



**SRI VENKATESWARA  
INSTITUTE OF MEDICAL  
SCIENCES**

**POLICIES & STANDARD OPERATING  
PROCEDURES**



**SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES (SVIMS)**  
TIRUPATI 517 507 ANDHRA PRADESH, INDIA  
(A University Established by an act of Andhra Pradesh State Legislature, Estd: 1991)

## **POLICIES & STANDARD OPERATING PROCEDURES ON DISASTER MANAGEMENT**

As a health care organization, SVIMS will develop best practices in management of disasters & risk mitigation with respect to human life and properties. In order to educate the total work force, indoctrinate preventive practices, ensure preparedness and implement the disaster management plans (if & when the need arises), the following SVIMS disaster management policies & procedures are hereby framed. This information should be understood, and complied with, by all Faculty, Students, staff members, and all others concerned. This document is in accordance with Disaster Management guidelines of National Disaster Management Act 2005.

### **I. AIM**

- 1.1 To provide essential information and define responsibilities for all employees & workers at SVIMS campus relative to Disaster Management for the benefit and well being of all patients/occupants/visitors/staff.
- 1.2 To provide the Disaster Management Plan for SVIMS hospitals, schools & the rest of the campus, which must be learned and regularly practiced by all staff
- 1.3 To develop a holistic strategy in coordination with other regional & National agencies with focus on prevention, preparedness & risk mitigation, in order to reduce the impact of disasters both within the SVIMS campus and in the region of Andhra Pradesh

### **POLICY:**

#### **II.a Committee**

A SVIMS Disaster Management Committee (SDMC) will be constituted under the Chairmanship of Director-cum-V.C. SVIMS with a broad membership of all stakeholders. This Committee composition may be modified from time to time.

## SVIMS Disaster Management Committee

Sl. No.	Name & Designation	Cadre	Contact Number	
			Landline	Mobile
1.	Dr. T. S. Ravikumar Director-cum-VC, SVIMS	Chairman	08772287152	8500087152
2.	Dr. V. Satyanarayana Medical Superintendent & HOD, Emergency	Co-chairman	0877 2286115	9493547652
3.	Dr. B. C. M. Prasad, Dean & HOD, Dept., Neurosurgery	Member	0877 2288002	9493547719
4.	CMO, Casualty	Member	0877 2287777	
5.	Dr. Rajasekar HOD of Cardiology	Member	08772287777	9493547667
6.	Dr. Vivekanand Medical Record officer, MRD	Member	08772287777	9849458631
7.	Dr. Alladi Mohan HOD of Medicine,	Member	08772287777	9493547679
8.	Dr. Hanumantha Rao HOD of Anesthesiology	Member	08772287777	9493547651
9.	Dr. Bhaskar Reddy Professor of Forensic Medicine	Member	08772287777	9866197877
10.	Dr. Umamaheswara Rao Professor of Pharmacology	Member	08772287777	9849832292
11.	Dr. Mutheeswaraiah HOD of Surgery	Member	08772287777	9440324457
12.	Dr. K. V. Koti Reddy, R.M.O-II	Member	08772287777	9866356239
13.	Dr. Jyothi Bai HOD of Blood Bank	Member	08772287777	9866305646
14.	Dr. Shivanand Asst. Assistant Professor of Psychiatry	Member	08772287777	9948348925
15.	Shri. Venkatarama Reddy Public Relation officer	Member	08772287777	9703357839
16.	Smt. C. Suneetha Nursing Superintendent	Member	08772287777	9492181691
17.	Mission Director Deputy Director (Public Health) Directorate of Health & Family Welfare Services. Govt. of Andhra Pradesh (or) Nodal officer, Disaster Management, Tirupati	Member		
18.	Fire Officer Fire prevention wing, Govt. of Andhra Pradesh	Member	08772260101	9440209917
19.	Shri Ravi Prabhakar Executive Engineer(civil)	Member	08772287777	9849377052
20.	Shri Prakash Officer-in-charge Security	Member		9440713220

Sl. No.	Name & Designation	Cadre	Contact Number	
			Landline	Mobile
21	Smt. Uma Maheswari Sanitary Inspector	Member	08772287777	9963070016
22	Supdt. of Police / Circle Inspector	Member	08772289000	
23	Dr. B. Govinda Narayana RMO-I	Member secretary	08772287777	9493373277
24	Shri. G. Suresh Kumar General Manager	Member	08772287777	9603785568
25	Shri Chandra sekara Sanjeevaiah Accounts officer	Member	08772287777	9491425162
26.	Dr. Krishnasimha Reddy Faculty, Dept., of Emergency Medicine	Member	08772287777	9493547659

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

1. To take adequate measures and adopt necessary best practices in order to ensure that SVIMS hospital is prepared to manage any natural as well as manmade disaster.
2. To update and modernize the Disaster Management Policy of the Institute periodically
3. To develop Standard Operating Procedure to minimize the risks associated with Disaster
4. To take such measures and provide Disaster Management information and evacuation techniques which are applicable to Health Care Institutions for safety of patients, hospital staff, students, residents and visitors.
5. To create awareness and conduct training programme periodically to train the faculty, hospital staff, students and all personnel so as to enable them to take effective part in Disaster management.
6. To engage national & regional disaster management organizations for planning organization & coordination of prevention strategies and disaster management as well as follow up measures in the Institutes and also the entire campus.
7. To ensure adequate financial support and infrastructure readiness to carry out rescue operations for mitigation of suffering of affected persons.

8. To install rapid action teams and command & control structure to cater to emergency situations so as to minimize loss of life, equipments and records.
9. This Committee will meet to review policy & assess status of Disaster preparedness policy in every 3 months. **The committee should meet whenever any emergency occurs and after every incident so that debriefing meeting is conducted so that any short comings can be rectified.** The organization of the meeting and its minutes etc. would be responsibility of the Member Secretary.

### **II.c. Broad Policy Outline.**

This document will outline institute wide protocols to be followed for further development of department/ area specific SOP's and education/ orientation programmes. Mock drills to be implemented after the initial round of education& training and conducted atleast quarterly.

## **III. DISASTER DESCRIPTION**

### **III.1 Definition of Disaster:**

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

### **III.2 Types of Disasters:**

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

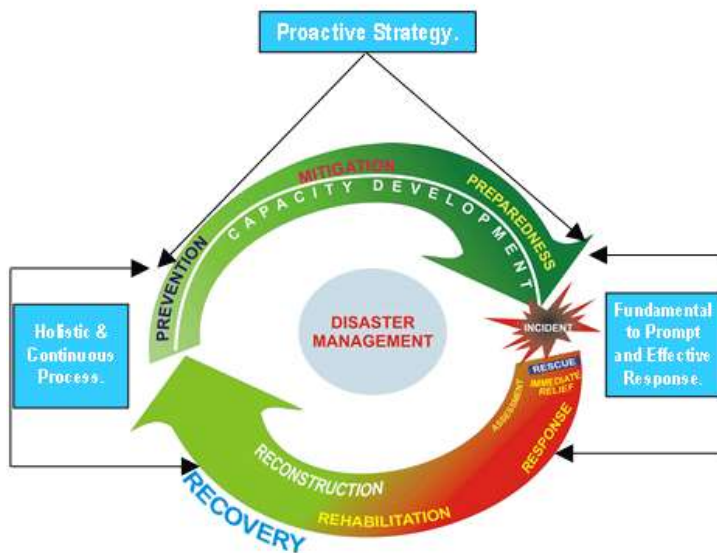
### III. 3 Disaster Classification

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

### IV. CONCEPTS IN DISASTER PLANNING, EDUCATION, PREPAREDNESS & RESPONSE; SVIMS SPECIFIC SOPs

The concept of Disaster management continuum is shown below

#### DISASTER MANAGEMENT CONTINUUM



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

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

## **IV.1 Disaster Risk Reduction within campus**

**Biological:** Campus areas to be inspected on a regular basis(weekly/monthly templates) to prevent outbreaks of communicable diseases and appropriate actions taken. This includes but not limited to water, waste disposal, STP, environment.  
Ownership – MS,HOD PSM, Sanitary Superintendent.

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

Ownership- Engineering, Horticulture.

**Technological:** Areas prone for hazards relating to radiation, chemical spills and sewage shall be monitored and proper educational processes or radiation hazard and chemical spill instituted. Ownership – Radiation Safety committee, sanitation, Engineering, Nursing.

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

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

Ownership – Dean, Medical College Principal, Nursing College Principal, Physiotherapy College Principal, SPMC

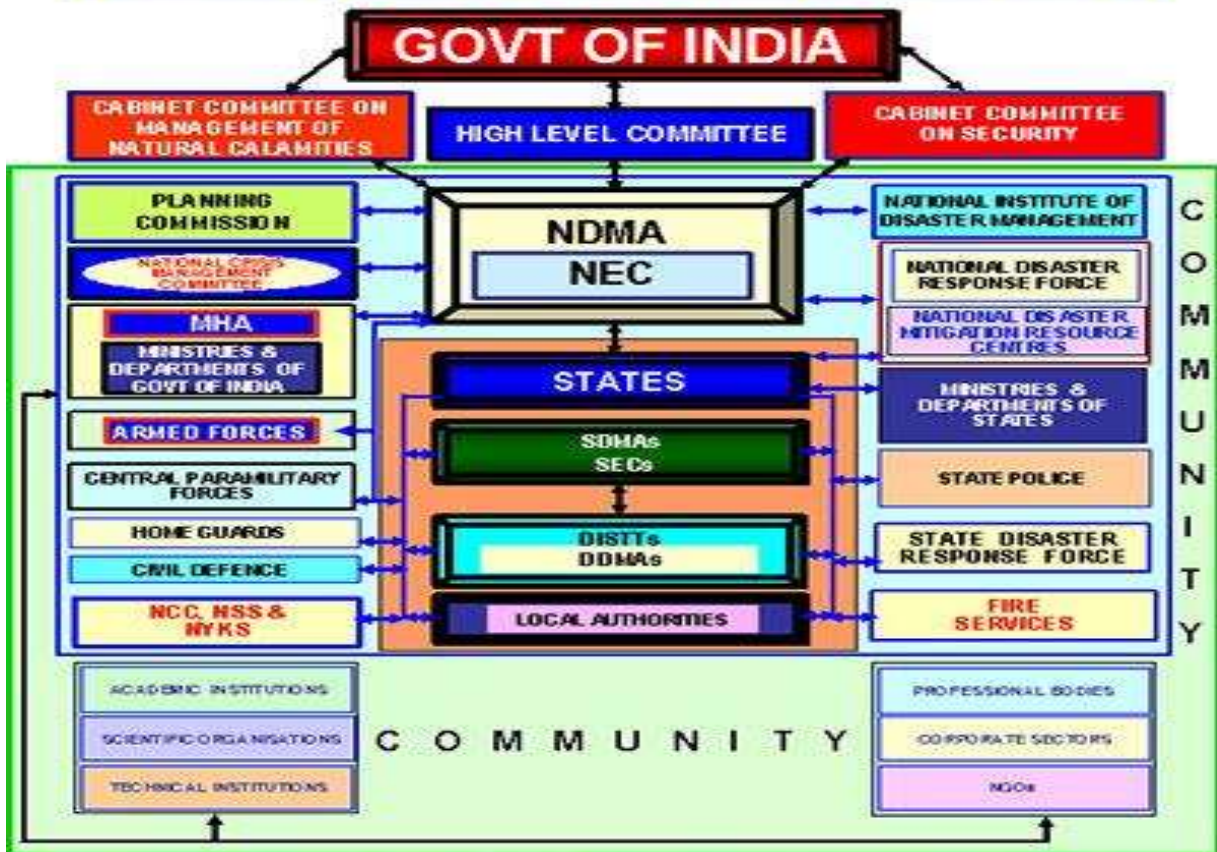
IV. 3. Integrated Planning with regional & national disaster management agencies. Periodic meetings (atleast once every 6 months) should be held with state / national agencies, so as to ensure smooth operation in case of disaster. As many members of the committee (at a minimum 3 members) should attend such meetings sponsored by State / National agencies.

Ownership – SVIMS Disaster Management Committee.

## **V. FUNDAMENTAL PRINCIPLESOF DISASTER MANAGEMENT:**

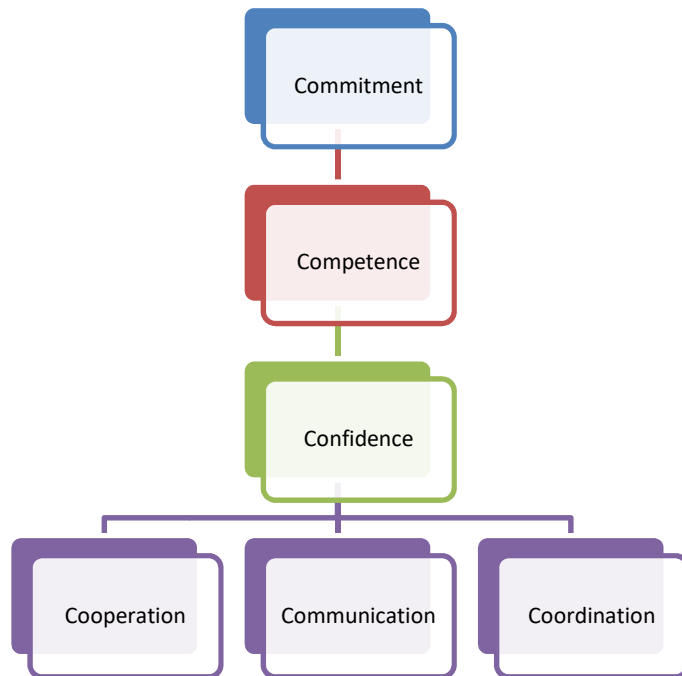
The guiding tenets are to do the greatest possible good to the largest possible number of affected people within the optimal time frame using the maximal resources deployable. All employees of SVIMS must be familiar with the National Disaster Management structure as well as the Institute specific disaster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

# NATIONAL DISASTER MANAGEMENT STRUCTURE



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





## **V.6 Disaster Rapid Response Teams:**

When Emergency operations centre will activate Disaster (Disaster Action), the Disaster Rapid Response Team members will group themselves in respective areas.

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

### **A. Main hospital**

S. No.	Name	Mobile No
01	Medical Superintendent-Leader(unless he is incident commander, in the absence of Director)	9493547652
02	RMO: Dr. B. Govinda Narayana	9493373277
03	HOD, Medicine: Dr. Alladi Mohan	9493547679
04	Sr. Faculty Orthopedics	
05	Deputy Nursing Supdt./HOD, Nuclear Medicine	8185021771 / 9963922576
06	HOD, Medical Oncology,	09444026748
07	HOD, Pathology:	9490749057
08	HOD, Endocrinology:	9493547686
09	HOD, Plastic Surgery (Dr. Praveen Kumar)	9440209029

## B. Casualty/EMS

Designation	Name	Intercom/Landline	Mobile
<b>Dept., of EM &amp; Trauma Associate Professor</b>	Dr. Krishna Simha Reddy	08772287777	9493547659
<b><u>Hod's of 7 Departments</u></b>			
<b>General Surgery</b>	Dr. Mutheeswaraiah	08772287777	9440324457
<b>Medicine</b>	Dr. Alladi Mohan	08772287777	9493547679
<b>HOD, CT Surgery</b>	Dr. Abha Chandra	08772287152	9493547672
<b>Anaesthesiology</b>	Dr. Hanumantha Rao	08772287777	9493547651
<b>Neuro Surgery</b>	Dr. B. C. M. Prasad	08772287777	9493547719
<b>Obs &amp; Gynae</b>	Dr. Vijaya Lakshmi	08772287777	9393620621
<b>Paediatrics</b>	Dr. Venkateswarlu	08772287777	9885534694
<b>Casualty Medical Officer Main desk Incharge</b>	Dr. Siva Shankar	08772287777	
<b>CMO 2</b>	CMO on duty	08772287777	
<b>HOD Radio diagnosis</b>	Dr. A. Y. Lakshmi	08772287777	9491303885
<b>HOD Blood Bank</b>	Dr. Jyothi Bai	08772287777	9866305646
<b>HOD, Surgical GE</b>	Dr. Venkatrami Reddy	08772287777	9866628692
<b>HOD, Forensic Medicine</b>	Dr. Bhaskar Reddy		9866197877
<b>Sr. Professor in Medicine</b>	Dr. Siddhartha Kumar	08772287777	9493547697
<b>HOD, Ophthalmology</b>	Dr. Swathi	08772287777	9866728735
<b>HOD, ENT</b>	Dr. V. Venkateswarlu	08772287777	9885648318
<b>HOD, Orthopedic</b>	To be given BIRRD		9849319914
<b>Medical Superintendent</b>	Dr. V. Satyanarayana	08772286115	9493547652
<b>Nursing Superintendent</b>	Mrs. Suneetha	08772287777	9492181691
<b>Medical Record officer</b>	Dr. Vivekanand	08772287777	9849458631
<b>Officer in charge Pharmacy</b>	Mr. P. Subramanyam	08772287777	9490049248
<b>CSSD Incharge</b>	Mrs. C. Suneetha	08772287777	9492181691
<b>Sister In charge Emergency</b>	Mrs. Vahedi	08772287777	9908041619
<b>Social Worker</b>	Mr. N. V. S. Prasad	08772287777	898555766
<b>General Manager</b>	Mr. G. Suresh Kumar	08772287777	9603785568
<b>Security Supervisor</b>	Mr. Prakash	08772287777	9440713220

## C. RICU

S.No.	Department & Designation	Name	Mobile
01	HOD, Anesthesia : Co-leader	Dr. Alok Samanthray	9493547653
02	HOD, Cardiology : Co-leader	Dr. D. Rajasekhar	9493547667
03	HOD, Neurology	Dr. T. Naveen	9493243055
04	HOD, Urology	Dr. A. Tyagi	9491824765
05	HOD, Pharmacology	Dr. Umamaheswara Rao	9866197877
06	Assistant Nursing Superintendent	Mrs. Kanthamma	9652883325

### **D. Medical ward adjacent to Casualty**

<b>S. No</b>	<b>Department</b>	<b>Name</b>	<b>Mobile</b>
01	Dean -Leader	Dr. B. C. M. Prasad	9493547719
02	HOD, Radiodiagnosis	Dr. A. Y. Lakshmi	9491303885
03	HOD, Forensic Medicine	Dr. Umamaheswara Rao	9849832292
04	HOD, Surgical Oncology	Dr. H. L. Narendra	7382629699
05	Sr Professor, Hematology	Dr. Chandrasekhar	9494367653
06	Nephrology	Dr. Sashank	9989973555
07	Assistant Nursing Superintendent	Mrs. Kanthamma	8185021771

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### **E.S P M C ( W ) Hospital**

<b>S. No.</b>	<b>Department</b>	<b>Name</b>	<b>Mobil e</b>
01	HOD, Pediatrics, Leader	Dr. SudhaPriya	8500895139
02	HOD, Professor of Obs & Gynae - Co-leader	Dr. P. Vijayalakshmi	9393620621
03	Deputy Nursing Supdt	Mrs. Indira	9652883325
04	ENT, Asst. Prof.	Dr. Amarnath	9490640323
05	Community Medicine	Dr. Sujith Kumar	8978572939
06	Dentistry	Dr. Vani Priya	8008650307
07	Microbiology	Dr. K. K. Sharma	9966555672
08	Physiology	Dr. Sharan B. Singh	9848175858
09	Psychiatry	Dr. Shivanandh	9948348925
10	Radiography	Mr. Y. Subramanyam Reddy	9949034729

### **F. Hostels**

#### **1. Girls Hostel:**

<b>S. No.</b>	<b>Designation/Name</b>	<b>Mobile</b>
i	SPMC(W) Warden-Leader: (Dr. Subhadra Devi)	9440225860
ii	SPMC(W)Warden-Deputy Warden (Dr. ArpanaBhide)	7382629700
iii	SPMC(W)Assistant -Warden(SreeGourie)	9441483952
iv	Warden, Paramedical (Dr. Madhavi)	9490109141

## **2. Boys Hostel**

<b>S. No.</b>	<b>Designation/Name</b>	<b>Mobile</b>
1	Warden-Leader: Dr. Sridhar Babu	9494403546

## **G. Residential Area Quarters & Guest Houses**

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>
01	Mr. G. Suresh Kumar	General Manager	9603785568
02	Mr. Hari Prasad Reddy	Sr Assistant	9866138111

## **H. Auditorium:**

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>
01	Mr. M. Y. Reddy	Deputy Registrar	9848744917
02	Mr. Babu	PA	9441774343

## **I. Communications Team-Admin. Building. Lobby:**

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>
01	Dr. Venkatrama Reddy	DD, PR	9703357839
02	Mr. Sudharshan	MCPO	9441044179
03	Mr. Rajasekhar	PRO	9849387306
04	Mr. Suresh	Sr, Assistant	9989376414
05	Mr. E. G.T. V. Kumar	Lab Investigator	9441492473
06	Mr. Nagaraj	Artist	9949706367
07	Mr. Prasad	MSW	8985555766

## **J. Transport/Vehicles Team-Transport Room:**

<b>S. No</b>	<b>Name</b>	<b>Designation</b>	<b>Mobile</b>
01	Mr. G. Suresh Kumar	General Manager	9603785568
02	Mr. Hari Prasad Reddy	Sr Assistant	9866138111
03	Mr. P. P. Reddy	Sr. Driver	9490038929
04	Mr. Rammurthy	Sr. Driver	9440230504

### **K. Security Team-Administration.Building.Lobby:**

S. No	Name	Designation	Mobile
01	Mr. Prakash	Head of Security	9440713220
02	Mr. C. V. Reddy	Asst. Security Officer	9492069618

### **L. Fire Safety Team:**

Leader	1	Mr. T. V. P. Kumar	A.E. (Water Works)	Engineering Section	8330946983
Member	2	Mrs. C. Naga Prasuna	Superintendent	Accounts	9494064540
"	3	Mrs. V. Radharani	Head Nurse	OT Complex	9949966624
"	4	N. Ramanamma	Head Nurse	Medical Oncology	9666588297
"	5	Mr. P. P. Reddy	Driver	General Manager (O)	9490038929
"	6	Dr. Umamaheswari	HOD	Bioinformatics	9642020829
"	7	Dr. Vivekanand	MRO	Medical Records	9849458631

### **Disaster Management Steps:**

Whenever any Disaster Action is enforced, the SDMC should establish a emergency control room as per the flow chart. All Disaster Rapid Response teams should position themselves in the designated areas. The workforce designated to the respective areas should be called in by the Rapid Response teams

### **Responsibility of control room Medical officer**

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

### **Responsibility of General Administration Officer**

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

### **Responsibility of Medical Officer**

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

### **Responsibility of General Section**

The vehicles under the control of the General Manager, SVIMS should be made available with drivers and should report to General Manager.

### **Responsibility of Estate Manager**

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

### **Responsibility of Horticulture Department**

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

### **Voluntary members from Staff & Students**

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