



OFF-SITE EMERGENCY ACTION PLAN STANDARD OPERATING PROCEDURES FOR CHEMICAL DISASTER MANAGEMENT



October 2024



**NATIONAL DISASTER MANAGEMENT AUTHORITY (NDMA)
GOVERNMENT OF INDIA**



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NDMA Bhawan, A-1, Safdarjung Enclave,

New Delhi-110 029

Off-Site Emergency Action Plan Standard Operating Procedures For Chemical Disaster Management

A publication of:

National Disaster Management Authority (NDMA)

Government of India

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A -1, Safdarjung Enclave

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राष्ट्रीय आपदा प्रबंधन प्राधिकरण
National Disaster Management Authority
भारत सरकार
Government of India


Foreword

In an increasingly industrialized world, the management of chemical disasters requires a well-structured and responsive plan to protect communities, the environment, and the economy. The inherent risks associated with the storage, handling, and transportation of hazardous chemicals necessitate stringent safety protocols and preparedness mechanisms to prevent, mitigate, and respond to potential incidents. The Off-site Emergency Action Plan (EAP) serves as a vital framework for responding to the chemical disasters that could extend beyond the premises of an industrial facility or major accident hazard unit, affecting the nearby population and ecosystem.

This booklet on Standard Operating Procedures for off-site emergency action planning is a guide that outlines necessary steps to manage the chemical emergencies effectively. It is designed to equip the concerned stakeholders, including the line departments, local authorities & other allied entities, and emergency responders with clear, actionable instructions to ensure swift and coordinated efforts during crisis. This booklet emphasizes the importance of collaboration, communication and preparedness planning in mitigating impacts of industrial chemical accidents.

We acknowledge the contribution of Shri Amit Tuteja, Senior Consultant (NDMA) in preparing and finalizing this document-cum-guide.

We believe this guide will strengthen our collective ability to respond to chemical disasters with efficiency and care, safeguarding lives, property, and the environment. Let us work together to create a safer and more resilient future.


Sh. Rajendra Singh
Member and HoD


Lt Gen Syed Ata Hasnain (Retd)
Member


Dr Krishna S. Vatsa
Member

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Off-Site Emergency Action Plan (EAP)

Context:

An Off-site Emergency Action Plan (EAP) is a strategic document designed to manage and mitigate the effects of chemical emergencies outside the immediate vicinity of a facility, often impacting the surrounding community. Off-site EAP is essential for facilities that handle hazardous materials and pose significant risks to nearby population, such as Major Accident Hazard (MAH) units, chemical installations, or large manufacturing complexes. The plan coordinates responses with external agencies and ensures public safety beyond the facility's boundaries.

- It is mandated as per the Environment Protection (EP) Act 1986, Manufacture Storage & Import of Hazardous Chemicals (MSIHC) Rules 1989, to prepare the Off-site EAP for all the districts that have concentrations of MAH Units in country.
- Off-site EAPs are distinct from district disaster management plans. These EAPs should be prepared by experts with experience in chemical and industrial hazards.

Aim:

The aim of the Off-site EAP is to standardize chemical emergency response in the district. The Standard Operating procedure (SOP) document will help in the overall management, implementation, monitoring, control and use of the Off-site EAP, in a structured manner.

Key Elements:

The Off-site EAP has the following distinct elements:

- Emergency Response Procedures
- Communication Plan
- Evacuation and Shelter Plan

- Resource Management
- Training and Drills
- Public Information and Education
- Institutional Arrangements for Emergency Management
- Post-emergency Recovery

Emergency Response Procedures

This includes the key steps for handling various emergencies, such as evacuation plans, communication methods, and coordination with external agencies like Fire, Police, and Medical (Health) Departments & other allied services. EAP broadly covers the following: -

- Quickly evaluate the nature and severity of the emergency.
- Identify immediate threats to safety and prioritize actions.
- Activate the Incident Command System and designate the Incident Commander.
- Notify key personnel and relevant authorities.
- Determine if evacuation is necessary and safe. Use marked evacuation routes.
- Assist vulnerable population, such as the elderly and disabled.
- Alert and update staff and the public using available communication channels (e.g., sirens, loudspeakers, mobile alerts). Provide clear and concise instructions.
- Contact local fire departments, law enforcement, and medical services.
- Share critical information and coordinate joint efforts.
- Deploy trained emergency response teams to affected areas.
- Ensure they have the necessary equipment and resources.

Communication Plan

- Use a multi-channel alert system to reach a wide audience quickly, including sirens, loudspeakers, and mobile alerts.
- Utilize social media platforms like Twitter, Facebook, WhatsApp and Instagram to provide real-time updates and instructions.
- Deploy the Public Addressal (PA) system with loudspeakers at key locations to broadcast the urgent messages.
- Send text messages and push notifications to mobile devices for immediate communication.
- Ensure all communications are clear, concise, and consistent across all channels.

Evacuation and Shelter Plan

- Identify and clearly mark safe evacuation routes accessible to all individuals, including those with disabilities.
- Develop step-by-step evacuation procedures for various emergencies and assign personnel to guide and assist people.
- Designate locations for temporary shelters equipped with basic necessities, ensuring accessibility for vulnerable groups like the elderly, disabled, and children.
- Arrange transportation for those without personal vehicles, prioritizing vulnerable populations and individuals with special needs.
- Stock shelters with essential supplies, such as food, water, medicine, and bedding, and maintain inventory to ensure availability during emergencies.
- Collaborate with local government and emergency services to support evacuation and shelter operations and establish clear lines of communication for efficient coordination.

Resource Management

- Determine the essential resources required for emergency response, including staff, contract workers, equipment, supplies, and transportation.
- Quickly mobilize and deploy resources to affected areas, ensuring they reach the right locations efficiently.
- Coordinate with local agencies and organizations to share resources and avoid duplication of efforts.
- Maintain an updated inventory of available resources and regularly review and replenish supplies to ensure readiness.

Training and Drills

- Schedule regular training sessions for employees, emergency responders, and community members to familiarize them with emergency procedures.
- Conduct realistic simulated exercises and scenario based mock drills to practice emergency response scenarios and identify areas for improvement.
- Provide specialized training for individuals with specific roles during emergencies, ensuring they understand their responsibilities.

Public Information and Education

- Launch educational campaigns to inform the community about potential hazards and emergency preparedness using various platforms such as workshops, social media, and local events.
- Provide clear and accessible information on how to prepare for emergencies and what actions to take.
- Collaborate with schools, community groups, and local organizations to spread awareness and ensure consistent messaging about the importance of following instructions during emergencies.

Institutional Arrangements For Emergency Management

- Develop formal communication protocols with District Disaster Management Authorities (DDMAs), State Disaster Management Authorities (SDMAs), and other emergency management organizations to ensure timely information exchange and coordination during emergencies.
- Hold regular meetings with local authorities, including municipal corporations, police, fire services, and health departments, to discuss preparedness plans, share resources, and update each other on capabilities and needs.
- Create mutual aid agreements with neighbouring states and districts to facilitate resource sharing and support during large-scale emergencies, leveraging NDRF and SDRF.
- Organize joint training sessions and emergency response exercises with local agencies, including the NDRF, SDRF, and Civil Defence, to build rapport, test communication systems, and improve collaborative response efforts.

Post- Emergency Recovery

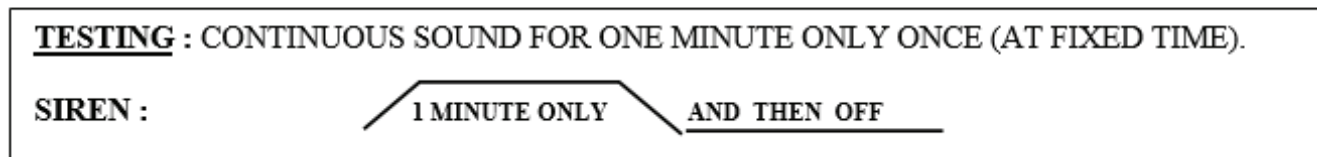
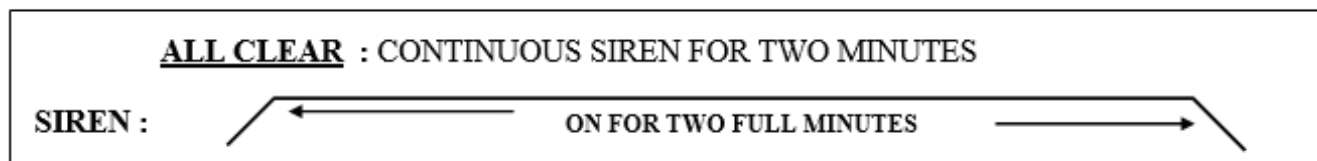
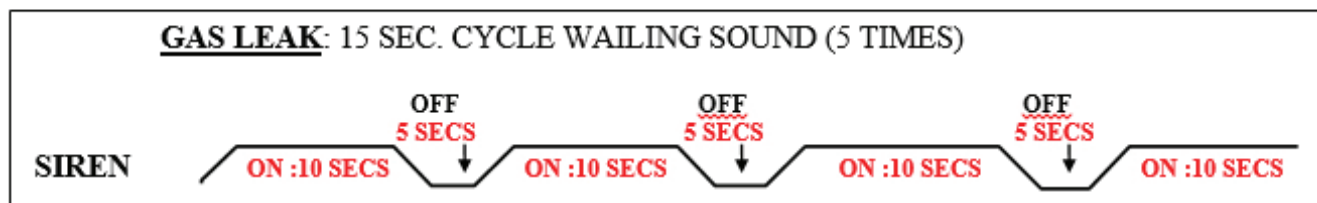
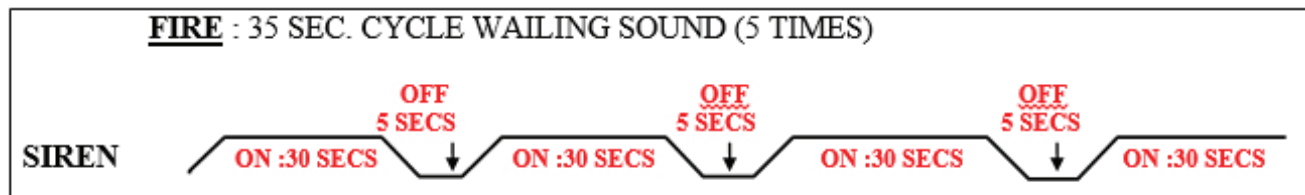
- Conduct damage assessments to evaluate the impact on infrastructure, homes, and businesses, using teams of trained professionals and technologies like drones and GIS mapping.
- Provide immediate relief to affected individuals and families, including food, water, medical aid, and temporary shelter, ensuring special attention to vulnerable groups.
- Prioritize restoration of essential services such as electricity, water supply, healthcare, and transportation to enable communities to resume normal activities quickly.
- Implement programmes to support affected businesses, such as financial assistance, loans, and subsidies, to aid in their recovery and minimize economic disruption.

Declaration of Emergency

On Hearing Emergency Siren

- NON-ESSENTIAL PERSONNEL (OTHER THAN PLANT EMPLOYEES AND DISTRICT & LOCAL AUTHORITIES INVOLVED IN MINIMISING THE EFFECT OF EMERGENCY) SHALL FOLLOW SAFE ROUTE FOR EVACUATION AND INSTRUCTIONS ANNOUNCED BY EMERGENCY CONTROLLING AGENCIES TIME TO TIME.
- KEY PERSONNEL SHALL REPORT TO RESPECTIVE CONTROL ROOM OR EMERGENCY CONTROL CENTRE

Emergency Siren Tone



HOW TO SOUND THE SIREN AND WHAT TO DO ON HEARING SIREN

Off-Site Emergency Control Centre

At least two locations should be identified as “Off-Site Emergency Control Centre (EOC)” and “Alternate EOC” as factor of safety and the same should be operational, in order of preference considering wind direction.

- (1) Ex: DC Office/ SDM Office/ Block Office
- (2) Ex: Guest House/ Township Office
- (3) Any other identified place

Off-Site Emergency Shelters

Preferably 4 to 5 locations should be identified as safe shelters in near by areas.

It can be School/ Inter or Degree College/ Police Station/ Community Center/ BDO or playground around the risk prone zone, as identified by District/ Local Crisis Group.

LOOK FOR WIND DIRECTION AND DIRECT THE CONCERNED TO SAFE SHELTER IN CASE OF GAS LEAKAGE

LOCATIONS OF OFF-SITE EMERGENCY CONTROL CENTRES AND SHELTERS

Key Roles and Responsibilities

Role of Chief Fire Officer / Fire Officer

FIRE DEPARTMENT

Primary duty of Chief Fire Officer / Fire Officer of concerned District is to assist and advise the Off-site Chief Emergency Controller (DM/ DC of the District) on firefighting and rescue. His/her responsibilities / duties are as under:

- (1) Immediately direct the fire fighting & rescue team and proceed to the Main Emergency Control Center.
- (2) Assist the situation whether or not the fire / toxic release is likely to spread and get in direct contact with DM/ DC.
- (3) Assist and advise the DM/ DC on fire fighting and rescue.
- (4) Inform the DM/ DC if external fire tender /fire fighting equipment / materials / Mutual Aid is required.
- (5) Identify source of water, fire hydrant and fire water supply.
- (6) Ensure the arrangement of utilities and diesel for hydrant pump / DG Sets, etc.
- (7) Organize rescue of trapped in affected areas and those in a state of shock etc.
- (8) Guide and ensure to provide first aid to the casualties, if necessary.
- (9) Ensure communication through wireless set at Plant Site, to all the key district officials in case of non-availability of landline/ nonfunctioning of mobile towers.

Role of SP / Police Commissioner

POLICE DEPARTMENT

Primary duty of Superintendent of Police (SP) / Police Commissioner is to take charge of the affected area and maintain the law & order. His responsibilities / duties are as under:

- (1) Contact to DM/ DC and immediately proceed to the Off-site Emergency Control Center.
- (2) Maintain law & order at incident site as well as nearby areas.
- (3) Assist the Plant Head/ Onsite Emergency Controller and ensure safe and smooth traffic, deviate the traffic (if required) for common public as per the plan and keeping the access road to accident site free for movement of emergency response vehicles like fire tenders, ambulances and cranes.
- (4) Assist in evacuation from the affected area, if required.
- (5) Inform DRM, of respective District and Station Master of the concerned railway stations about emergency and regulate the railway movement.
- (6) Arrange the Armed Forces, NDRF and SDRF, from nearby location (Police Station), to assist in evacuation from the affected area.
- (7) Arrange for rescue of trapped in toxic areas and those who are in a state of shock etc.
- (8) Avoid any panic situation at site. Depute the forces for safety of common people and extend support for the affected people, so that they can get prompt medical treatment.
- (9) Assist in preservation of all evidences for use in subsequent investigations of affected plant.
- (10) Report all developments to the DM/ DC.

Role of Chief Medical Officer (CMO)

MEDICAL DEPARTMENT

Primary duty of Chief Medical Officer / Dy. Chief Medical Officer is to provide medical facilities to casualties. His responsibilities / duties are as under:

- (1) Immediately direct the para-medical team, first aiders in the affected area and proceed to the Main Emergency Control Center.
- (2) Mobilize the ambulances to the affected areas.
- (3) Make arrangements for treatment and shifting the seriously injured to the hospitals where the adequate arrangements are made to handle such emergencies.
- (4) Coordinate with nearest hospitals and Inform the hospitals of the situation in case of a toxic release, most likely injuries (e.g. burns, toxic edema etc.) and apprise them of the antidotes that would be necessary for treatment.
- (5) Coordinate with neighbouring district CMO / Dy CMO to mobilize medical supports.
- (6) Arrange for mobile hospital, camps that can cater medical services to the effected areas and emergency shelters. Ensure the posting of the medical teams to all safe shelters.
- (7) Ensure the availability of blood with special reference to rare blood groups.
- (8) Ensure the hygiene at safe shelters to avoid spreading of any disease.
- (9) Ensure provision of decontamination centers for affected persons.
- (10) Report all developments to the DM/ DC.
- (11) Set up temporary mortuary, identification of dead bodies and post-mortem.

Role of National Disaster Response Force (NDRF) and State Disaster Resposne Force (SDRF)

On being informed of emergency, they will take care of the following activities: -

- (1) Immediately get in touch with the off-site emergency control center/EOC.
- (2) Specialized Team will straight away proceed to the incident site, with all the required Personal Protective Equipment (PPEs), detection devices and other instruments.
- (3) Assist the District Administration to isolate and contain the affected area from public safety point of view.
- (4) Extent support to Chemical Unit, District Administration to address the leak/ control the spill, at the affected site.
- (5) Simultaneously evacuate the people at risk calmly, and shift them to safer location through safe route.
- (6) Provide all the required medical treatment to the affected persons through the trained medical team.
- (7) Clean up the affected site/ entire contaminated area with local support, if required (with all precautions).
- (8) Assist the District Administration & allied agencies, and concerned chemical unit for any required support.

Information and Media

Role of District Information Officer and Media

INFORMATION DEPARTMENT

On being informed of emergency, he/she will immediately report to off-site main emergency control center. On the advice of DM/ DC, he shall be responsible for the following: -

- (1) Gather the information regarding the nature of emergency from the DM/ DC and maintain a chronological record of events.
- (2) Transmit correct information to the press, All India Radio and Doordarshan Media, as soon as possible, preferably on following addresses:
 - a) Station Director, All India Radio, New Delhi
 - b) Asstt. Station Director, Doordarshan Kendra, New Delhi
 - c) Local press media, through issuing the official press brief.
- (3) Arrange media briefing for correct and updated information to the general public.
- (4) Arrange the media control room at the appropriate location or Alternate location.
- (5) Keep the official media informed regularly about the progress on the actions being taken to restore normalcy till the emergency is lifted.

Key Role of Media

- (1) Disseminate vital information to public on direction of DC/ DM, Police and other authorities.
- (2) Act responsibly in disseminating vital information and dispel rumors, if any.

Role of Road Transport Officer (RTO)

TRANSPORT DEPARTMENT

Role of Road Transport Officer / Asstt Road Transport Officer is to arrange transport facilities for evacuation and supply of essential commodities. His responsibilities / duties are as under:

- (1) On being informed of emergency by DM/ DC, he/she shall communicate all nearby bus depots and local transporters for vehicles availability during the emergency.
- (2) Report to the DM/ DC at Off-site Emergency Control Room as defined.
- (3) Coordinate with RTO of neighbouring District and Asstt. Regional Managers of the region to send vehicles/ buses in the affected areas for evacuation of victims to the safe shelters.
- (4) Direct all local transporters to provide trucks for assistance in evacuation of people at risk and transportation of essential commodities supply.
- (5) Direct truck operators for transporting the essential commodities up to safe shelters as per District Supply Officer (DSO) instructions.
- (6) Ensure that affected persons are safely shifted through transportation, to the safe shelters by following safe route as advised by DM/ DC.
- (7) Remain in direct contact with DM/ DC.

Role of Divisional Railway Manager (DRM) / Station Master

RAILWAY DIVISION

Role of DRM/ STATION MASTER is to regulate railway traffic, His/ her responsibilities/ duties are as under:-

- (1) On being informed about the emergency, direct the station masters to regulate the railway traffic immediately.
- (2) Inform the passengers about the emergency and seek help from the concerned to maintain the law and order.
- (3) Coordinate to evacuate the railway station and shift the passengers to the safe shelters.
- (4) Remain in direct contact with DM/ DC.
- (5) Arrange the passenger train near to the affected locations (if possible) as per the requirement of DM/ DC to help in evacuation.

Role of Supdt. Engineer/ Executive Engineer - PWD

PUBLIC WORKS DEPARTMENT (PWD)

On being informed of the emergency, he/she will immediately report to the Off-site main emergency control centre. On the directions of the DM/ DC, he/she will be responsible for the following:-

- (1) Ensure adequate water supply for the fire fighting.
- (2) Provide assistance in clearance of roads, debris through JCB, Cranes etc and restoration of bridges, critical infrastructure, supply lines as directed by DC/ DM.
- (3) Assist in arranging water supply for evacuated people at the designated centers/ identified sites/ emergency shelters.
- (4) Identify sewer shut-off points for containment of hazardous material / wash water, that may flow into storm sewers.

Role of Civil Defence and Home Guards

On being informed of the emergency, they will immediately report to the Off-site main emergency control centre. On the directions of the DM/ DC, they will be responsible for the following:-

- (1) Coordinate with Police Authorities.
- (2) Provide assistance during the evacuation.
- (3) Arrange for round the clock security arrangements in affected and evacuated areas.
- (4) Safeguard the properties and belongings of evacuees.

Role of District Supply Officer (DSO)

CIVIL SUPPLIES DEPARTMENT

On receipt of the information from DM/ DC, about the emergency, DSO shall take the following actions:

- (1) Direct the Taluka Supply Officers/ Block Supply Officers to mobilize the equipment and machinery to transport supplies of essential commodities to the safe Shelters.
- (2) Remain in contact with DM/ DC, to ascertain the availability and state of readiness of safe shelter to receive the supplies.
- (3) Prepare and update the list of suppliers for essential items viz. grains/ kerosene and other commodities.
- (4) Mobilize the district resources such as food, grains, and other essential commodities.
- (5) Inform the District Transport Officer to mobilize the vehicles from designated places for transportation of supplies to safe shelter.
- (6) Organize the transport of essential commodities to the safe shelter for affected people.
- (7) Organize the catering operations at the safe shelters after the arrival of people rescued.
- (8) Ensure the availability of food items and kerosene at safe shelters.
- (9) Arrange to provide the required civil supplies, and assist in providing water to affected persons.
- (10) Keep updated to the DM/ DC, about the catering operations at safe shelters.

Role of District Animal Husbandry Officer

ANIMAL HUSBANDRY DEPARTMENT

On being informed of the emergency, he/she will immediately report to the Off-site main emergency control centre. On the directions of the DM/ DC, he/she will be responsible for the following:-

- (1) Arrange to take care of cattle, especially dairy animals living in affected zone.
- (2) If evacuation of cattle is required, identify the evacuation area and shelter.
- (3) Transport arrangements for safe evacuation of animals.
- (4) Arrange the Veterinary Officer for animal safety.

Role of TDM (Telecom District Manager)

DEPARTMENT OF TELECOMMUNICATIONS

On being informed of the emergency, he/she will immediately report to the Off-site main emergency control centre. On the directions of the DM/ DC, he/she will be responsible for the following:-

- (1) Ensure availability of mobile and telephone links to all the key Government Officers.
- (2) Instruct the On site Telephone and Mobile exchange In- Charge of the affected region, to maintain it in such a way so that the links should be available all the time (24x7).
- (3) Ensure the availability of communication lines to enable the connections immediately when asked by concerned agencies during emergency.
- (4) Coordinate with all cellular service providers in the district as per the directions of DM/DC, for any next line of action.

Role of Supdt. Engineer/ Executive Engineer - Elect.

DEPARTMENT OF POWER / ELECTRICITY

On being informed of the emergency, he/she will immediately report to the Off-site main emergency control centre. On the directions of the DM/ DC, he/she will be responsible for the following:-

- (1) Arrange to switch off power supply on request from District Authority/ DM.
- (2) Make Arrangement for uninterrupted power supply to the plant, as required.
- (3) Arrange for lighting at temporary medical camps, emergency shelters etc.
- (4) Take care of electrical equipment within the damaged zone.

Role of District Factory Inspector

INSPECTORATE OF FACTORIES

On being informed of the emergency he/she will be responsible for the following:-

- (1) Provide necessary directions to the affected facility/ Chemical installation/ MAH Unit
- (2) assist the District Authority/ DC, Fire Deptt, Medical Deptt and other line Deptts/ nodal agencies.
- (3) Seek help from Subject Matter Experts and involve assistance of Technical Specialists of relevant and appropriate expertise and specialization, if required.
- (4) Initiate, facilitate and provide technical support for investigation of the accident.

Role of Chief Scientific Officer/ Environmental Officer

POLLUTION CONTROL BOARD

On being informed of the emergency, he/she will take care of the following activities:-

- (1) Carry out the pollution assessment at suspected locations, including in the soil, river, liquid discharge and air.
- (2) Project the likely areas which can get polluted due to the occurrence of the accident.
- (3) Identify the unidentified substances, chemical releases, if any.
- (4) Assess the potential for adverse health effects and ensure controlling of long term pollution damage.

Role of Mutual Aid Groups and Technical Experts of District Crisis Group (DCG) And Local Crisis Group (LCG)

On being informed of the emergency they will take care of the following activities:-

- (1) Promptly provide the necessary technical advice to the affected MAH Unit, District Authority, Factory Inspector, Fire Departments, and Medical Department etc.
- (2) Provide on-call help after proper understanding and assessment of the situation.
- (3) Quickly mobilize the resources required to combat emergency situation at site and the surrounding area, or wherever required.
- (4) Make visit to the site in co-ordination with District Authority, Factory Inspector, to provide adequate technical assistance.

Role of Non Government Organizations (NGOs)

On being informed of the emergency they will take care of the following activities:-

- (1) Respond as per the directions of District Authority, Police and other key functionaries.
- (2) Quickly mobilize the volunteers/ resources and provide assistance required to combat emergency situation at the designated location/ emergency shelters, under the directions of District Administration.
- (3) Act as a bridge between local administration and communities. Assist local administration in evacuation, search & rescue.
- (4) Provide assistance to the affected people at medical centers/ near incident site, arrange to provide basic needs (if possible), under the supervision of concerned District Officials.

Role of Onsite Emergency Controller (Senior Most Person of Concerned Unit at Site)

COO/ VP / GM / Plant Head (In order of priority and availability)

- (1) As soon as he/she (available Onsite Emergency Controller in above order) is notified about incident, shall proceed to Emergency Control Centre and take charge of the incident.
- (2) Onsite Emergency Controller shall have the overall responsibility for directing the operations and calling outside help. The preferred Emergency Control Centre may be the Plant Control Room or Safety Office in case of Onsite Emergency or if there is possibility of getting affected this Centre due to emergency/ adverse wind, then alternate Emergency Control Centre to be made operational.
- (3) Assess the situation quickly and find out the level of Emergency (L1, L2, L3):
 - L1- EMERGENCY: May be handled with the resources available within section of the plant.
 - L2- EMERGENCY: On-Site Emergency plan shall be activated, in case of risk to entire plant.
 - L3- EMERGENCY: Inform immediately to Local and District Administration and to activate the Off-Site Emergency Plan with the help of District Authorities and local administration.
- (4) Based on hierarchy COO/ VP / GM / Plant Head, may appoint any executive as Onsite Emergency Controller and can give responsibility for a particular task.
- (5) Ensure that Key-Personnel are called-in- including the All HODs and medical officer.
- (6) Direct all Emergency Operations within the approved area with the following priorities;
 - a. Personnel Safely.

- b. Plant, Property and Environment Safety.
 - c. Minimum loss of production.
- (7) Continuously review & assess developments to determine most probable cause of events.
 - (8) Direct the safe shut down of the plant in consultation with the HODs and Key-Personnel, if necessary.
 - (9) Check that all non-essential workers, visitors and contractors are safely evacuated, get assembled at assembly points and shifted to safe place / shelter if required.
 - (10) Give instructions to Fire Fighting and rescue team and call 2nd line of defence personnel.
 - (11) If necessary arrange for evacuation and rescue of the people residing in the neighbouring areas.
 - (12) Ensure that search for casualties within the affected area has been carried out and arrange for hospitalization of victims and extend the additional help if required like shelter, catering etc.
 - (13) Ensure mike and Public Addressal (PA) system at assembly points, safe shelters, medical & food distribution centers.
 - (14) Ensure availability of BA (Breathing Apparatus) sets for rescue team.
 - (15) Ensure that concerned Senior Official/ Sr. Manager (HR, Admn)/ Manager - Community Development / Manager (Admn.) liaise with out-side agencies such as Police, District Emergency Authorities, DM, ADM and Director of Factories / Dy. Director of Factories / Asstt. Director of Factories, and suggest advice on the possible effects to the areas out-side the factory.
 - (16) Simultaneously arrange up-to-date recording/ documentation of Emergencies.
 - (17) Do not restart the plant unless it is declared safe to start by competent authority.

Chief Emergency Controller and His/Her Role

Role of DC/ DM / ADM - Disaster Control / SDM

In case of receiving the message of Off-site emergency from the affected plant, the primary duty of DM/DC, is to reach Off-site Emergency Control Room as early as possible. His/her other responsibilities are as under:

- (1) Take charge of complete situation on reaching the Main Emergency Control Center/ EOC.
- (2) Coordinate with Police, Fire Departments, SDRF etc to combat the emergency, and simultaneously activate the emergency response teams.
- (3) Inform to higher Government authorities about the situation.
- (4) Classify the emergency situation as an emergency or a disaster based upon the extent of damage possible from the accident.
- (5) Communicate with media to disseminate information to public.
- (6) Coordinate with neighbouring District Magistrates/ DCs.
- (7) Direct the Incident Controller to shut down of roads, for general traffic and keeping it free for emergency response vehicles like fire tenders, ambulances and cranes.
- (8) Direct the officials to regulate traffic movement within the district.
- (9) Direct the RTO for arrangement of emergency vehicles for evacuation.
- (10) Direct to evacuate the affected areas and ensure the safe transportation of people up to the emergency shelter, if necessary and ensure the orderly evacuation process.
- (11) Arrange to mobilize search and rescue operations for human life and cattle.
- (12) Arrange to mobilize the medical facilities and ensure that the injured/ casualties if any, are given medical attention and their relatives are duly informed.

- (13) Ask for support of armed forces, military resources, NDRF and SDRF, if needed.
- (14) Involve trained volunteers, Civil Defence, Aapda Mitra, NGOs for assistance, if required.
- (15) Direct the DSO to arrange for relief i.e. clothes, grains etc. of personnel when emergency is prolonged and monitor its proper disbursement.
- (16) Direct the official in-charge to provide/ restore electricity and water supply.
- (17) Direct the railways to stop the train/ divert the route (if required).
- (18) Direct the Revenue Officer to take stock of the emergency shelter requirements, and arrange to provide the necessary funds at various stages (as per requirement).
- (19) Ensure protection, safety & security of personnel and public property and law & order.
- (20) Remain in direct contact with the Incident Commander of the affected Plant and keep updated about the on-site emergency.
- (21) Direct the termination of emergency situation by sounding of 'All Clear' siren, and communication to all concerned.



Contact Us

For any query related to the Off-site Emergency Action Plan Standard Operating Procedures (SOP) for Chemical Disaster Management, please contact:

National Disaster Management Authority

Government of India,

NDMA Bhawan,

A-1, Safdarjung Enclave,

New Delhi-110029,

Tel: 011-26701700

For Detailed Information:

Please refer to the National Disaster Management Authority, Govt of India, document titled

“Key Considerations for Chemical Incident Emergency Response”

Web: www.ndma.gov.in

