



**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, Residents, 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 abroad 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	Chairman	08772287152	8500087152
2.	Dr. V. Satyanarayana Medical Superintendent & HOD, Emergency Medicine	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. Mutheeswaraiyah HOD of Surgery	Member	08772287777	9440324457
12.	Dr. K. V. Koti Reddy, R.M.O-II	Member	08772287777	9866356239
13.	Dr. Sreedhar Babu HOD of Blood Bank	Member	08772287777	9494403546
14.	Dr. Shivanand 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	Mr. C.V.Reddy Officer-in-charge Security	Member		9492069618
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 a sunder:

1. To take adequate measures and adopt necessary best practices in order to ensure that SVIMS hospitals 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 Procedures to minimize the risks associated with Disaster.
4. To take such measures and provide with Disaster Management information and evacuation techniques which are applicable to Health Care Institutions for safety of patients, hospital staff, students, residents and visitors.
5. To create awareness and conduct training programmes periodically to train the faculty, hospital staff, students and all personnel so as to enable them to take effective part in Disaster Management.
6. To engage national & regional disaster management organizations for planning organization & coordination of prevention strategies and disaster management tactics as well as follow up measures in the Institutes and also the entire campus.
7. To ensure adequate financial support and infrastructure readiness to carryout 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 when ever 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 at least quarterly.

III. DISASTER DESCRIPTION

III.1 Definition of Disaster:

A serious disruption of the functioning of a community or a society causing wide spread 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

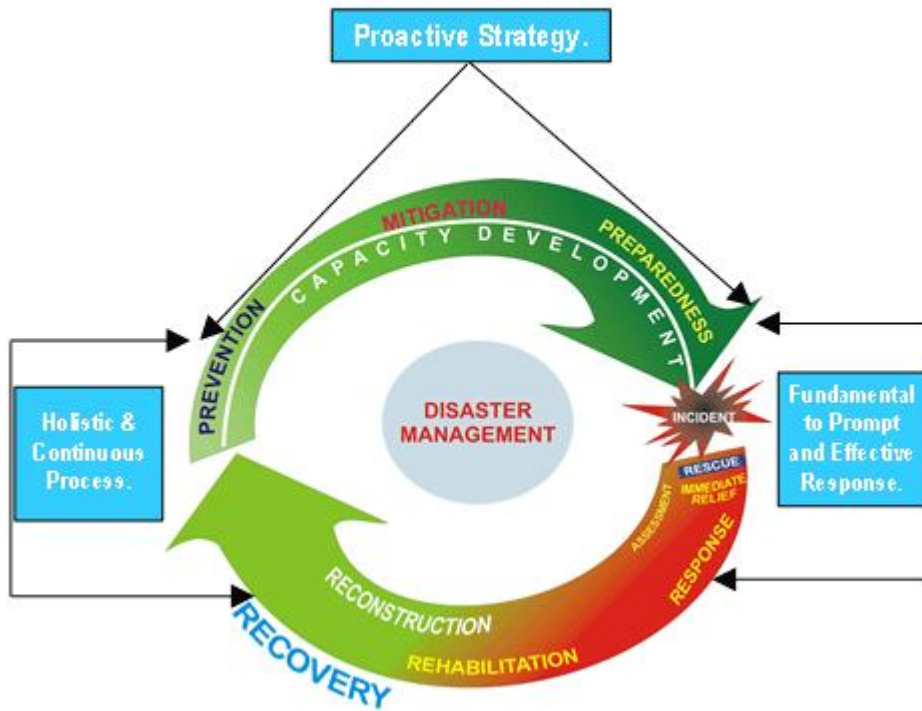
III.3 Disaster Classification

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

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 Supdt.

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

Ownership- 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 & non structural 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 tactics to be used & monitored by SVIMS Disaster Management Committee.

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

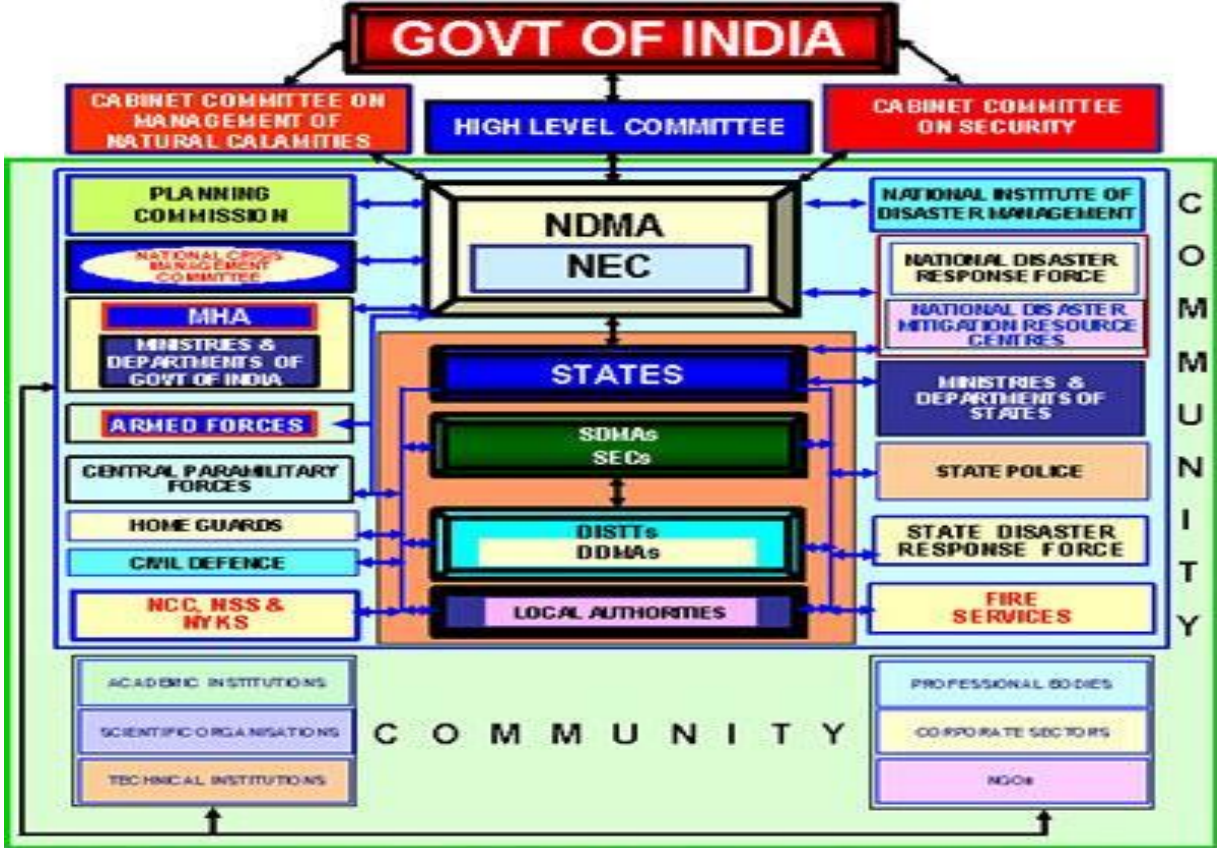
IV. 3. Integrated Planning with regional & national disaster management agencies. Periodic meetings (at least once every 6 months) should be held with state / national agencies, so as to ensure smooth operation in case of disaster. As many members of the committee (at a minimum 3 members) should attend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

Ownership – SVIMS Disaster Management Committee.

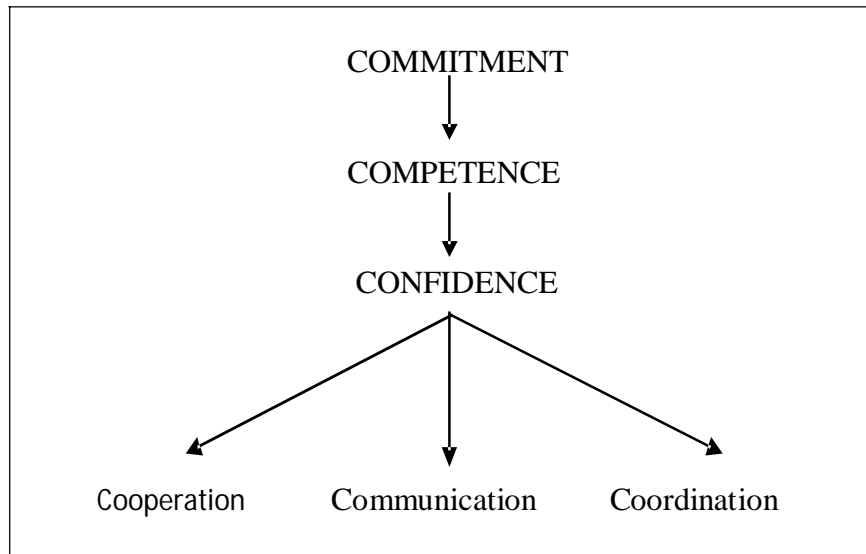
V. FUNDAMENTAL PRINCIPLES OF DISASTER MANAGEMENT:

The guiding tenets are to do the greatest possible good to the largest possible number of affected people within the optimal time frame using the maximal resources deployable. 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.



VI. 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	Medicine: Dr. Katiyarmal	9493547679
04	Sr. Faculty Orthopedics Dr. Swathi	9866728735
05	Nursing Supdt./HOD, Nuclear Medicine Indira / Dr. Kalawat	9652883325 / 7297007935
06	HOD, Medical Oncology, Dr. Kannan	09444026748
07	HOD, Pathology: Dr. Aruna Prayaga	9866300741
08	HOD, Endocrinology: Dr. Alok Sachan	9493547686
09	HOD, Plastic Surgery (Dr. Praveen Kumar)	9440209029

B. Casualty/EMS

Designation	Name	Intercom/Landline	Mobile
Dept., of EM & Trauma Associate Professor	Dr. Krishna Simha Reddy	08772286388	9493547659
<u>Hod's of 6 Departments</u>			
General Surgery	Dr. Mutheeswaraiiah	08772287777	9440324457
Medicine	Dr. Alladi Mohan	08772287777	9493547679
HOD, CT Surgery	Dr. Abha Chandra	08772287777	9493547672
Anaesthesiology	Dr. Hanumantha Rao	08772288442	9493547651
Neuro Surgery	Dr. B. C. M. Prasad	08772287777	9493547719
Paediatrics	Dr. Kiran Kumar	08772287777	9885534694
Sr. Lab tech	Mr. Lakshminarayana	08772287777	9908041848
Casualty Medical Officer Main desk Incharge	Dr. Siva Shankar	08772286388	9490672255
CMO 2	CMO on duty	08772286388	9493373304
HOD Radio diagnosis	Dr. A. Y. Lakshmi	08772287777	9491303885
HOD Blood Bank	Dr. Sreedhar Babu	08772287777	9494403546
HOD, Surgical GE	Dr. Venkatrami Reddy	08772287777	9866628692
HOD, Forensic Medicine	Dr. Bhaskar Reddy		9866197877
Sr. Professor in Medicine	Dr. Siddhartha Kumar	08772287777	9493547697
HOD, Ophthalmology	Dr. Swathi	08772287777	9866728735
HOD, ENT	Dr. V. Venkateswarlu	08772287777	9885648318
HOD, Orthopedic	To be given BIRRD		9849319914
Nursing Superintendent	Mrs. Suneetha	08772287777	9492181691
Medical Record officer	Dr. Vivekanand	08772287777	9849458631
Officer in charge Pharmacy	Mr. P. Subramanyam	08772287777	9490049248
Sister In charge Emergency	Mrs. Vaheeda	08772287777	9908041619
Social Worker	Mr. N. V. S. Prasad	08772287777	8985555766
General Manager depute		08772287777	
General Surgery	Dr. Jaypal Reddy	08772287777	9442180991
Security Supervisor	Mr. C. V. Reddy	08772287777	9492069618

C. RICU

S.No	Department & Designation	Name	Mobile
01	Anesthesia : Leader	Dr. Janaki Subhadra	9490573073
02	HOD, Cardiology : Co-leader	Dr. D. Rajasekhar	9493547667
03	HOD, Neurology DEP	Dr. Nataraj	9494881031
04	HOD, Urology	Dr. A. Tyagi	9491824765
05	HOD, Pharmacology	Dr. Umamaheswara Rao	9866197877
06	Nursing Superintendent	Mrs. J. Sarada Devi	9494891286

D. Medical ward adjacent to Casualty

S. No	Department	Name	Mobile
01	Dean -Leader	Dr. B. C. M. Prasad	9493547719
02	HOD, Radiodiagnosis	Dr. A. Y. Lakshmi	9491303885
03	HOD, Forensic Medicine	Dr. Bhaskar Reddy	9866197877
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. Saradadevi	9494891286
08	MSW	Jayasree	9490479379

E. S P M C (W) Hospital

S. No	Department	Name	Mobile
01	Surgery - Leader	Dr. Hari Hara Sastry	9849135615
02	Deputy Nursing Supdt Co-Leader	Mrs. Kanthamma	8185021771
03	HOD, Professor of Obst & Gynae -	Dr. P. Vijayalakshmi	9393620621
04	MEDICINE	Dr. Sadasivaiah	9620221666
05	HOD, Paediatrics	Dr. Sudha Priya	8500895139
06	ENT, Asst. Prof.	Dr. Amarnath	9490640323
07	Community Medicine	Dr. Sujith Kumar	8978572939
08	Dentistry	Dr. Vani Priya	8008650307
09	Microbiology	Dr. K. K. Sharma	9966555672
10	Physiology	Dr. Sharan B. Singh	9848175858
11	Psychiatry	Dr. Shivanandh	9948348925
12	Radiography	Mr. Y. Subramanyam Reddy	9949034729
13	MSW	Amreesh	9492215485

F. Hostels

1. Girls Hostel:

S. No	Designation/Name	Mobile
i	SPMC(W) Warden-Leader: (Dr. Subhadra Devi)	9440225860
ii	SPMC(W)Warden-Deputy Warden (Dr. Arpana Bhide)	7382629700
iii	SPMC(W)Assistant –Warden (Sree Gourie)	9441483952
iv	Warden, Paramedical (Dr. Madhavi)	9490109141

2. Boys Hostel

S. No	Designation/Name	Mobile
i	Warden-Leader: Dr. Sridhar Babu (Depute: Dr. Praveen)	9494081693

G. Residential Area Quarters & Guest Houses

S. No	Name	Designation	Mobile
01	Mr. Murali	GM Office	9441235162
02	Mr. Hari Prasad Reddy	Sr Assistant	9866138111

H. Auditorium:

S. No	Name	Designation	Mobile
01	Mr. M. Y. Reddy	Deputy Registrar	9848744917
02	Mr. Babu	PA	9441774343
03	Mr. Balaram Reddy	PA	9866847747

I. Communications Team-Admin. Building. Lobby:

S. No	Name	Designation	Mobile
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. Mohan	MSW	8465047566

J. Transport/Vehicles Team-Transport Room:

S. No	Name	Designation	Mobile
01	Mr. P. P. Reddy	Sr. Driver	9490038929
01	Mr. Rammurthy	Sr Driver	9440230504
02	Mr. Narasaraju	Driver	8096846068
03	Mr.Hari Prasad Reddy	GM Office	9866138111
04	Mr. Chandra Babu	Driver	8500345036

K. Security Team-Administration. Building. Lobby:

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

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. Shakeera	Head Nurse	OT Complex	8096682084
"	4	Mrs. Any	Head Nurse	Medical Oncology	7893036925
"	5	Dr. Umamaheswari	HOD	Bioinformatics	9642020829
"	6	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 Dept:

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

Voluntary members from Staff & Students

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