat against subversive activities

Task Force for PPSP

The Task Force for PPSP site Office will be comprised of the following Officials:-

- i) Project Site In-Charge, PPSP – Chairman
- ii) One Superintending Engineer – Member
(to be nominated by Project Site In-Charge)
- iii) Head of HR&A wing of PPSP Site Office – Member-
Convenor
- iv) Head of F&A wing of PPSP Site Office - Member
- v) One Technical Officer of PPSP Site Office - Member
(to be nominated by Project Site In-Charge)

The Committee will sit once in two months to review the overall preparedness at the Project Office, identify vulnerable areas, keep contact with higher authorities and keep in touch with District Administration, Fire Services, leading and resourceful Contractors/ Suppliers for supply of materials and other supports at the time of emergency. The Committee will send their observation, requirement etc. to the Chief Engineer & Project Manager, PPSP. The Member-Convenor will follow-up the weather report regularly during summer and monsoon and send communication to the respective Official when necessary.

B) Disaster threats for Hydro Power Projects :

Natural Threats :

- Earthquake
- Cyclone
- Flood
- Landslide
- Fire

Artificial Threats

- Grid failure
- Machine failure
- Accident
- Subversive activities
- Hacking of computer network

Advance Preparedness for Hydro Power Projects

Preparedness against Natural Threats

Project area of different Hydro Power Projects in the Northern part of the State falls in a semi-active zone of earthquake. Monsoon does not normally have devastating effect on the Projects. Geo-technical stability of Project areas be ascertained by GSI authority at a regular interval. Landslide is one of the major disasters in the Hydro Projects particularly in the monsoon. The following preparedness actions may be taken beforehand to avoid any disaster in the Projects:-



Sidrapong Hydel Project

- Regular recording of magnitude and period of earthquake through the seismograph
- Continuous monitoring of water resources during monsoon and continuous interaction with Irrigation Department, Govt. of West Bengal
- Local landslide be taken care of immediately particularly during monsoon
- Observation of GSI experts regarding landslide be taken at an interval of five years



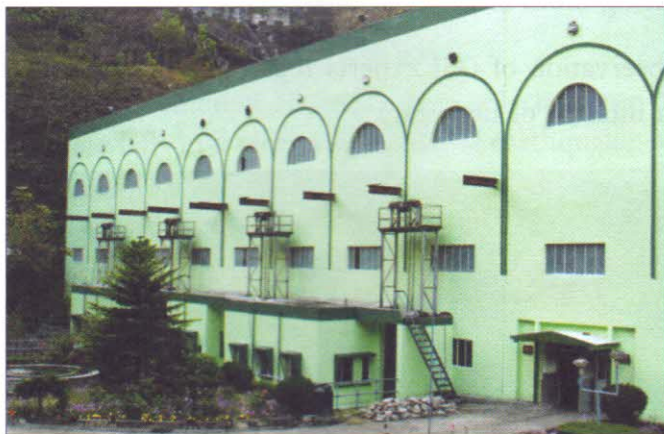
Lodhama Inter-Connecting System of Rammam HEP

Preparedness against Artificial Threats

The following actions may be taken to combat the artificial disasters:-

- A scheme be chalked out for implementation of black start for effective restoration in case of total grid failure.

- Awareness programme to combat against accident
- Mock-drills at a regular interval against fire alarm
- Periodic checking of fire extinguisher, fire alarm system etc.
- Restriction in movement of the outsiders within the Project area



Rammam Hydel Project

Task Force for Rammam Hydel Project(RHP)

The Task Force for Rammam Hydel Project will be comprised of the following Officials :-

- i) Project Manager, RHP – Chairman
- ii) One Superintending Engineer – Member
(to be nominated by the Project Manager)
- iii) Head of HR&A wing of RHP – Member-Convenor
- iv) Head of F&A wing of RHP - Member

The Committee will sit once in two months to review the overall preparedness at the Project Office, identify vulnerable areas, keep contact with higher authorities and keep in touch with District Administration, Fire Services, leading and resourceful Contractors/ Suppliers for supply of materials and other supports at the time of emergency. The Committee will send their observation, requirement etc. to the Chief Engineer (Hydel). The Member-Convenor will follow-up with weather report regularly during summer and monsoon and send communication to the respective Official when necessary.



Jaldhaka Hydel Project

Task Force for Jaldhaka Hydel Project(JHP)

The Task Force for Jaldhaka Hydel Project will be comprised of the following Officials :-

- i) Project Manager, JHP – Chairman

- ii) One Superintending Engineer – Member
(to be nominated by the Project Manager)
- iii) Head of HR&A wing of JHP – Member-Convenor
- iv) Head of F&A wing of JHP - Member

The Committee will sit once in two months to review the overall preparedness at the Project Office, identify vulnerable areas, keep contact with higher authorities and keep in touch with District Administration, Fire Services, leading and resourceful Contractors/ Suppliers for supply of materials and other supports at the time of emergency. The Committee will send their observation, requirement etc. to the Chief Engineer(Hydel). The Member-Convenor will follow-up with weather report regularly during summer and monsoon and send communication to the respective Official when necessary.

Task Force for Teesta Canal Fall Hydel Project(TCFHP)

The Task Force for Teesta Canal Fall Hydel Project(TCFHP) will be comprised of the following Officials:-

- i) Project Manager, TCFHP – Chairman
- ii) One Superintending Engineer – Member
(to be nominated by the Project Manager)
- iii) Head of HR&A wing of TCFHP – Member-Convenor
- iv) Head of F&A wing of TCFHP - Member



Teesta Canal Fall Hydel Project

The Committee will sit once in two months to review the overall preparedness at the Project Office, identify vulnerable areas, keep contact with higher authorities and keep in touch with District Administration, Fire Services, leading and resourceful Contractors/Suppliers for supply of materials and other supports at the time of emergency. The Committee will send their observation, requirement etc. to the Chief Engineer(Hydel). The Member-Convenor will follow-up with weather report regularly during summer and monsoon and send communication to the respective Official when necessary.

C) Disaster threats for Area Load Despatch Centre(ALDC) :

Area Load Despatch Centre (ALDC) is one of the most important installations of the Company as it is monitoring the real time power system round the clock throughout the year.

Natural Threats

- Earthquake
- Cyclone
- Fire



Area Load Despatch Centre, Salt Lake, Kolkata

Artificial Threats

- Grid failure
- Equipment failure
- Accident
- Terrorist activities
- Hacking of computer network

Advance Preparedness for ALDC :

For effective preparedness to face the disasters and to avoid last minute arrangement in panic conditions the following aspects may be taken care of:-

- Well documented emergency plan
- Identification of key personnel with their skill and experience on disaster management

Essential Requisitions for ALDC

- Fire alarm and Extinguishing System to be installed and checked regularly
- Interactions with state agencies against terrorist attack on continuous basis
- ALDC is one of the highest vulnerable centres and should be provided with highest type of security
- Installation of latest anti-virus and anti-hacking software
- Reliable, robust and parallel communication system
- Security Survey and planning for disaster mitigation should be carried out on regular basis with the help of expertise in this field
- Mock drill to be carried out on regular basis to increase awareness among the employees

Task Force for ALDC

The Task Force for ALDC will be comprised of with the following Officials:-

- i) Additional Chief Engineer, ALDC – Chairman
- ii) One Superintending Engineer – Member
(to be nominated by the Addl. Chief Engineer, ALDC)
- iii) One Divisional Engineer – Member-Convenor
(to be nominated by the Addl. Chief Engineer, ALDC)
- iv) One Technical Officer of PTR Cell - Member
(to be nominated by the Chief Engineer, PTR)

The Committee will sit once in two months to review the overall preparedness at the Project Office, identify vulnerable areas, keep contact with higher authorities and keep in touch with District

Administration, Fire Services, leading and resourceful Contractors/ Suppliers for supply of materials and other supports at the time of emergency. The Committee will send their observation, requirement etc. to the Chief Engineer(PTR). The Member-Convenor will follow-up with weather report regularly during summer and monsoon and send communication to the respective Official when necessary.

17. Impact /Disaster Phase

This phase includes all measures that are taken immediately after a disaster. The speed and the efficiency of response in this phase will crucially determine the loss and damages made to the infrastructure of the system. The ability to response quickly to the disaster will be developed during the pre-disaster phase and the instructions and decisions developed in the pre-disaster phase will come into effect in this phase.



33 KV Sub-Station

A) Quick Response Teams:

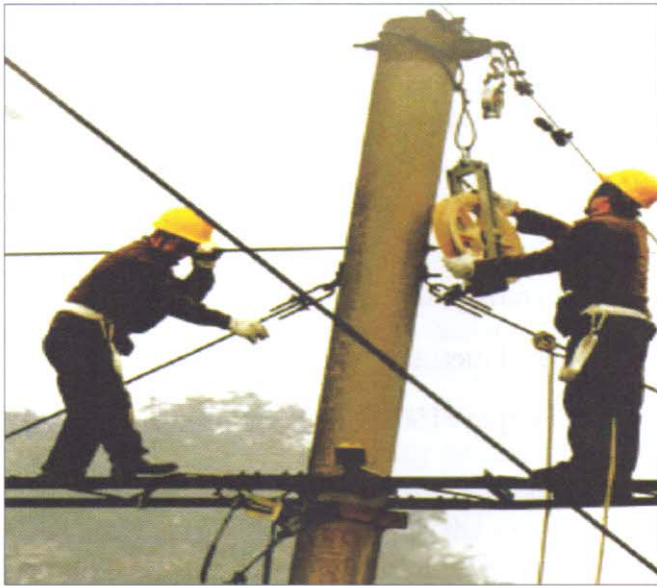
Each Division will constitute a Quick Response Team (QRT) under their control. Divisional Manager will select the team

members considering the requirement which may occur at the time of disaster and may preferably be constituted with the following:-

1. AE/Sr. SAE	-	1
2. SAE	-	1
3. Chargeman	-	1
4. Special Operating Asstt.	-	1
5. Sr. Linesman/Linesman	-	4
6. Technical Support Hand	-	4
Total	-	12

Similarly, in each Project there will be a Quick Response Team (QRT) under the control of the respective Project Managers. The respective Project Managers will select the team members considering the requirement which may occur at the time of disaster and preferably be constituted with the following:-

1. AE/Sr. SAE	-	1
2. SAE	-	1
3. Chargeman	-	1
4. Special Operating Asstt.	-	1
5. Sr. Linesman/Linesman	-	2
6. Technical Support Hand	-	2
Total	-	8



Repairing after Disaster

Under normal circumstances the team-members will perform their normal duties but at the time of any crisis they will rush to the spot immediately for response and rescue. Required training will be imparted to them for handling emergent situations. All the team-members will be invited in the meeting of the Divisional Level Committee/Project Level Task Force regularly.

Divisional Managers/Project Managers are given one month's time for selection of the names of the Quick Response Team Members and to nominate them to the General Manager(HRD & Training) for arranging training at different Zones in phases to be completed within a span of 3(three) months. In case of change of any member in the Quick Response Team the name of the new entrant be communicated to the Quick Response Team Members and to nominate him to the General Manager(HRD & Training) for imparting suitable training accordingly.

B) Measures for Quick Restoration of Power Supply

Following are the required measures to be taken for quick restoration of power supply after a black out/crisis :

- The start-up procedure for the generating units should be known to everyone and working level personnel should start the machines without referring to or waiting for management's consent during the crisis
- Shift duty personnel should be detained till this restoration process is completed before handing over charge to next shift.

18. Post Disaster Response and Recovery Stage :

Following measures need be taken for efficient Post Disaster Response and Recovery Stage :

- Clear hierarchy of command system
- Mobilisation of team/personnel for establishment of infrastructure and assessment of damage
- Officer of the appropriate level for communication with outside agency/Press etc.
- Staff for co-ordination with other agency/utility on restoration front
- Mobilisation and management of fund and resources including restoration materials at the disaster front
- Survival/Auxiliary/Start-up power should be provided to the collapsed system till restoration and stabilization of the system on priority basis and power should be utilized for other purposes only after meeting these power requirements
- Restoration of power supply to Area Load Despatch Centre(ALDC)

- Start-up power to hydro units
- Formation of self-sustaining islands around the generating stations as per laid down procedure
- Area Load Despatch concept should be adopted during start-up to avoid jamming of communication system as well as for ease in decision making

19. Do's and Don'ts :

List of Do's and Don'ts to avoid disaster in power supply is given in Annexure-II.

20. Measures to be taken to avoid fire hazards in Bidyut Bhavan :

A list of measures to be taken during fire at Bidyut Bhavan (before and during the hazards) alongwith a general guideline to the employees is placed at Annexure-III.

21. Training Module on Safety and Disaster Preparedness :

General Manager(HRD & Training) will prepare a Module within 2(two) months for 3-day training programme of the members of the Quick Response Team (QRT) in consultation with the Safety Cell. This training will be imparted at Zonal level for which venue and infrastructural arrangements will be made by the Zonal Managers.

22. Conclusion :

The main purpose of this plan is to formulate and establish necessary systems, structures, programmes, resources, capabilities and guiding principle for reducing disaster risk and preparing for and responding to the disaster and the threats to the different infrastructures and installations of the Company in order to save the assets including human resources and to avoid disruption in power supply for continuous and sustainable growth of the Society as a whole.

FORMAT

WBSEDCL**Information on Disaster of Electricity Distribution System**

- 1) District -
- 2) Division -
- 3) Information of damage -

Date & time of damage -

A	Substation Affected	
(i)	Nature of Damage	
(ii)	Building/Control Room/Equipments (Parts) damaged	Cost involved :
(iii)	Reason/agent of damage	
B	DTR damaged	
(i)	Nature of damage	
(ii)	Equipments (Parts) damaged	Cost involved :
(iii)	Reason/agent of damage	
C	HT lines damaged	
(i)	Nature of damage	
(ii)	Length of HT line damaged	Cost involved :
(iii)	Poles damaged/uprooted	Cost involved :

(iv)	Equipment (spares) damaged	Cost involved :
(v)	Reason/agent of damage	
D	LT lines damaged	
(i)	Nature of damage	
(ii)	Length of LT line damaged	Cost involved :
(iii)	Poles damaged/uprooted	Cost involved :
(iv)	Equipments (spares) damaged	Cost involved :
(v)	Reason/agent of damage	
E	Stores damaged	
(i)	Nature of damage	
(ii)	Building/Materials damaged - List:- Quantity :-	Cost involved :
(iii)	Reason/agent of damage	
F	Office damaged	
(i)	Nature of damage	
(ii)	Equipments/Furnitures/Documents damaged	Cost involved :
(iii)	Reason/agent of damage	
G	Connectivity/Terminal equipments damaged	Cost involved :
(i)	Category of consumers affected	
(ii)	Nos. of consumers affected	
(iii)	Reason/agent of dislocation	
H	Restoration operation	
(i)	Restoration operation commenced or not, if yes at which Time	
(ii)	Status of restoration upto the time of reporting	

(iii)	Equipments/materials needed urgently for system restoration List :- Quantity :- Cost :-	Cost involved :
(iv)	Estimated cost involvement behind system restoration	
(v)	Time required for restoration of basic minimum service	
(vi)	Time required for complete restoration of system	
(vii)	Total cost involvement in complete restoration	

4. **Total cost of damage of WBSEDCL – (A+B+C+D+E+F+G) =**

5. Human injury, if any –
6. Loss of human life, if any –
7. Loss of animal life, if any –
8. Loss of public properties, other than that of WBSEDCL –

Signature of Divisional Manager

Time –

Date -

Comments/analysis by Regional Manager

Signature of Regional Manager

Date -

Do's and Don'ts for Electrical Safety**Do's**

1. Engage Licensed / Government approved wireman / electricians for all repairs / maintenance of electrical wiring, plugs, switch boards.
2. Carry out all electrical works after switching off the electricity supply.
3. Change immediately old and damaged wiring where insulation has been damaged.
4. Avoid joints in the wiring. All necessary joints should have proper tapes / insulation.
5. Loose wiring results in sparking. Ensure that wires are tightened at both ends.
6. All on / off switches of electrical appliances should have easy access. Remove obstructions if any in their way.
7. Select appropriate size of fuse wire / MCB's for main fuse and circuit fuse.
8. In case of fire from electrical circuits, switch off the supply immediately and use sand, carbon dioxide or dry powder extinguishers. Do not use water.
9. Effective earthing should be provided to all electrical appliances. Install Earth Leakage Circuit Breakers on the electric line which will prevent shocks. Earthing should not be done on water / steam pipes / iron rods of the slab.

10. Install an indicator light for an electric heater and an auto temperature control switch.
11. Use properly earthed 3 pin plugs for all electrical appliances. Electrical appliances should be kept away from damp and hot surface and from flammable goods. Dim or flickering lights, sparks, buzzing sound from electrical appliances are signs of potential hazards, contact qualified electrician immediately.
12. Install switches and plugs at a height out of reach of children.
13. Use rubber mats near fridge, heater, electric cooking range etc.
14. Main switchboard and meter should be safe and protected from rain, wind, dust. Meter Box should preferably be wooden and at a height of 1.5 meters.
15. Keep away from overhead lines and do not touch broken wires.
16. Turn off appliances when you leave home.
17. Do wear rubber soled shoes when operating power tools.
18. Outdoor electrical outlets should be covered with weatherproof covers.
19. Timely replacement of aged conductors, insulators, brackets & other line materials is to be ensured.
20. G.I. wires to be replaced by AAC/ACSR/AAAC conductors.
21. Standard span and proper stringing & sagging both for LT & HT installations is to be maintained.
22. Timely trimming & cutting of trees & tree branches from side of the line is to be ensured.
23. Regular inspection & supervision during construction, repair & maintenance work is to be ensured.
24. Periodical checking/replacement of protective devices is to be ensured.

25. Cradle guard are to be used.
26. Rated fuse in HT & LT is to be maintained.
27. Availability and use of personal protective equipments (PPEs) by the departmental & contractor employees is to be ensured.
28. Deployment of trained workmen for working in height is to be ensured.
29. No workman should be allowed to work in intoxicated & physically/mentally unfit condition.
30. Work should be done steadily.
31. Shut down /break down procedures are to be followed.
32. All electrical circuits are to be marked & labeled accordingly.
33. Safe clearance from adjacent live line/ equipment is to be maintained.
34. Execution of electrical work should be carry out by license holder.
35. Work place shall be kept neat & clean and well illuminated.
36. Duty roster/attendance register is to be followed/maintained strictly.
37. Job register is to be maintained properly in sub-station/ Customer Care Centre.
38. Proper working environment is to be created.
39. System Drawing & Drawing of interconnection is to be displayed at all 33/11 KV sub-stations.
40. Message book is to be maintained at all 33/11 KV sub-stations.
41. Availability of firefighting equipment is to be ensured & their condition is to be checked time to time.

42. All work should be carried out under the direct supervision of a competent person who should be capable of pre-briefing the job.
43. Functioning of earthing system of electrical installations is to be checked periodically.
44. Discharging/local earthing on both side of working section is to be done before execution of work.

Don'ts

1. Don't go near to a place where 'danger' caution board is placed.
2. Don't tamper with electrical installation like meter/wire etc, tampering may lead to accidents.
3. Don't use broken fittings; replace broken switches / fittings immediately.
4. Don't use metallic wire near electric lines for hanging wet clothes.
5. Don't carry out construction in proximity of electric lines.
6. Don't touch switches / plugs with wet hands.
7. Don't dry clothes on electric wires.
8. Don't insert more than one plug in socket. While removing pin from plug socket, pull the plug top and not the wire.
9. Don't overload outlets.
10. Don't ignore flickering lights, blown fuses or sparks.
11. Don't use older extension cords without inspecting them first.
12. Don't assume that your house is wired safely.
13. Don't ignore switches or outlets that don't work.

14. Don't use electrical appliance or talk on the phone during an electric storm.
15. Don't mix water and electricity.
16. Don't insert wire directly into the plug socket without a matching plug pin to use any electrical appliances even on temporary basis.
17. Don't touch a bare wire i.e. without insulation, it may be live.
18. Don't make any temporary joints in the wiring without proper insulation.
19. Don't provide fuse on neutral circuit.
20. Don't use any appliance, heater, electric iron, cooler without proper earthing.
21. Don't provide higher size fuse wire than the prescribed size.
22. Don't use wet hand to switch ON and switch OFF the electricity.
23. Don't disconnect a plug by pulling the wires when switch in ON.
24. Don't switch ON the socket switch unless the plug is completely inserted.
25. Don't connect earthing wire with water taps, this may be hazardous.
26. Don't use water on the electrical equipment, to extinguish the fire, switch OFF the supply.
27. Don't allow children to play with sockets, plug, wire and other electrical appliances.
28. Unauthorized person would not be allowed to work in distribution system.

29. Mutual duty would not be allowed by departmental /contractor employee.
30. Unauthorized construction would not be allowed under HT/ LT OH line.
31. Gossiping would not be allowed in sub-station control room/ work place.
32. Entry of unauthorized person in sub-station would not be allowed.

POLICY FOR DISASTER MITIGATION AND HANDLING OF EMERGENCY SITUATION

As per national building code office building comes under Group E (Business). Group has got following sub classifications

1. E-1 - Offices
2. E-2 - Laboratories and research establishment and test houses
3. E-3 - Computer Installations

FIRE SAFETY MEASURES TO BE ADOPTED

ARDC being more than 15M in height is coming under high rise building. Following general fire safety measures required to be maintained.

Sl. No	Points to be Checked	Remark
1	Exit should be clearly marked	
2	Exit route should be clearly indicated with direction. Indication sign should be of fluorescent type or illuminated by separate electrical circuit	
3	Travel distance to the exit should not be more than 30 m from any place of building	
4	Exit should be open to outwards	
5	No doorway shall be less than 100cm in width and 200 cm in height	
6	Staircase should be ventilated at each opening	

7	Slopping in the lobby of the lift to prevent ingress of water	
8	Do not use lift in case of fire. "DO NOT USE LIFT IN CASE OF FIRE" should be displayed in conspicuous places. This should be written in RED letter on WHITE background of minimum letter width 1.25 cm.	
9	Floor size should not exceed 750 m ² in an each compartment. If more fire resistant wall of min. 2 meters should be provided	
10	No combustible material should be fixed within 15 cm from any duct	
11	Approach to extinguishers should be clear	
12	Directional sign should be put to indicate extinguishers location with fluorescent type of materials	
13	Fire orders should be displayed to avoid confusion in case of fire in each floor	
14	Floor number should be painted near each staircase opening. Height of the letter should be minimum of 7.5 cm.	
15	All floor plan with location of detector should be displayed at the alarm station/command station.	
16	Fire command station should be in the lobby of the building. Fire command station should be equipped with following	
17	Building should be approachable from all sides	

18	Sufficient space should be available for parking fire vehicle etc.	
19	Municipal hydrant should be available nearby building.	

FIRE PROTECTION REQUIREMENT CHECK LIST

Sl. No.	Points to be Observed during Emergency	Remark
1	One Hose reel should be provided for 1000 m ² area (Hose Reel) in each floor	
2	Water storage of terrace tank should be on minimum 20000 liters. It will supply water to hose reel	
3	Automatic sprinkler shall be provided if floor area exceeds 500 m ²	
4	AC system should be tripped automatically in case of any fire Or automatic damper shall be provided in each AC opening	
5	Manual/automatic fire alarm system shall be provided in each floor. It should indicate the floor number also	
6	Call box for alarm in each floor within 22.5 meter travel distance	
7	Call box should be clearly marked. And call box should be break glass type	
8	Extinguishers shall be placed in very conspicuous location and travel distance should not be more than 15 m.	

9	Wall mounted extinguishers shall be placed above 1 meter from ground level	
10	For office area one 4.5 kgs CO ₂ extinguishers/ 100 m ² floor area or minimum 2 extinguishers within 10 meter radios	
11	For Laboratory 2 nos. of 5 kgs. DCP type extinguishers for every 600 M ² with a minimum 4 extinguishers per compartment.	
12	Cable carrying alarm signal should be properly covered.	
13	There should be automatic audible alarm generation in each floor. The indication affected floor should be displayed in each floor when detectors are on alarm. A red LED may be used for this purpose and yellow LED may be used to indicated fault	
14	Sounder in each floor should have distinct sound for fire and fault indication	
15	Sounder should audible at all corner of the floor with minimum 65 dB or 5dB more than normal sound level.	
16	“DO NOT SWITCH OFF” should be written in RED coloured on White background.	
17	Distance between two smoke detector should be 9m when height of the floor is 3.5 m.	
18	Distance between two heat detector should be 7 M	
19	Detector should not be placed within 1.5 meter of any opening	

20	Alarm system should have separate UPS back up supply	
21	Functional test to be carried out once in every six months	
22	Inspection and maintenance of detectors to be carried out once in three months	
23	Inspection of all extinguishers to be carried out once in month	
24	Maintenance of all extinguishers to be done once in three month	
25	Inspection and maintenance	
26	Impart training about office safety, operation of extinguishers and duty/Behaviour during emergency	
27	Evacuation drill should be conducted once in a six month.	
28	Fire Warden should maintain a record of such drill.	

GENERAL GUIDELINE FOR ALL THE EMPLOYEES

A board mentioning Fire Safety Plan at (Fire Alarm Station) :

- a. Building address
- b. Name of the building
- c. Well known reference mark
- d. Telephone number of each floor especially contact numbers of Fire Wardens
- e. Telephone numbers of nearest Fire Brigades
- f. A separate board displaying floor plan with location of Fire extinguishers
- g. List of the employees in each floor
- h. List of the handicapped person if any

Action in case of Fire

- a. Shout FIRE FIRE----
- b. Sound alarm at all floor
- c. Use Portable extinguishers
- d. If not possible to extinguish, call nearest Fire Brigade
- e. Stop air conditioning
- f. Evacuate the building
- g. Fire warden to carry out head count against each floor
- h. Guide Fire Brigade personnel
- i. Shut electric supply

j. Do not use lift

k. Ensure the extinguishers are refilled back

MAINTENANCE PROCEDURE OF PORTABLE EXTINGUISHERS

Procedure for DCP type (Stored pressure type) :

Procedure :

1. Check the discharge pipe/ nozzle and ensure discharge nozzle and discharge tube are clear.
2. Check the pressure gauge. The needle should be always in green band.
3. Send for refilling if needle touches red band.
4. Remove pressure gauges once in six month and re-fixed it after calibration.
5. Check the Condition of locking pin. Clean and lubricate the same and put it back.

Procedure for DCP cartridge type :

1. Before opening the extinguisher, open discharge control nozzle to ensure that there is no pressure inside the body.
2. Remove the discharge tube, pass dry compressed air through it and ensure discharge nozzle and discharge tube are clear.
3. Unscrew the cap slowly and see if any pressure is releasing through safety holes, if not open it fully. Check the threads and, safety holes.
4. Check the cap washer. If damaged, replace it. Ensure vent holes are clear.
5. Unscrew the CO₂ gas cartridge / CO₂ cylinder ensures that the seal intact/ valve is holding.

6. Weigh it and replace it if the weight of the cartridge/ CO_2 cylinder is less than 90% of its gross punched weight.
7. Check the CO_2 gas cartridge seal nut position. Seal nut should not project out of the cartridge top surface.
8. Ensure the free movement of the plunger.
9. Tighten the gas cartridge with the spanner.
10. Remove the inner container from the extinguisher. Remove the bottom nut and plastic tube. Pass dry compressed air through the inner container and ensure that the port holes are clear. Check the elongation of inner container for proper holding.
11. Empty out the powder. Check the powder condition. If cake formation is there, replace it with new/reconditioned powder.
12. Check the shell for any internal corrosion/ denting.
13. Put dry air through discharge tube and ensure that siphon tube is clear.
14. Pass dry compressed air through siphon tube outlet and ensure the full blast of air at the other end.
15. Visual inspection of all the parts/fittings for corrosion, denting. If required replace it.
16. Remove the safety clip/safety pin and lubricate threaded parts and plunger mechanism.
17. Fill up the extinguisher with new / reconditioned DC powder and reassembled it.
18. Check and service trolley mechanism and wheel.
19. Maintain history card
20. Carry out HYDRO TEST at 25 kgs/cm^2 for 2.5 minutes, once in a three year

Procedure for CO₂ type :

1. Check the body of the extinguishers for any damage
2. Check the horn, clean the same and replace if damaged
3. Clean and check the discharge tube and replace if damage
4. Remove the discharge tube with horn and trolley if any and then weigh the cylinder and replace it if the weight of the CO₂ cylinder is less than 90% of its gross punched weight.
5. After removal of discharge tube ensure that CO₂ cylinder valve is holding
6. Check the clamp, carrying handle, safety clip and seal
7. Check the condition of the hook and make a report monthly basis and submit to HPL for necessary action
8. Reassemble the extinguisher
9. Check and service trolley mechanism and wheel.
10. Maintain history card.
11. Carry out HYDRO TEST at 250 kgs./cm² for 2.5 minutes, once in a 5 years or during every refilling whichever is earliest.

**PROPOSED EMERGENCY ACTIONS OF OFFICE BUILDINGS
VIZ. VIDYUT BHAVAN/ABHIKSHAN/OTHER OFFICE
BUILDINGS ELSEWHERE IN WEST BENGAL**

Sl. No.	Incident Place	Scenario & Objective Fire Explosion/ Gastoxic release	Expected action for Fire Explo- sion & toxic gas release	Impact on environment	Contain- ment/Motiva- tor Measures
1	Electric Panel Room	<p>Live electrical panel got fire due cable insulation failure & causing spread of fire in entire room</p> <p>Check the proficiency of insulation of fire panel under emergency conditions.</p> <p>Check the proficiency in tackling emergency situation arising out of fire</p> <p>Check the proficiency in evacuating fire building</p>	<ul style="list-style-type: none"> • Actuate near-est MCP • Security per-son to inform to building warden • Building warden will announce on PA system and sound siren • Security will also inform senior Officers • Isolate panel safety & in-form to build-ing warden • Remote causality, if possible • Immediately evacuate the premises 	<p>Smoke arising out of the fire will pollute the surrounding environment</p> <p>Dry Chemical Power used in the fighting may pollute the environ-ment</p>	<ul style="list-style-type: none"> • Immediate-ly isolate the electrical panel by switching off the power supply • Ensure that people evacuated at the nearest assembly point(de-pending upon with direction) • Use DCP to extinguish the fire after ensuring isolation • Despatch B A Set wear-ing search party for casualty

			<ul style="list-style-type: none"> • Inform fire in charge that electrical panel is isolated • Cordon off the affected area • Ensure proper ventilation • Entry only with SCBA net • Use CO2/DCP Extinguishers for fire fighting • Call ambulance • Impart First Aid • Ensure search operation • Confirm with incident controller & building warden regarding Head-count • Check thoroughly for safety, before informing incident controller about all clear signal • Carry out head count 		<ul style="list-style-type: none"> • Give all support to the persons who fight the fire • Take care of salvage • Install air educator, Blower or additional exhaust fan to remove smoke arising out of fire • Do the head count at Assembly points and see that all persons are evacuated • Ensure to clean up used DCP
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DUTIES OF OFFICIAL RESPONSIBLE**(Security, Safety, Estate Management, Common Service)**

Chief Security Officer would function as Incident Controller for any emergency in this building. In this role he must co-ordinate with Addl. General Manager(HR&A), C.S. Cell,. Chief Safety Officer and Superintending Engineer, EMD to perform the following functions:-

- a. Maintain record of all employees/associates occupying the whole/part of building/floor under his jurisdiction in respect of the name of the next of kin, residential address & telephone no. if any. These details will help in establishing contact with the relatives in case of emergencies.
- b. Maintain record of disabled persons and pregnant women who may need help in evacuating the premises.
- c. Maintain the list of furniture items and Office equipment like telephone instruments, PCs, steel Cupboards, filing cabinets etc.
- d. Maintain records of maintenance action items and follow up with respective departments
- e. Maintain record of fire detectors, fire extinguishers and fixed fire protection systems installed in the building
- f. Ensure the building is fully evacuated by all persons when called upon to do so by the Team Leader. Despatch search parties to look for any physically handicapped persons getting trapped in places like toilets etc.
- g. To assist local fire brigade in rescuing and/ or handling emergency.
- h. Ensure checking/maintenance of detectors once in three month and functional testing once in six months.

- i. Ensure checking/maintenance of portable extinguishers once in three months
- j. Ensure that all the occupants are trained in extinguishers operation and actions in case of emergency
- k. Ensure that Fire Command stations are equipped with all gadgets
- l. Carry out evacuation drills in the buildings under his jurisdiction at least once in a year
- m. Maintain records of all training and maintenance.

আগুন থেকে বাঁচুন কী করবেন, কী করবেন না

কী করবেন

- আগুন লাগলে বাড়ি/অফিস থেকে সবার বেরিয়ে যাওয়ার রাস্তা জেনে রাখুন।
- বাড়ি/অফিস থেকে বেরোনের দুটি পথ চিনে রাখুন।
- অগ্নি নির্বাপক যন্ত্রটি কীভাবে ব্যবহার করবেন শিখে রাখুন।
- যখনই ফায়ার অ্যালার্ম বাজবে অথবা কার্বন মনোঅক্সাইড গ্যাস অ্যালার্ম জানান দেবে তখনই শান্তভাবে এবং দ্রুত বরিয়ে পড়ুন।
- নিয়মিত ধোঁয়া এবং কার্বন মনোঅক্সাইড অ্যালার্মকে পরীক্ষা করে রাখুন।
- ধোঁয়া এবং কার্বন মনোঅক্সাইড অ্যালার্মটির ব্যাটারী ঠিক আছে কিনা নিশ্চিত হয়ে থাকুন।
- আপনার ঘড়ির এগোন বা পিছোন ঠিক করার সময় ব্যাটারীগুলি বদলে ফেলুন।
- কোনও নিরাপদ জায়গা থেকে দমকলে খবর দিন এই নম্বরে ১০১

- আগুন লাগলে বাড়ি/অফিস থেকে বেরোনর সময় যদি ধোঁয়ার মুখোমুখি হন, তাহলে মেঝেতে নীচু হয়ে থাকুন।
- দরজা খুলবার আগে, হাতের পিছনটি দরজায় রাখুন, যদি দেখেন গরম, তাহলে দরজা খুলবেন না।
- আগে থেকেই হাতের কাছে অথবা তাড়াতাড়ি পাওয়া যায় এমন জায়গায় প্রাথমিক চিকিৎসার সব ব্যবস্থা প্রস্তুত করে রাখুন।

কী করবেন না

- বাড়ি/অফিস-এর অ্যালার্ম বাজলে তাকে গুরুত্ব দেবেন।
- বেড়িয়ে পড়ার সময় লিফট ব্যবহার করবেন না, সিঁড়ি ব্যবহার করবেন।
- রান্নার সরঞ্জামগুলিকে না দেখে রেখে বেরোবেন না।
- জল ছিটোনর যন্ত্রের মাথায় অথবা পাইপে কোনও কিছু ঝুলিয়ে রাখবেন না।
- দেওয়াল অথবা সিলিং থেকে ট্যাপেস্ট্রি ঝুলিয়ে রাখবেন না।
- বাড়ির ভিতর ধূমপান করবেন না।

IMPORTANT TELEPHONE NUMBERS**WBSEDCL Corp. Office (Vidyut Bhavan)**

Designation	Office	EPBX	Resi./Mobile
Chairman & Managing Director	2359-1915	(23197)222	2287-0088
	2337-1150	„ 509	9830044866
	Fax : 2337-3002		
Director (HR)	2359-1917	„ 351	2542-9442
	Fax : 2337-3002	„ 510	9433339599
Director (Finance)	2358-7627	„ 251	2662-2006
	Fax : 2359-8386		9830572512
Director (RT & IT)	2337-9673	„ 507	2556-8710
	Fax : 2337-9676		9432014700
Director (Generation)	2321-9946	„ 246	9007010104/
	Fax : 2359-7102	„ 508	09810271935
Exec. Director (Distribution)	2359-1891	„ 344	8981833897
	Fax : 2359-1891		
Exec. Director (RE)	2359-8387		9051300040
Chief Engineer (Dist)	2359-1905	(23197) 286	9830402496

Designation	Office	EPBX	Resi./Mobile
Chief Engineer (Comml.)	2359-1927	„ 310	9433394968
Chief Engineer & P.M. (PPSP)	2359-1951	„ 318	9647901068
Chief Engineer (PIDD)	2334-5853	„ 340	9230020874
Chief Engineer (Hydel)	0353-2542735		9434040222
Chief Engineer (PTR)	2321-0078	„ 382	9830955601
Chief Engineer (CRM)	2334-5868	„ 268	9007118608
Chief Engineer (RE)	2359-1913	„ 313	9831801970
Chief Engineer (Dist. Projects)	2358-9809 Fax : 2337-2635	„ 467	9830609965
Chief Engineer (Dist. Test.)	2367-1914	„	9874044454
Chief Engineer (IT&C)	2358-9665	„ 442	9433133170
Chief Engineer (P&C)	2359-8397	„ 399	9874887776
CE (Corporate Monitoring & Planning)	2359-1897	„ 311/ 511	9038045064
CE (Planning & Eng.)	2359-1912 Fax : 2359-3424	„ 276 „	

Designation	Office	EPBX	Resi./Mobile *
Chief Engineer (HPC)			9475024277
Legal Advisor	2359-8396	„ 514	9433964014
Advisor (S&V)	2359-8394	„ 225	9433337807
Gen. Manager (HR&A)	2359-1906	„ 211	9434249295
Gen. Manager (F&A)	2359-1903	„ 216	2343-1637 9831742539
Gen. Manager (F&A)IA	2359-1925	„ 308	9830715631
Chief Vigilance Officer	Telefax: 2358-5258	„ 356	9434961715
Officer On Special Duty	2337-7609	„ 207	9434961715
Company Secretary	2359-7937	„ 209	9830192594
Adml. Gen. Manager (CC)	2358-2608 Telefax: 2359-1952	„ 214	9831054609 2356-2727
Chief Medical Officer	2359-1958	„ 220	2544-1774 9831215486
Chief Security Officer	2358-5639	„ 226	990334816

ZONAL MANAGERS & REGIONAL MANAGERS

Zone	Lane line	Mobile
Kolkata	2262-2640/41	9830298226
Burdwan	0342-2663378	9434016377
Midnapore	03222-275064	9434018147
Berhampore	03482-257238	9434018063
Siliguri	0353-2540432	9434055558

Region

Bidhannagar	2337-3515	9830590608
24-Pgs (South)	2423-0340	9830550193
24-Pgs (North)	2592-0591	9830568891
Howrah	2230-4996	9830432930
Hooghly	2680-0424	9830558633
Burdwan	0342-2662503	9434016377
Birbhum	03462-255682	9434022666
Paschim Medinipur	03222-275275	9434020715
Purba Medinipur	03228-263255	9434022099
Purulia	03252-223671	9434036125
Bankura	03242-250271	9434021195
Murshidabad	03482-250923	9434020908
Nadia	2582-4997	9433063252
Malda	03512-220463	9434052521
Darjeeling	0353-2542788	9434048263
Jalpaiguri	03561-257840	9434023336
Raniganj	03523-252237	9434074837

Divisional Managers

Divisions	Office	Mobile
Kolkata Zone		
Behala	2480-8368	8017993740
Garia	2436-6383	8017993733
Baruipur	2433-8288	8017993724
Diamond Harbour	03174-257446	8348690062
Bidhannagar-I	2337-5766	8697704730
Bidhannagar-II	2576-7255	8697707358
Barrackpore	2592-0134	8697704749
Naihati	2581-2256	8697704736
Barasat	2552-1788	8697704688
Basirhat	03217-269318	8697706829
Uluberia	2661-0464	8697706956

Divisions	Office	Mobile
Haibra	03216-237014	8697706850
Howrah-I	2637-6469	8697707366
Howrah-II	2670-8023	8697706817
Burdwan Zone		
Serampore	2632-6138	8697706854
Chandannagar	2686-5272	8697707337
Tarakeswar	03212-277734	8697706881
Arambag	03211-256186	9454061785
Singur-Haripal	2630-2780	8697704720
Mogra	2684-4211	9051644470
Burdwan(Rural)	03422-662437	9434308599
Memari	03422-260926	9476425096
Durgapur	0343-2546165	9434412139
Asansol	03412-284811	9476321832
Katwa	03453-255296	9531672164
Kalna	03454-255902	8145500225
Suri	03462-258195	9434014190
Rampurhat	03461-255334	9733089535
Burdwan(Urban)	03422-663359	
Midnapore Zone		
Kharagpur	03222-225257	7872411527
Ghatal	03225-257488	9609400467
Tamluk	0228266165	9564279031
Midnapore	03222-264714	7872411388
Contai	03220-255080	8348692308
Haldia	03224-275196	9434202094
Bankura	03242-250760	8348690172
Bishnupur	03244-254948	8348690186
Purulia	03252-222735	8348689754
Berhampore Zone		
Kalyani	2582-8156	8697707369
Krishnagar	03472-272039	8697706920
Tehatta	03471-250288	8697706908
Berhampore	03482-257075	8348693900
Raghunathganj	03483-266463	8348693904
Kandi	03484-255462	9735722188
Malda(S)	03512-253437	8697718278
Malda(N)	03513-251266	9475709243
Siliguri Zone		
Siliguri Town	0353-2542863	9434083900
Siliguri Sub-Urban	0353-2581005	9434079800

Divisions	Office	Mobile
Jalpaiguri	03561-257194	9434710440
Alipurduar	03564-255582	9434042517
Coochbehar	03582-222375	9434053711
Dakhin Dinajpur	03522-255532	9775826110
Kurseong	0354-2344760	9531601045
Darjeeling	0354-2253035	8116602275
Kalimpong	03552-256777	9434085990
Raiganj	03523-252571	9434084837
Islampur	03526-257115	9434208644

RURAL ELECTRIFICATION (R.E.) OFFICES

Project Offices	Office	Mobile
P.M. Coochbehar	03582-226063 Fax : 03582-226667	9434741001
P.M., Special Project Cell, Coochbehar	03582-226063 Fax : 03582-226667	9474935042
P.M., Jalpaiguri	03561-257199 Fax : 03561-255348	9434710688
P.M., Siliguri	0353-2436370 Fax : 0353-2535053	9434054287
P.M., Raiganj	03523-250302 Fax : 03523-252453	9434077302
P.M., Balurghat	03522-255353 Fax : 03522-255353	9475075697
P.M., Malda	03512-220493 Fax : 03512-220493	9434562696
P.M. Murshidabad	03482-277162 Fax : 03482-277162	9143334157
P.M., Nadia	03472-252962 Fax : 03472-223688	9434043533
P.M., Barasat, 24 Pgns. (N)	25844409 Fax : 2584-4409	9433309676
P.M., Baruipur, 24 Pgns. (S)	2423-0045 Fax : 2423-0378	9332128298
P.M. Diamond Harbour	Telefax : 03174-258777	
P.M. Suri	03462-252008 Fax : 03462-252008	9775994341
P.M., Bardhaman	0342-2665618 Fax : 0342-2560836	9434042427
P.M., Bankura	03242-250722 Fax : 03242-259899	9434059899
P.M., Purulia	03252-222822 Fax : 03252-223671	9332515392

Project Offices	Office	Mobile
P.M., Paschim Medinipur	03222-267797 03222-297736	9434744157
P.M., Purba Medinipur	03228-263087 Fax : 03228-263059	9434721800
P.M., Howrah/Hooghly	2686-4054 Fax : 2686-1599	9831293272

HYDEL PROJECTS

	Office	Mobile
Jaldhaka Hydel Project :		
Project Manager	03552265212 Fax : 03552265213	03552265202
Stage-I Power House	03552205638	
Stage-II Power House	03552205602	
Rammam Hydel Project :		
Addl. Chief Eng. & P.M. RHP. St-II	0354-2005536/37	
Power RHP. St-II	0354-2005539 Fax : 0354-2269530	
Tista Canal Fall Hydel Project :		
Addl. Chief Eng. & Project Manager	0353-2587231 Fax : 0353-2587382	9434023676
SE(C) O&M	0353-2587388	9434046269
SE(E) O&M	0353-2587383	9434351242
SE(M) PS-I	0353-2003172 C. Room : 0353-2004115	9434335124
SE(E) PS-II	03526-206449 C. Room : 03526-206450	8016123622
SE(M) PS-III	9800887106 C. Room :	9434426592 9800887174

PPSP

PPSP Site Office	Office	EPBX	Resi./Mobile
ACE & PSIC	03252-250201 (R) : 03252-250203		9339776912 9735801266

DISTRICT MAGISTRATES

District Magistrates	Office/Fax/Phone
D.M., Coochbehar	03582-227101/R-227201 Fax : 03582-227000/225000
D.M., Jalpaiguri	03561-230127/R-227333 Fax : 03561-224811
D.M., Darjeeling	0354-2254233/R-256182 Fax : 0354-2254338
D. M., Uttar Dinajpur	03523- 252925/ R-250005 Fax : 03523-252250/250005
D.M., Dakshin Dinajpur	03522-255201/2256182 Fax : 03522-255488
D. M., Malda	03512-252381/ R-253092/252415 Fax : 03512-253092
D. M., Murshidabad	03482-251650/R-250002 Fax : 03482-250145
D.M., Nadia	03472-251001/ R-252052/252557 Fax : 03472-253030/252294
D. M., North 24 Parganas	25523662/R-25523474 Fax : 25626177
D.M., South 24 Parganas	24791469/R-24793713 Fax : 24793456
D. M., Howrah	264120961 R-26412042 Fax : 26413367
D.M., Birbhum	03462-255222/R-255223 Fax : 03462-255646/256222
D.M., Bardhaman	03422-2662428/R-2625700/2625702 Fax : 03422-625703/2561899
D.M., Bankura	03242-250304/R-250303 Fax : 03242-254807/251076
D. M., Purulia	03252- 222302/R-222301 Fax : 03252-222490
D.M., Hooghly	26802122/R-26802040 Fax : 26802048/3105
D.M., Purba Medinipur	03228-263098/R-263120 Fax : 03228-263500
D. M., Paschim Medinipur	03222-275571/R-24793456 Fax : 03222-275427

WEST BENGAL POLICE

West Bengal Police	Office/Fax/Phone
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Police Directorate W.B.

ADG (Admn.), G.M	22144038
ADG (Law & Order)	22145401
	22145353

Police Commissionerate Bidhannagar	Office/Fax/Phone
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Control	23595588
	Telefax : 23211287
CP	23311287
	Fax : 23357203
DC Head Qrt.	23410411-0413

District Police	STD Office	Residence
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SUPERINTENDENTS OF POLICE

Cooch Behar, S.P.	03582 227755	
Darjeeling, S.P.	0354 2257001	2252488
		2254277
Jalpaiguri, S.P.	03561 230492	232024
Malda, S.P.	03512 252520	255699
Uttar Dinajpur, S.P.	03523 252461	252527
		255417
Dakshin Dinajpur, S.P.	03522 255321	255689
Murshidabad, S.P.	03482 250003	252003
	274174	251750
Nadia, S.P.	03472 252229	252303
Purulia, S.P.	03252 222304	222303
Bankura, S.P.	03242 250305	250306
Birbhum, S.P.	03462 255953	254001
	255353	
Burdwan, S.P.	0342 2662495	2624400
		2662956
Howrah, S.P. (City)	033 26412626	26382086
Howrah, S.P. (Rural)	033 26616210	
Hooghly, S.P.	033 26804827	26802325
North 24 Parganas, S.P.	033 25423055	25621282
	25389202	
South 24 Parganas, S.P.	033 24793333	24813473
Paschim Medinipur, S.P.	03222 275609	275608
Jhargram Police Dist., S.P.	03221 255192	255544
Purba Mednipur, S.P.	03228 269580	269602

KOLKATA POLICE

Kolkata Police

Office/Fax/Phone

Control Room (Lalbazar)

22143024

22143230

22141310

Fax : 22145512

Police Administration

Commissioner of Police

22145060

Fax : 22145424

DC, Central Division

22281403

DC, Eastern Suburban Division

23745645

DC, North & North Suburban Division

23605650

DC, Port Division

24397174

DC, South Division

22813467

DC, South East Division

22904660

DC, South West Division

24994702

DC, South Suburban Division

24994711

HEALTH OFFICES AND HOSPITALS

Office/Fax/Phone

Chief Medical Officer, Health (CMOH)

Bankura

03242-250545

Telefax: 03242-258234

Bardhaman

Telefax: 0342-2663973/

2565817

Birbhum

Telefax: 03462-255216/257566

Coochbehar

03582-228874

Fax: 03582-228966

Dakshin Dinajpur

Telefax: 03522-255640

Darjeeling

0354-2254607

Fax: 0354-2254059

Darjeeling (Dy. CMOH, Siliguri)

0353-2530307

Hooghly

26804858

Telefax: 26801193

Howrah

26384326

Fax: 26380866

Jalpaiguri

03561-232001/225394

Office/Fax/Phone

Maldah	03512-252337
	Fax: 03512-252493
Murshidabad	03482-253851
	Fax: 03482-257977
Nadia	Telefax: 03472-252306
North 24 Parganas	25523129
	Fax: 25624789
Pachim Medinipur	03222-275773
	Telefax: 03222-275695
Purba Medinipur	03228-269595
	Fax: 03228-266489
Purulia	Telefax: 03252-222480
South 24 Parganas	24731039
	Telefax: 24730284
Uttar Dinajpur	03523-252039/253661
	Fax: 03523-252516
Bankura Sammilani Hosp.	03242-250981/251324
Bardhaman Medical Hospital	0342-2658641-42
Jhargram Sub-Diy. Hospital	03221-255045/255145
Kharagpur Rly. Hosp.	03222-255787
Kharagpur Sub. Div. Hosp.	03222-259125/259126
Kolkata Medical Hosp.	22551501/1502
Kolkata National Med. Hosp.	22897122-23
N.R.S. Hospital	22653214-17
North Bengal Medical Hosp.	0353-2585483/2585478
R.G. Kar Hospital	25304557/25557676
S.S.K.M. Hosp. (PG)	22041100/22231589
AMRI Cancer Centre	24612626
Apollo Gleaneagles Clinic	24618079/8028
	Fax: 24618180
Calcutta Heart Rech. Centre	24747613/
	24546083-84
Forties Medical Centre	24754320/4096/
	24749164-65
	Fax: 24749237

**List of Non-Gov. Hospital/Nursing Home for
WBSEDCL Employees**

Name & Address of Hosp./Nursing Home	Phone
AMRI Hosp., Salt Lake JC-16 & 17, Salt Lake City, Kolkata 700 089	(033) 23357710
Anandalok Hospital Karunamoyee, Sector-III, Salt Lake City, Kolkata 700091	(033) 23591982 (033) 23590742
Bhattacharjee Orthopaedic and Related Research Centre Pvt. Ltd. for orthopedic cases only Narayanpur, Rajarhat-Gopalpur (R), 24 Pgs(N), Kol 136	(033) 65023707 (033) 25944401
CAMRI Hospital Bamachandaipur, G.T. Road, Burdwan 713 101	(0342) 2541182 (0342) 2628178
Calcutta Medical Research Institute 7/2 Diamond Harbour Road, Kolkata 700027	(033) 30903090 (033) 30903095
Christian Medical College, Vellore for treatment of any diseases Ida Scuddar Road, Vellore 632004, Tamil Nadu	(0416) 3070000 (0416) 2222102 (0416) 2281000 (0416) 2286001 Fax: (0416) 2232103, 2232035
Disha Eye Hospital, Barrackpore (for Eye Diseases) 83 (63A) Ghoshpara Road, Barrackpore, Kol 700 0120	(033) 25931729 (033) 25933737
Disha Eye Hospital, Seoraphully (for Eye Diseases) 14 G.T. Road, Sheoraphully 712120	(033) 26329920 (033) 26329922
Dishari Health Point 19 B.G. Road, Mokdumpur, Malda 732103	(03512) 220158
Dr. M. N. Chatterjee Memorial Eye Hospital 295/1, A.P.C. Road, Machuabazar, Kolkata 700 009	(033) 2350 3567
Goenka Hospital Diagnostic Research Centre University Health Service, University of Calcutta 145 Muktaram Babu Street, Kolkata 700 007	(033)22413088

Name & Address of Hosp./Nursing Home	Phone
Greenland Nursing Home Pvt. Ltd. Hospital Road, P.O. Alipurduar, Jalpaiguri 736121	(03564) 256053
Hardik Medical Diagnostic Centre Pvt. Ltd. Machantola, Old Bus Stand, Bankura 722 101	(03242) 255938
KPC Medical College & Hospital 1F, Raja S. C. Mullick Road. Kolkata 700 032	(033) 30016100 (033) 30016156
Little Heart Children's Hospital Pvt. Ltd. 271/7/1, Tarogoti Samanto Road, Kenduadihi, Bankura 722102	(03242) 250773 (03242) 252962
Medica North Bengal Clinic Meghnad Saha Sarani, Pradhan Nagar, Siliguri 734003	(0353) 2510441 (0353) 2518667
Medica Super Specialty Hospital 127, Mukundapur, E. M. Bypass, Kolkala 700 099	(033) 64604260 (033) 66520000
Mitra's Clinic and Nursing Home Tilak Road, Hakimpara. Siliguri 734001	(0353) 2431999
National Neuro Science Centre, Calcutta Peerless Hospital Campus, 360 Panchasayar Kolkata 700 094	(033) 24320777 (033) 24320999
Paramount Health Care 148 & 151, G. T. Road, Maniklala, Serampore, Hooghly 712 201	(033) 26525306
Peerless Hospital & B. K. Roy Research Centre Mail 360, Panchasayar, Kolkata 700 094 Rabindra Nath Tagore International Institute of Cardiac Sciences, Mukundapur - for treatment of any heart ailment and heart surgery 124 Mukundapur, E.M. Bypass, Kolkata 700 099	(033) 24620071-73 (033) 24320074-75 (033) 24364000 (033) 30014000
Ruby General Hospital Kasba Golpark, E.M. Bypass, Kolkata 700107	(033) 39871800 (033) 24426091
Susrut Eye Foundation & Research Centre (at CGHS rates) HB-36/A/1, Sector-III, Salt Lake City, Kolkata 700 106	(033) 23580201 (033) 23341628

Name & Address of Hosp./Nursing Home	Phone
Tata Memorial Hospital, Mumbai- for treatment malignant diseases (without conveyance charges) Dr. E. Borges Road, Parel, Mumbai 400012	(022) 24177000 (022) 24146750-55
Chittaranjan Cancer Hospital 37, S.P. Mukherjee Road, Kolkata 700 026	(033) 2476 5101 - 03
Chittaranjan Seva Sadan & Sishu Sadan 37, S.P. Mukherjee Road, Kolkata 700 026	(033) 24751021 (033) 24755074
Baldeodas Maternity Home 22, Nilmoni Mitro Street, Shobha Bazar East, Kolkata 700 025	
Behala Balananda Brahmachary Hospital & Research Centre 151 & 152, Diamond Harbour Road, Behala, Kolkata 700 034	(033) 24787801 (033) 24684060
Belleghata I. D. Hospital 57, Beliaghata Main Road, Kolkata 700 010	(033) 23701251 (033) 23701252
Cancer Centre Welfare Home & Research Institute Mahatma Gandhi Road, Thakurpukur, Kolkata 700 063	(033) 24532781 (033) 24678001
Durgapur Steel Plant Hospital J. M Sengupta Road, Durgapur, Burdwan, W.B. 530 031	(0343) 2563522
Gandhi Memorial Hospital Kalyani, Nadia 741235	(033) 25828298 (033) 25828443
Gitaram Hospital NH-34, Radharghat, Berhampore, Murshidabad 724101 Institute of Child Health 11, Dr Biresh Guha Street, Benlapukur, Kolkata 700017	(03482) 226592 (03482) 226595 (033) 2289 3526 (033) 6526 6969
Islamia Hospital 73, Chittaranjan Avenue, Bow Bazar, Kolkata 700001	(033) 21146456 (033) 22217385
Jawharlal Neheru Memorial Hospital Kalyani, Nadia Jitendra Narayan Roy Sishu Seva Bhawan 58/1, Rala Dinendra Street, Maniktola, Kolkata 700006	(033) 25828102/8562 (033) 23500069/ 28850120

Name & Address of Hosp.	Phone
Jubilant Kalpataru Hospital 78, Jessore Road (South), Barasat, Kolkata 700127	(033) 25843637 (033) 25622280
Kidderpore Maternity Home 35/1, Ekbalpur Road, Kolkata 700 023	(033) 24493560
Lohia Matri Seva Sadan 83/ Upper Chitpur Road, Kolkala 7	
Lumbini Park Mental Hospital 115, Bediadanga Road, Kolkata 700 039	(033) 23434384
Maniktola Maternity Home 237-F, Maniktola Main Road, Kolkata 700 011	
Marwari Relief Society Hospital 225/227, Rabindra Sarani, (near Savitri Girls College) Kolkata 700 007	(033) 22743724 (033) 22383724
Matri Mangal Pratisthan 51, Rabindna Sanani, Burrabazar, Kolkata 700007	(033) 22698019 (033) 22714066
Mayo Hospital 61/1, Strand Road, B.B.D. Bag, Kolkata 700001	(033) 22580396
North Suburban Hospital 82, Cossipur Road, Kolkata 700002	(033) 25524200
Polyclinic attached to S.S.K.M. Hospital 5, Suburban Hospital Road, Lala Lajpot Rai Sarani Kolkata 700 020	(033) 22873870
R. N. Thakur Diagnostic and Medical Care Centre C. R. Das Road, Berhampore, Murshidabad, (beside NBSTC Bas Stand) Railway Hospitals located in WB where outsiders are allowed for treatment	(03482) 252571 (03482) 252572
Ramakrishna Mission Seva Pratisthan 99, Sarat Bose Road, Kolkata 700 026	(033) 24753636 (033) 24760631
Ram Krishna Sarada Mission Matri Bhaban 7/A, Sreemohan Lane, Kalighat, Kolkata 700 026	(033) 24644189 (033) 2466 8213
Ram Rik Das Haralalka Hospital 104, Ashutosh Mukherjee Road, Bhawanipore, Kolkata 700025	(033) 24553595

Name & Address of Hosp.	Phone
Regional Cancer Centre, Coochbehar	
Rishra Seva Sadan 2, K.C. Sen Road, Murkapur, Rishra, Hooghly 712258 (Near UB)	(033) 26722595
S. V. S. Marwari Relief Society Hospital 225/227, Rabindra Sorani, Burrobazar, Kolkola 700007 (Near Ganesh Talkies)	(033)22743724-25 (0331 22740442)
Sagardatta Hospital B.T. Road, Kamarhatl, Kolkata 700 058, (Near E.S.I. Hospltol)	(033) 25834277
Satyabala Devi I. D. Hospital, Howrah School of Tropical Medicine Chittaranjan Avenue, Kolkola 12	(033) 2655-7985/1926 (033) 22123695-97
Shri Jain Hospital & Research Centre 4938/12, G. T. Road (Souhl), Shibpur, Howrah 711102 (Near Bastill Apartment)	(033) 26503067
Shubham Hospital and Diagnostic Centre (P) Ltd. Naro Narayan Road, Cooch Behar, Siliguri 736101 (Near Circuit House)	(03582) 229052 (03582) 228754
SNR Carnival Hospital A-9 /16 (S) & 17 (S), Kalyani, Nadla 741235	(033) 25828134 (033) 25821395
Subodh Mitra Cancer Hospital & Research Centre 1B/175, Salt Lake Cily, Sector-III, Kolkata 700106	(033) 40207777 (033) 23352515
TRA General Hospital - for physiotherapy only 7, Dr. Biresh Guha Street, Park Circus, Kolkala 700 017	(033) 22817881 (033) 22895646
Tulsiram Lakshmidewi Jaiswal Hospital Bally, Liluah, Howrah	(033) 26555453 (033) 26555303
Upendra Nath Mukherjee Memorial Hospital 73, Sura 3rd Lane, Kalkata 10	
Vidyasagar Institute of Health Rangamati, Medinipur, (Pashchim Medinipur)	(03222) 268984
Vivekananda Hospital Pvt. Ltd. Dr. Zakir Hussaln Avenue, Bidhannagar, Durgapur 713206	(0343) 2532430/ 2531002-03