



**SRI VENKATESWARA INSTITUTE OF
MEDICAL SCIENCES,
Tirupati-517507**

**Operational manual
document Sl. No.**

47

Disaster Management Policy

**Date of Issue :
02-03-2020**

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Approved By & Responsibility to Update:	Dr. Ram, Medical Superintendent Signature	
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AMENDMENT SHEET

S.No	Section no & page no	Details of the amendment	Reasons	Signature of the preparatory authority	Signature of the approval authority
1	3 to 5 & 10 to 14 Pages	Disaster Management Committee Members Changed	Updation of Members List		

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1. **Purpose:** The policy intends to inform all the stake holders about the functioning module developmental and implemented to arrange any mass casualty or disaster in Tirupati and neighbouring area.
2. **Scope:** Hospital wide.
3. **Responsible person:** SVIMS administration, disaster management committee and all staff.
4. **Definition:** Any time the medical needs of the community or the needs of the hospital exceed available Resources.

5. **ABBREVIATION:**

SDMC	: SVIMS Disaster Management Committee
ED	: Emergency Department
MS	: Medical Superintendent
UNISDR	: United Nations International Strategy for Disaster Reduction
SOPs	: Standard Operating Procedure
SVIMS	: Sri Venkateswara Institute of Medical Sciences
PSM	: Preventative and Social Medicine
HoD	: Head of Department
SPMC	: Sri Padmavathi Medical College

6. **Policy and Procedures:**

I. A Committee:

A SVIMS Disaster Management Committee (SDMC) has been 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.

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SVIMS DISASTER MANAGEMENT COMMITTEE

Sl. No.	Name & Designation	Cadre	Contact Number	
			Landline	Mobile
1.	Dr. B. Vengamma, Director-cum-VC	Chairman	08772287152	9849348530
2.	Dr. Ram, Medical Superintendent & HOD, Nephrology	Co-chairman	0877 2286115	9493547712
3.	Dr. B. Siddhartha Kumar, Dean & Prof. of Medicine	Member	0877 2288002	9493547651
4.	Duty. CMO, Casualty	Member	0877 2287777	
5.	Dr. D. Rajasekhar, HOD Cardiology	Member	08772287777	9493547667
6.	Dr. G. Sireesha, Medical Record officer, MRD	Member	08772287777	9440517846
7.	Dr. Alladi Mohan, HOD Medicine	Member	08772287777	9493547679
8.	Dr. Alok Samanta Roy, HOD of Anesthesiology	Member	08772287777	9493547653
9.	Dr. K. Bhaskar Reddy, HOD Forensic Medicine	Member	08772287777	9866197877
10.	Dr. K. Umamaheswara Rao, HOD Pharmacology	Member	08772287777	9849832292
11.	Dr. Y. Mutheeswaraiyah, HOD of Surgery	Member	08772287777	9440324457
12.	Dr. K. V. Koti Reddy, RMO-I	Member	08772287777	9866356239
13.	Dr. K. V. Sreedhar Babu, HOD Blood Bank	Member	08772287777	9494403546
14.	Dr. D. Triveni, HOD Psychiatry	Member	08772287777	6393633533
15.	Mr. V. Rajashekar, Public Relation Officer	Member	08772287777	9849387306
16.	Smt. T. Prabhavathi, AD Nursing	Member	08772287777	9441981099
17.	Smt. C. Suneetha, Nursing Supdt, Gr-1	Member	08772287777	9492181691
18.	Mr. Elango Reddy, Fire Officer, Fire prevention wing, Govt. of Andhra Pradesh	Member	08772260101	9501037130
19.	Mr. KrishnaKanth Reddy, Dy Executive Engineer (civil)	Member	08772287777	9704678504
20.	Mr. Prakash, Officer-in-charge	Member		9440713220
21.	Smt. A. Uma Maheswari, Sr. Sanitary Inspector	Member	08772287777	9963070016
22.	Supdt. of Police / Circle Inspector	Member	08772289000	
23.	Dr. Vinod Bhan, Patient Safety Officer	Member	08772287777	9490713418
24.	Sri. M. Prasanna Lakshmi, General Manager	Member	08772287777	9701589302
25.	Smt. J. Usha Rani, Accounts Officer	Member	08772287777	9440467266
26.	HoD Emergency Medicine	Member	08772287777	9493547723

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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 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 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.

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.

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II. DISASTER DESCRIPTION

1. Definition of Disaster:

- a. 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)

2. Types of Disasters:

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

3. Disaster Classification

Natural Disaster	Manmade Disaster
Geological disasters Earthquakes, Tsunami	Warfare Conventional & Nonconventional warfare
Meteorological disasters Storms (Cyclones, hurricanes, typhoons)	Refugees Forced movement of large number of people
Topographical disasters Landslides, Floods	Accidents Transportation (land, air, sea) Collapse of building, dams and other structures, mine
Biological disasters Epidemics of communicable diseases & Insects warms	Technological failures nuclear, chemical, public sanitation



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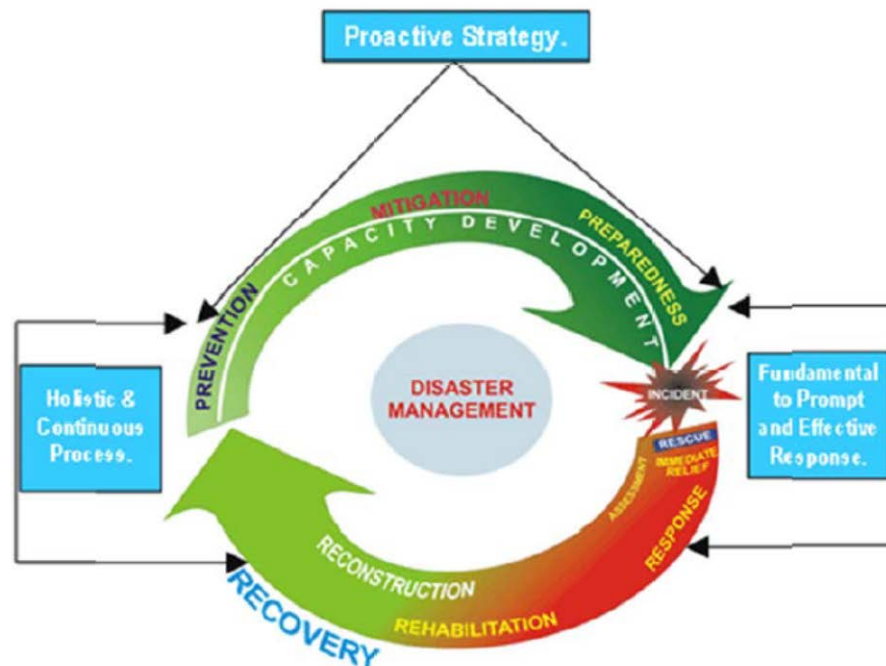
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III. CONCEPTS IN DISASTER PLANNING, EDUCATION, PREPAREDNESS & RESPONSE; SVIMS SPECIFIC SOPS

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.

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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, and STP (at present not available).

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.

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 tactics to be used & monitored by SVIMS Disaster Management Committee.

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

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.



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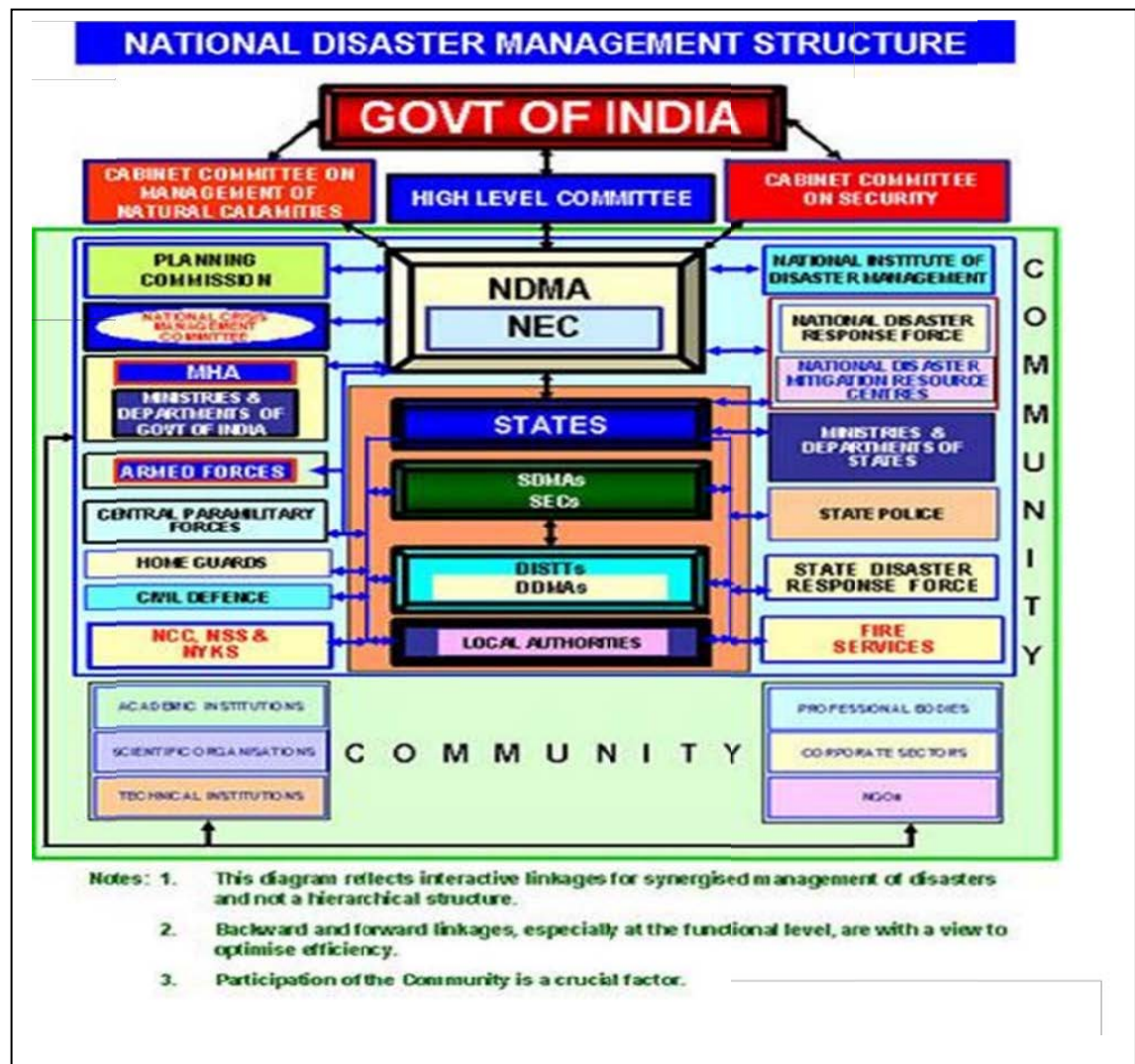
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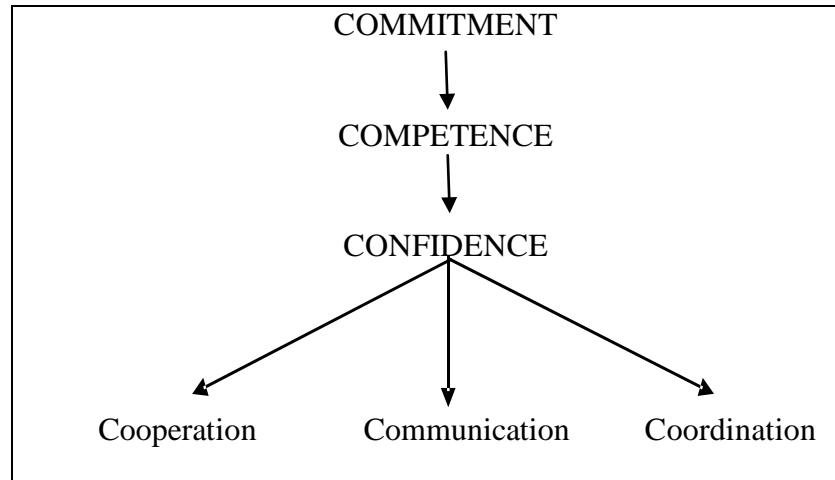
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IV. FUNDAMENTAL PRINCIPLES OF DISASTER MANAGEMENT:

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.



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V. Disaster Rapid Response Teams:

When Emergency operations center 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)	9493547712
02	RMO: Dr. K. V. Koti Reddy	9866356239
03	Medicine: Dr. Katyarmal	9493547679
04	HOD Nuclear Medicine	7297007935
05	AD Nursing / Nursing Supt. Gr-I	9441981099 / 9908041691
06	HOD, Medical Oncology, Dr. Bhargavi	8985666616
07	HOD, Pathology: Dr N. Rukmangada	9440674561
08	Endocrinology: Dr. Alok Sachan	9440296380
09	HOD, Plastic Surgery (Dr. Praveen Kumar)	9440209029

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B. Casualty/EMS

Designation	Name	Intercom/Landline	Mobile
HoD	EMD HoD	08772286388	
<u>Hod's of 6 Departments</u>			
General Surgery	Dr. Mutheeswaraiyah	08772287777	9440324457
Medicine	Dr. Alladi Mohan	08772287777	9493547679
HOD, CT Surgery	Dr. Abha Chandra	08772287777	9493547672
Anaesthesiology	Dr. Alok Samanthray	08772288442	9493547653
NeuroSurgery	Dr. V.V. Ramesh Chandra.	08772287777	9493547721
Paediatrics	Dr. Punith Patak	08772287777	7382114464
Sr. Lab tech	Mr. Lakshminarayana	08772287777	9908041848
Casualty Medical Officer	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. K. V. Sreedhar Babu	08772287777	9494403546
HOD, Surgical GE	Dr. Venkatrami Reddy	08772287777	9866628692
HOD, Forensic	Dr. K. Bhaskar Reddy		9866197877
Sr. Professor in Medicine	Dr. Siddhartha Kumar	08772287777	9493547697
HOD, Ophthalmology	Dr. P. Prabhanjan Kumar	08772287777	9491341561
HOD, ENT	Dr S.B. Amarnath	08772287777	9490640323
AD Nursing	Mrs. T. Prabhavathi	08772287777	9441981099
Medical Record Officer	Dr. G. Sireesha	08772287777	9440517846
Officer in charge Pharmacy	Mr. P. Subramanyam	08772287777	9490049248
Sister In charge Emergency	Mrs. C. Dhanarekha	08772287777	9441783496
Social Worker	Mr. N. V. S. Prasad	08772287777	8985555766
General Manager	Sri. M. Prasanna Lakshmi	08772287777	9701589302
General Surgery	Dr. B. Rama Krishna	08772287777	9640831931
Security Officer	Mr. B. Prakesh	08772287777	9440713220

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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	Assoc. Prof. Neurology	Dr. T. Naveen	9493243055
04	HOD, Urology	Dr. N. Anil Kumar	9848564546
05	HOD, Pharmacology	Dr. K. Umamaheswarao	9866197877
06	Nursing Superintendent Gr - II	Mrs. J. Sarada Devi	9494891286

D. Medical ward adjacent to Casualty

S. No	Department	Name	Mobile
01	Dean -Leader	Dr. B. Siddhartha Kumar	9493547697
02	HOD, Radio diagnosis	Dr. A. Y. Lakshmi	9491303885
03	HOD, Forensic Medicine	Dr. K. Bhaskar Reddy	9866197877
04	HOD, Surgical Oncology	Dr. H. Narendra	7382629699
05	Assoc. Professor, Hematology	Dr. C. Chandrasekhar	9494367653
06	Nephrology	Dr. M. Raja Amarendra	9493777310
07	Nursing Superintendent Gr - II	Mrs. J. Sarada Devi	9494891286
08	MSW	Mrs. G. Jayasree	9490479379

E. SPMC(W) Hospital

S. No	Department	Name	Mobile
01	Surgery - Leader	Dr. Y. Mutheeswaraiiah	9440324457
02	Deputy Nursing Supdt Co-Leader	Mrs. I. Kanthamma	8185021771
03	HOD, Professor of Obst & Gynae	Dr. K. Vanaja	9849092186
04	MEDICINE	Dr. Alladi Mohan	9493547679
05	HOD, Paediatrics	Dr. N. Puneeth Patak	7382114464
06	ENT, Asst. Prof.	Dr. S.B. Amarnath	9490640323
07	Community Medicine	Dr. D.S. Sujith Kumar	8978572939
08	Dentistry , HoD	Dr. D.S. Madhu Babu	8179079392
09	Microbiology	Dr. B. Venkata Ramana	9494365763
10	Physiology	Dr. Sharan B. Singh	9848175858
11	Psychiatry	Dr. D. Triveni	6393633533
12	Radiography	Mr. Y. Subramanyam Reddy	9949034729
13	MSW	Mr. A. Ambresh	9492215485

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F. Hostels

1. Girls Hostel:

S. No	Designation/Name	Mobile
i	SPMC(W) Warden-Leader: (Dr. V. Vanajakshamma)	9493547668
ii	SPMC(W)Warden-Deputy Warden 1. Dr. Arpana Bhide 2. Dr. Anju Verma 3. Dr. V.S. Kiranmayi	7382629700 8106400911 9030956088
iii	Warden, Paramedical (Dr. Madhavi)	9490109141

2. Boys Hostel

S. No	Designation/Name	Mobile
i	Warden-Leader: Dr. K. Nagaraj	9441239836

G. Residential Area Quarters & Guest Houses

S. No	Name	Designation	Mobile
01	Mr. A.R. Nagendra Babu	Sr. Asst.	9676822038
02	Mr. M. Murali	GM Office	9441235162

H. Auditorium:

S. No	Name	Designation	Mobile
01	Mr. D. V. Dilip Kumar	DD Academic	9848744917
02	Mr. D. Babu	PA	9441774343
03	Mr. A. Balaram Reddy	PA	9866847747

I. Communications Team-Admin. Building. Lobby:

S. No	Name	Designation	Mobile
01	Mr. Sudharshan	MCPO	9441044179
02	Mr. Rajasekhar	PRO	9849387306
03	Mr. Suresh	Sr, Assistant	9989376414
04	Mr. E. G.T. V. Kumar	Lab Investigator	9441492473
05	Mr. LR. Nagaraj	Artist	9949706367
06	Mr. S. Mohan	MSW	8465047566

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J. Transport/Vehicles Team-Transport Room:

S. No	Name	Designation	Mobile
01	Mr. P. P. Reddy	Sr. Driver	9490038929
01	Mr. M. Rammurthy	Sr Driver	9440230504
02	Mr. UV. Narasaraju	Driver	8096846068
03	Mr. M. Hari Prasad Reddy	Credit Cell	9866138111
04	Mr. B. Chandra Babu	Driver	8500345036

K. Security Team-Administration. Building. Lobby:

S. No	Name	Designation	Mobile
01	Mr. B. Prakash	Security Officer	9440713220
02	Mr. Elango Reddy	Fire Officer	9501037130

L. Fire Safety Team:

S. No	Name	Designation	Mobile
1	Mr. Elango Reddy	Fire Officer	9501037130
2	Mr. B. Prakash	Security Officer	9440713220
3	Mr. T. V. P. Kumar	A.E. (Water Works)	8330946983
4	Mr. C. Vijaya Kumar	Supervisor	9701144930
5.	Mr. Vijaya Sekhar	Supervisor	7995352327
5	Mr. B. Subramanyam	Fire Safety Asst.	6302260558
6	Mr. B. ChandrSekhar	Fire Safety Asst.	9866854475
7	Mr. D. Satish Kumar	Fire Safety Asst.	9493993595

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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 Maintenance Section

The vehicles under the control of the AD (GM), SVIMS should be made available with drivers and should report to AD (GM).

Voluntary members from Staff & Students

This is very important man power in crisis management without man power nothing can work one Student advisor to be enrolled.