

Through webportal/ email

No. EDN-HE(3)81545/2025
Directorate of Higher Education
Himachal Pradesh, Shimla-1

To Dated: Shimla-171001 the September, 2025

All the Principals,
Govt. Degree / Skt. / Pvt. Colleges / GCTE Dharamshala,
SCERT Solan, in Himachal Pradesh.

Subject: - Regarding SOPs for implementation of Civil Defense Preparedness Measures in State.

Sir,

Please find enclosed herewith photocopy of letter No. Home-F(A)1-1/2019-II-Loose, dated 19-08-2025 alongwith its enclosures received from Additional Chief Secretary (Home) to the Government of HP on the subject cited above.

In this context, you are requested to go through the comprehensive Standard Operating Protocols (SOPs,) outlining the roles and responsibilities of all stakeholders and treat the protocols herein with urgency and commitment.

Encls: As Above.

(Dr. Amarjeet K. Sharma)
Director Higher Education
Himachal Pradesh
the September, 2025

Endst. No. Even dated Shimla -I
Copy for information and necessary action is forwarded to: -

1. The Additional Chief Secretary (Home) to the Government of Himachal Pradesh w.r.t. their letter referred to the above please.
2. The Registrars, HPU/SPU & Private Universities in Himachal Pradesh with the request to circulate the above to all concerned.
- ✓ 3. Technical Officer I.T. Cell (Internal) to upload the same on the departmental website.
4. Guard File.

शिक्षा निदेशालय उच्चतर हिप्रो

11 SEP 2025

शिमला-1

Director Higher Education
Himachal Pradesh

No: Home-F(A)1-1/2019-II-Loose
Government of Himachal Pradesh,
Department of Home (F-Section).

PS Cell
DHE... 130636
19 AUG 2025
21-08-25
Branch

Additional Chief Secretary (Home) to the
Government of Himachal Pradesh.

To

1. All Administrative Secretaries to the Govt. of H.P.
2. All Heads of Departments in H.P.
3. The General Officer Commanding-in-Chief, Northern Command, Indian Army.
4. The Special Secretary (Rev.-DM) to the Govt. of H.P.
5. The Director General of Police, Himachal Pradesh.
6. The ADG(P) Home Guards & Civil Defence, Fire Services and SDRF Department.
7. All DCs in Himachal Pradesh.
8. All SPs in Himachal Pradesh.
9. The Director, NIC, Shimla.

Dated: - Shimla-2, the

19th August, 2025

Subject:-

Regarding SOPs for implementation of Civil Defense Preparedness Measures in State.

Sir/Madam,

I am directed to refer to the subject cited above and to enclose herewith a comprehensive Standard Operating Protocols (SOPs) prepared for strengthening civil defense mechanisms in Himachal Pradesh clearly outlining the roles and responsibilities of all relevant stakeholders.

You are therefore requested to take further necessary action in the matter accordingly.

Yours faithfully

Manmohan

(Man Mohan Chopra)

Under Secretary (Home) to the
Government of Himachal Pradesh.

Phone No.-2622603

Standard Operating Protocol (SOP) for Civil Defence Preparedness in Himachal Pradesh

1. Introduction

In light of emerging hybrid threats, natural disasters, and the strategic vulnerability of the Himalayan region, this Standard Operating Protocol (SOP) outlines the comprehensive preparedness measures for Civil Defence in Himachal Pradesh. This SOP serves to coordinate multi-agency response mechanisms, public safety systems, alert systems, blackout protocols, and citizen awareness initiatives to safeguard life, property, and critical infrastructure in both peacetime and emergency scenarios.

2. Organization

Civil Defence activities in the state are governed by the Civil Defence Act, 1968 with subsequent amendments, Civil Defence Rules - 1968 and are to be implemented in accordance with the guidelines laid down by the Ministry of Home Affairs, Government of India.

The State Civil Defence Advisory Committee will be the apex body constituted to guide policy formulation, planning, and inter-agency coordination which will function in close coordination with the SDMA. Commandant General cum Director Civil Defence shall be the head of the Civil Defence organization in the state (HP Govt notification No. Home-F(A)1-1/2019 dated 31.05.2021. At the district level District Magistrates shall act as Controllers of Civil Defence within their jurisdictions who shall be assisted by Commandant Home Guards of the respective jurisdictions who will act as Deputy Controller of Civil Defence. (HP Govt. notification No. 14-7/64-Home(B) dated 28.01.1975.) As per the Civil Defence Act 1968, the controller may designate an officer/ committee for enrolment of Civil Defence volunteers.

At the Sub Division level, respective SDMs shall be the enrolment authorities. The Panchayat Pradhans and Councilors of Municipal Corporations shall be ex-officio wardens of Civil Defence of their respective jurisdiction.

-3-

Each district shall establish the following Civil Defence Services:-

Headquarter Service	<ul style="list-style-type: none"> • Headquarter service to function under the District Magistrate i.e. Controller Civil Defence and the Commandant Home Guards i.e. the Deputy Controller Civil Defence • To oversee the overall coordination of all the Civil Defence services.
Communication Service	<ul style="list-style-type: none"> • To receive the Air Raid warning and disseminate to public through siren etc. • To establish means of communication between ward posts and control centre.
Warden Service	<ul style="list-style-type: none"> • To advice residents of his wardon the Civil Defence practices. • To help recruit volunteers • To report out break of fire or any other emergency situation in his area. • To ensure black out protocols in his area etc.
Casualty and First Aid Service	<ul style="list-style-type: none"> • Constitute of First Aid parties. • Establishment of Mobile/ static First Aid Posts.
Fire Fighting and Demolition Service	<ul style="list-style-type: none"> • To constitute House fire parties • Plan for supplementary the supplies of water for high risk areas. • Demonstration of buildings dangerous due to damage.
Training Service	<ul style="list-style-type: none"> • To ensure training is imparted to all Civil Defence volunteers
Rescue Service	<ul style="list-style-type: none"> • Rescue living persons entrapped in debris. • Recovery of dead from damaged buildings.
Depot & Transport Service	<ul style="list-style-type: none"> • To ensure assistance being available in any locality at a short notice. • To ensure there is no over concentration of resources at one place. • To provide Civil Defence services with efficient means of transport.

	<ul style="list-style-type: none"> • To arrange vehicles by hire, requisitioning, voluntary offers etc.
Welfare service	<ul style="list-style-type: none"> • Provision of rest centre, temporary shelters, food and clothing for the effected people. • Evacuation from large congested areas. • Supply information regarding missing persons, dead etc.
Supply service	<ul style="list-style-type: none"> • Estimation of the requirements of various Civil Defence services. • Procurement, storage, care and maintenance of equipment. • Distribution of equipment etc.
Salvage Service	<ul style="list-style-type: none"> • Salvaging property from damaged houses and its return to the owners. • Provision of godowns etc. for salvaged property. • Maintenance of proper accounts of salvaged property.
Corpse disposal Service	<ul style="list-style-type: none"> • To work with Health and Municipal authorities for disposal of unclaimed dead bodies.

Each service shall have nodal officers from concerned department and will follow well defined standard operating procedures.

Following notifications are enclosed for ready reference:-

1.	Constitute of State Level advisory committee -	Annexure - 'A'
2.	Designation of Commandant General Home Guards as Director Civil Defence	Annexure - 'B'
3.	Designation of District Magistrate as Controller Civil Defence	Annexure - 'C'
4.	Designation of Commandant Home Guards as Deputy Controller Civil Defence	Annexure - 'D'
5.	Designation of Sub Divisional District Magistrate as enrolling authority	Annexure - 'E'
6.	Designation of Panchayat Pradhan as Wardens for their respective Panchayats	Annexure - 'F'

7.	Designation of Councilors of MCs/ ULB's as wardens for their respective wards	Annexure – 'G'
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Note 1:- For more information of Civil Defence Services please refer to General Principles of Civil Defence (GPCD) in India, published by the Directorate General of Civil Defence, MHA, GOI.

Note 2: The designated departments for carrying out functions of various Civil Defence Services are at Annexure – 'H'.

3. Inter agency coordination

At the state level State Civil Defence Advisory Committee shall be the apex coordinating agency for all Civil Defence related activities.

At the district level, the district controller shall constitute district CD committee which shall include district heads of departments related to 12 CD services, representatives from local military/paramilitary establishments, representative from vital installations/projects in the districts and other relevant stakeholders. Civil Defence activities will be carried out in all the districts.

4. Operational Command and Control

At the state level the SEOC shall be nodal centre for monitoring and coordination of all CD related activities. The SEOC shall be operational 24x7 with backup power and multi mode communication systems and also should be logistically self sustaining for at least seven days.

Each District Emergency Operation Centre (DEOC) shall replicate these systems at the district level. Similarly DEOC shall be integrated with CD control room for better communication, coordination and execution of plans. All control rooms must be linked with SEOC for real-time communication.

The Information and Public Relations Department will designate trained spokespersons at both the state and district levels for issuing verified public communications and managing misinformation.

5. Air Raid Warning and Blackout Protocols

A state-wide Air Raid Warning System shall be established to provide early alerts in the event of aerial threats or bombardments. The air raid warning system shall consist of centrally operated sirens installed in urban centres, district headquarters, subdivision HQs and vital installations in phased manner. These sirens shall be linked with SEOC and district control rooms for centralized activation

and must be tested quarterly during drills. The warning system will operate through coded sirens indicating alerts, imminent attacks, and all-clear signals as laid down in General Principles of Civil Defence -2003. Backup power systems for sirens must be ensured.

Public awareness campaigns shall educate citizens on the meaning of siren tones and the appropriate protective actions to be taken during air raid warnings.

Blackout drills will simulate wartime conditions requiring complete lighting restrictions. Enforcement will involve local police, Home Guards, Civil Defence Wardens, aapda mitras and youth volunteers. Power utilities will ensure switch-off capabilities across zones as per the predefined blackout plan. The Home Department shall issue statewide orders for periodic security and blackout drills. These drills are to be conducted bi-annually and monitored by the SEOC. Civil Defence volunteers and Home Guards will assist in public compliance and logistical arrangements. In order to ensure complete black out, Police department will take out a policy to ensure complain of Black out.

All solar light installed in any premises shall be covered with black paper in order to comply blackout..

6. Unexploded bomb disposal

In the event of discovery or suspected presence of unexploded bombs or explosive devices, immediate action shall be taken in accordance with the guidelines laid down by the Master Plan of Civil Defence (MPCD). All such instances shall be promptly reported to the District Magistrate and the nearest police authority for preliminary cordoning and implementation of public safety measures. The area shall be evacuated and secured to prevent Civilian access, and Civil Defence volunteers shall assist in crowd control, communication, and maintaining public order. Specialized assistance shall be requisitioned from the State CID Bomb Disposal Squad for detection, defusal, and safe handling of the device. In cases where the device is beyond the capability of Civil authorities, the help of the Army Bomb Disposal Squad shall be formally requisitioned for expert handling and final disposal of such unexploded ordnance, ensuring maximum safety of life and property.

Coordination meetings with the Armed Forces and Intelligence Agencies shall be institutionalized for intelligence sharing and operational

integration during national-level emergencies. Protocols for response to Unexploded Ordnance (UXO) shall be established with Army Bomb Disposal Units. The District Administrations shall keep a list of authorities responsible for diffusing UXB's.

7. Infrastructure Readiness and Strategic Stockpiling

Vulnerability assessment and mapping of all critical infrastructure—such as hospitals, power stations, communication hubs, reservoirs, bridges, and administrative buildings shall be carried out by DDMA's in consultation with concerned departments and all stakeholders.

Emergency supplies such as torches, first-aid kits, blankets, water containers, fuel, generators, batteries, dry rations, and communication gear shall be strategically stockpiled at Civil Defence stores, community shelters, and police stations.

All identified community shelters, including schools, Panchayat Bhawans, and town halls etc must be equipped with emergency lighting, basic sanitation, first aid, and drinking water facilities. These shelters must be inspected half yearly. The District and local Administration shall identify loc for construction of buildings/ and all new construction can have provision for such spaces.

8. Civil Defence Human Resources and Community Engagement

Civil Defence Wardens, Home Guard volunteers, and community-level task forces shall be trained in first aid, evacuation procedures, emergency communication, fire safety, shelter management, and crowd control as laid down in GPCD and Civil Defence Compendium. Resident Welfare Associations (RWAs), local and urban local bodies shall be sensitized and trained in emergency alert dissemination and support to vulnerable groups, including the elderly, women, children, and the disabled.

Each UCB ward and Panchayat shall maintain a register of trained volunteers with contact details, updated every six months. Mock drills at the community level shall be organized in collaboration with Civil Defence department and DDMA's.

9. Public Awareness and Early Warning Dissemination

Public awareness campaigns shall be launched across television, radio, newspapers, social media, SMS alerts, and mobile apps. These campaigns

will educate citizens about blackout procedures, siren codes, emergency kits, and nearest shelter locations.

Local influencers, elected representatives, schoolteachers, and healthcare workers shall be engaged in awareness propagation. IEC materials (posters, leaflets, audio jingles) shall be produced and distributed regularly.

Power utilities, in coordination with DDMAAs, will develop and implement GIS-mapped blackout zone plans. These will be made available on official websites and through community meetings.

10. Livelihood and Livestock Preparedness

Evacuation and sheltering plans for livestock shall be developed at the block level. The Animal Husbandry Department will identify livestock shelters, ensure feed and veterinary services, and mobilize Rapid Veterinary Response Teams during emergencies.

Farmers shall be sensitized about livestock evacuation procedures and issued basic animal first-aid kits through block veterinary officers. A dead livestock disposal plan shall be formulated for execution at the time of need.

11. Media & Misinformation Management

A centralized media cell at SEOC and Department of Public relations shall manage the release of accurate information and advisories. Only designated spokespersons shall be authorized to address the media. At the district level also DPRO shall manage release of information and advisories

Protocols for countering misinformation on social media, including takedown requests and legal recourse, shall be developed in consultation with the Cyber Crime Cell and IPR Department.

12. Preparedness Strategy

As per MPCD, following strategy shall be employed for CD preparedness:

A). Peace-Time Stage (Stage I)

- Prepare district-level Civil Defence plans annually by April and submit certified copies to the State Government and MHA.
- Enrolment of CDVs based on each CD service and identification of enrolment sources.

- Coordinate logistical demands (buildings, vehicles, equipment) and plan resource allocation.
- Conduct a survey and compile a list of vital installations requiring special protection.
- Ensure availability of water, communication, medical, and power infrastructure.
- Identify mutual aid arrangements with neighbouring districts and key industries.

B). Preparatory Stage (Stage II)

- Procurement and checking of functionality of equipment, including sirens, communication devices, and vehicles.
- Identification/Requisition of buildings for use as sub-control centres, shelters, and training facilities.
- Initiate recruitment drives and training programs for officers, instructors, and volunteers.
- Establish siren-based air-raid warning systems and static water tanks near high-risk zones.
- Prepare, print, and disseminate training materials and public awareness literature in local languages.
- Implement mutual aid and structural protection measures in collaboration with CPWD and PWD.
- Identify and equip buildings for control rooms, depots, first aid posts, shelters, and information centres.
- Install and maintain communication networks including wireless, landline, and satellite backup.
- Secure availability of emergency vehicles and conversion kits for special usage.
- Maintain inventories of essential supplies and plan for periodic replenishment and inspection.
- Ensure alternative water and lighting arrangements.

C). War or Hostile Situation Stage (Stage III)

- Mobilization/deployment of Civil Defence personnel and activate control centres, shelters, and depots.

- Take over earmarked vehicles and buildings and carry out necessary structural modifications.
- Enforce blackout regulations, lighting restrictions, and conduct air raid drills.
- Coordinate with police and military authorities for UXO disposal, firefighting, and first aid support.
- Implement public information dissemination protocols and enforce order under emergency conditions.

13. **Monitoring, Documentation and Review**

A district-level monitoring team, headed by the ADM or designated officer, shall evaluate the implementation status of Civil Defence preparedness using a structured checklist. Monthly reports shall be submitted to SEOC.

All drills, training sessions, community outreach events, and emergency incidents shall be documented, video recorded where possible, and shared with the SDMA for review and improvement.

An annual Civil Defence preparedness audit shall be conducted jointly by the SDMA and the Civil Defence Directorate. Feedback will be incorporated into updated SOP versions.

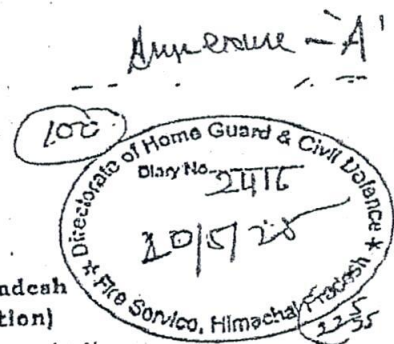
A District level Civil Defence advisory Committee shall be constituted in every district to advise District Magistrate's i.e. Controller of Civil Defence on the matters pertaining to Civil Defence. The Advisory Committee be constituted as follows:-

i)	Deputy Commissioner	Chairmen
ii)	Superintendent of Police	Member
iii)	Commandant Home Guards	Member Secretary
iv)	Executive Engineer, HPPWD	Member
v)	Executive Engineer, JSV	Member
vi)	Distt. Food & Civil Supply officer	Member
vii)	Chief Medical officer	Member
viii)	DPRO	Member
ix)	Assistant Director, Animal Husbandry	Member
x)	DGM, BSNL	Member
xi)	Distt. Revenue officer	Member

xii)	Representative of Army	Member
xiii)	Representative of ITBP	Member
xiv)	Representative of BSF	Member

14. Conclusion

Preparedness in Civil Defence is a dynamic and continuous process requiring proactive participation from all levels of government, frontline workers, and citizens. This SOP serves as a guiding framework for coordinated action, effective communication, and rapid mobilization during emergencies. All departments and stakeholders are directed to treat the protocols herein with urgency and commitment, ensuring the safety and resilience of the people of Himachal Pradesh.



Government of Himachal Pradesh
Department of Home (F-Section)

No. Home-F(A)1-1/2019-II

Dated: Shimla-2, the

16th May, 2025

NOTIFICATION

The Governor, Himachal Pradesh is pleased to constitute the State level Advisory Committee on Civil Defence in view of coordinated civil defence planning and the need to strengthen civil defence preparedness across the State with the following composition:-

- | | | |
|----------|--|--------------------|
| 17/05/25 | 1. Chief Secretary to the Govt. of H.P. | -Chairperson |
| | 2. Addl. Chief Secretary (Home) to the Govt. of H.P. | -Member (Convenor) |
| CG | 3. Addl. Chief Secretary (Revenue) to the Govt. of H.P. | -Member |
| DCG | 4. Principal Secretary (UD) to the Govt. of H.P. | -Member |
| SSO(A) | 5. Secretary (Health) to the Govt. of H.P. | -Member |
| SO (E) | 6. Special Secretary (Rev.-DM) to the Govt. of H.P. | -Member |
| SO (S) | 7. Director General of Police, H.P. | -Member |
| SO (T) | 8. ADG(P), Home Guards & Civil Defence, Fire Services & SDRF | -Convenor |
| Supdt-1 | 9. Representative of Indian Army | -Member |
| EA | 10. Representative of Indian Air Force | -Member |
| TA | 11. Representative of Central Reserve Police Force | -Member |
| | 12. Representative of Border Security Force | -Member |
| | 13. Representative of Indo-Tibetan Border Police | -Member |
| | 14. Representative of Central Industrial Security Force | -Member |

The Commanding Officers of the concerned military/para military forces are requested to nominate an officer of appropriate rank to be designated as the member of the Committee.

By Order

Onkar Chand Sharma
Addl. Chief Secretary (Home) to the
Government of Himachal Pradesh.

mtc

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- 2 -

Endst. No. Home-F(A)1-1/2019-II

Dated: Shimla-2, the

16th May, 2025

Copy is forwarded for information and necessary action to:-

1. The Sr. Private Secretary to Chief Secretary to the Government of Himachal Pradesh.
2. The Additional Chief Secretary (Home/Revenue) to the Government of Himachal Pradesh.
3. The Principal Secretary (UD) to the Government of Himachal Pradesh.
4. The Secretary (Health & Family Welfare) to the Government of Himachal Pradesh.
5. The Special Secretary (Rev.-DM) to the Government of Himachal Pradesh.
6. The Director General of Police, Himachal Pradesh.
7. The ADG(P) Home Guards & Civil Defence, Fire Services and SDRF Department.
8. The General Officer Commanding-in-Chief, Northern Command, Indian Army.
9. The Air Officer Commanding-in-Chief, Northern Air Command.
10. The Inspector General, Border Security Force (Northern Sector).
11. The Inspector General, Indo-Tibetan Border Police (Northern Sector).
12. The Inspector General, Central Industrial Security Force (Northern Sector).
13. The Inspector General, Central Reserve Police Force (Northern Sector).
14. All DCs in Himachal Pradesh.
15. The Controller, Printing & Stationery, H.P., Shimla-5.
16. All Commandants, Home Guards & Civil Defence Department, Himachal Pradesh.
17. The Chief Fire Officer, H.P. Shimla-2.
18. Guard File.

Mamshay
Under Secretary (Home) to the
Government of Himachal Pradesh.

Annexure - 'B'

Authenticative English Text of this Department Notification No: Home-F(A)1-1/2019 dated _____, as required under clause (3) of article 348 of the Constitution of India.

Government of Himachal Pradesh
Home Department (F- Section)

31-05-21

No. Home -F(A)1-1/2019 Dated Shimla-171002 the
NOTIFICATION

In exercise of the powers conferred by sub section (2) of section 4 of the Civil Defence Act, 1968 (Central Act No. 27, of 1968), the Governor, Himachal Pradesh is pleased to empower ADG-cum-Commandant General Home Guards & Civil Defence, H.P. to exercise the powers as Director of Civil Defence, Himachal Pradesh from the date of publication of this notification in the Rajpatra (e-Gazette) Himachal Pradesh.

He will exercise his powers for the purpose of coordinating the activities of the Controllers of Civil Defence so declared within the State.

By Order

Additional Chief Secretary(Home) to the
Government of Himachal Pradesh

No. Home -F(A)1-1/2019 Dated

Shimla-171002 the 31st May, 2021.

Copy forwarded to:

1. All the administrative Secretaries to the Government of Himachal Pradesh.
2. The Principal Secretary(Rav-DM) to the Govt. of H.P.
3. The Secretary, Rural Development and Panchayati Raj to the Govt. of H.P.
4. The ADG-cum-Commandant General Home Guards & Civil Defence, Himachal Pradesh for information and necessary action.
5. All Deputy Commissioner in Himachal Pradesh.
6. Director, Panchayati Raj Department, H.P. with the request to forward copies to all the Gram Panchayat Pardhans in Himachal Pradesh.
7. Controller, Printing and Stationery, H.P. Shimla.
8. The Sr. Private Secretary to Chief Secretariat Himachal Pradesh.
9. All Superintendents of Police in Himachal Pradesh.
10. All Commandants, Home Guards Department.
11. All Sub Division Officers in Himachal Pradesh.
12. Guard File.

(Rakesh Sharma)
Special Secretary(Home) to the
Government of Himachal Pradesh

-15-

Annexure - C' - D

(223) r 3 - D

GOVERNMENT OF HIMACHAL PRADESH
HOME - B DEPARTMENT.

No. 14-7/64-Home(B)

Dated Simla-171002, the 28/11/75

NOTIFICATION

In exercise of the powers conferred on him under Section 17 of the Civil Defence Act, 1968, the Governor, Himachal Pradesh is pleased to declare all the District Magistrates as Civil Defence Controllers in their respective Districts and all the Commandants, Home Guards, as Deputy Controllers, Civil Defence, in their respective jurisdiction as defined vide Government of Himachal Pradesh Notifications No. HG.ORG.1-8/66, dated 24.12.70, 7th February, 1974 and 30th April, 1974.

This supersedes Himachal Pradesh Government Notification of even number dated 31st May, 1971.

U.N.Sharma
Chief Secretary to the
Government of Himachal Pradesh.

No. 14-7/64-Home(B)

Dated Simla-171002, the 28/11/75

Copy to:-

1. The Manager, Himachal Pradesh Government Press, Simla-171003 for publication in the H.P. Rajpatra.
2. The Commandant General, Home Guards, Himachal Pradesh, Simla-171002 with reference to his letter No. 9-31/64-HG, dated 27th November, 1974.
3. All the Deputy Commissioners in Himachal Pradesh.
4. All the Superintendents of Police in Himachal Pradesh.
5. All the Commandants, Home Guards, in Himachal Pradesh.
6. The Secretary to Chief Minister, Himachal Pradesh for the information of Chief Minister.

Joint Secretary (Home) to the
Government of Himachal Pradesh.

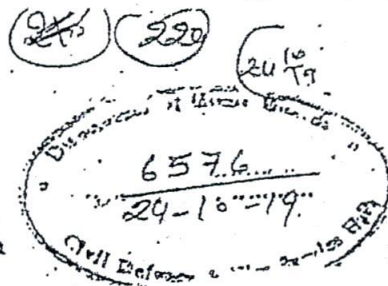
20

Dr. No. 495
File No. 2-25
Date 1-12-75
Office of the Commandant General
Himachal Pradesh, Simla

S/T 28/11/75
19
25/11
J.M.

Annexure - E

Government of Himachal Pradesh
Home Department (F- Section)



No. Home-F(A)1-1/2019

Dated Shimla-171002 the 22-10-2019

NOTIFICATION

In exercise of the powers conferred by Section 17(b) of the Civil

Defence Act, 1968 (27 of 1968), the Governor of Himachal Pradesh is pleased to
empower Sub-Divisional Magistrate of a Sub-Division to exercise the powers of
SO (Sub.)
SO (T.P.)
SO (T.P.)
Su-1-1-1

By Order

Additional Chief Secretary (Home) to the
Government of Himachal Pradesh

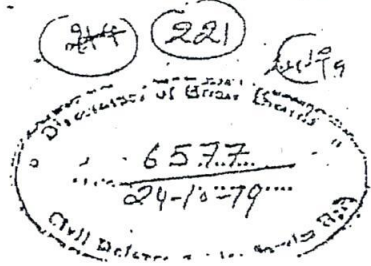
No. Home-F(A)1-1/2019 Dated Shimla-1710002 the 22-10-2019.
Copy forwarded to:-

1. All the administrative Secretaries to the Government of Himachal Pradesh.
2. The Principal Secretary (Rev-DM) to the Govt. of H.P.
3. The Secretary, Rural Development and Panchayati Raj to the Govt. of H.P.
4. The ADG-cum-Commandant General Home Guards & Civil Defence, Himachal Pradesh for information and necessary action.
5. All Deputy Commissioner in Himachal Pradesh.
6. The Sr. Private Secretary to Chief Secretariat Himachal Pradesh.
7. All Superintendents of Police in Himachal Pradesh.
8. All Commandants, Home Guards Department.
9. All Sub Division Officers in Himachal Pradesh.
10. All the Gram Panchayat Parghans in Himachal Pradesh through Director, Panchayati Raj Department, H.P.
11. Guard File.

Special Secretary (Home) to the
Government of Himachal Pradesh

22

Annexure - 2



Government of Himachal Pradesh
Home Department (F- Section)

No. Home-F(A)1-1/2019

Dated Shimla-171002 the 24-10-2019

NOTIFICATION

23-10-19
CC
PCG
SSO (A)
SO (Sub)
SO (T)

In exercise of the powers conferred by Sub Section (1) of the Section 5 of the Civil Defence Act, 1968 (27 of 1968), the Governor of Himachal Pradesh is pleased to appoint the Pradhan of the Gram Panchayat as the Warden of Civil Defence in that Gram Panchayat.

10
24/10
TA

By Order

Additional Chief Secretary (Home) to the
Government of Himachal Pradesh

No. Home -F(A)1-1/2019 Dated Shimla-1710002 the 24-10-2019.

Copy forwarded to:-

1. All the administrative Secretaries to the Government of Himachal Pradesh.
2. The Secretary, Rural Development, and Panchayati Raj to the Govt. of H.P.
3. The ADG-cum-Commandant General Home Guards & Civil Defence, Himachal Pradesh for information and necessary action.
4. All Deputy Commissioner in Himachal Pradesh.
5. The Sr. Private Secretary to Chief Secretariat Himachal Pradesh.
6. All Superintendents of Police in Himachal Pradesh.
7. All Commandants, Home Guards Department.
8. All Sub Division Officers in Himachal Pradesh.
9. All the Gram Panchayat Pradhans in Himachal Pradesh through Director, Panchayati Raj Department, H.P.
10. Guard File.

Special Secretary (Home) to the
Government of Himachal Pradesh

GOVERNMENT OF HIMACHAL PRADESH
HOME DEPARTMENT (F-SECTION)

File No. Home-F(A)1-1/2019

Dated: Shimla-2, the

27th July, 2024

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 5 of the Civil Defence Act, 1968 (Central Act No. 27 of 1968), the Governor, Himachal Pradesh is pleased to appoint the Councillor / Member of the Municipal Corporation / Municipal Committee / Nagar Panchayats as Wardens of Civil Defence in their respective wards.

CG
DGG
SSO (A)
SO (Ess)
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By Order

Onkar Chand Sharma, IAS.
Additional Chief Secretary (Home) to the
Government of Himachal Pradesh.

Endst. No. Home-F(A)1-1/2019 Dated: Shimla-2, the 27th July, 2024.
Copy forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries to the Government of Himachal Pradesh, Shimla-171 002.
2. The Additional Chief Secretary (Revenue) to the Government of Himachal Pradesh, Shimla-171 002.
3. The Principal Secretary (Urban Development) to the Government of Himachal Pradesh, Shimla-171 002.
4. The Secretary (Rural Development and Panchayati Raj) to the Government of Himachal Pradesh.
5. The ADG(P)-cum-Commandant General, Home Guards & Civil Defence and Director of Fire Services, Himachal Pradesh, Shimla-171 002 for information and necessary action.
6. All Deputy Commissioner in Himachal Pradesh.
7. Controller, Printing and Stationery, H.P. Shimla.
8. The Spl. Private Secretary to Chief Minister, Himachal Pradesh.
9. The Sr. Private Secretary to Chief Secretary, Himachal Pradesh.
10. All Superintendents of Police in Himachal Pradesh.
11. All Commandants, Home Guards Departments.
12. All Sub Division Officers in Himachal Pradesh.
13. All the Councillor / Member of the Municipal Corporation / Municipal Committee / Nagar Panchayats through the Director, Urban Development Department, H.P.
14. Guard File.

Additional Secretary (Home) to the
Government of Himachal Pradesh

Civil Defence Preparedness Action Matrix –Role Allocation

Sr. No.	Actionable Area	Key Activities	Responsible Department(s)	State-Level Role	District-Level Role
1	Civil Defence Planning	Annual plan preparation, review, risk assessment	Revenue, Civil Defence Directorate	Issue guidelines, consolidate state plans	Prepare and submit district CD plans
2	Volunteer Enrolment & Training	Service-wise enrolment, training programs	Revenue, Civil Defence	Budget allocation, design training modules	Organize local enrolment, maintain volunteer records
3	Infrastructure Mapping	Identify and map critical infrastructure	PWD, Revenue, Disaster Management	Coordinate mapping and GIS data	Survey and map district-level assets
4	Shelter Identification & Stockpiling	Identify shelters, maintain emergency stockpiles	Revenue, PWD, Food & Civil Supplies	Allocate budget, issue norms for stockpiling	Prepare shelter lists, inspect stock levels
5	Siren & Communication Infrastructure	Install, test, and maintain warning sirens and communication systems	Home, Civil Defence, Police, IT, PWD	Procure and manage sirens, wireless communication system, ensure testing	Maintain sirens and wireless/satellite systems
6	Emergency Operation Centres (EOCs)	Operational readiness, 24x7 function, communication linkage	Revenue, IT, NIC, Power, Home	Ensure SEOC is functional, maintain 7-day reserves	Operate DEOC, ensure connection with SEOC

7	Blackout Protocols	Enforcement of blackout, public drills	Power, Police, ULBs, Revenue	Issue SOPs, schedule biannual drills	Conduct field blackout drills, ensure compliance
8	UXO Disposal	Response to unexploded ordnance, crowd control, evacuation	Police, CID, Army Liaison, Civil Defence	Engage with Army units, develop SOPs	Evacuate site, coordinate bomb disposal units
9	Fire Fighting & Rescue	Mobilize firefighting and rescue teams	Fire Services, Police, Home Guards	Form state response teams	Deploy local response teams
10	Health Emergency Response	First aid, casualty management, hospital linkage	Health Department	Design response SOPs, plan for increased capacity, identify emergency hospitals,	Deploy medical teams, train volunteers in first aid,
11	<u>School & Youth Engagement</u>	<u>School training, youth volunteer promotion</u>	<u>Education, Youth Affairs</u>	Integrate Civil Defence in curriculum	<u>Conduct training and drills in schools</u>
12	Public Awareness Campaigns	IEC, emergency preparedness publicity	IPR, IT, <u>Education</u>	Develop multimedia campaigns	<u>Disseminate content at local level</u>
13	Misinformation Management	Monitor social media, initiate takedowns	Cyber Cell, IPR, Police	Develop digital protocols	Identify and report local misinformation

14	Livestock Preparedness	Shelter, fodder stock, veterinary response	Animal Husbandry	Issue livestock shelter SOPs	Set up shelters and vet services
15	Training & Mock Drills	Schedule drills and community training	Civil Defence, SDMA	Issue drill calendar, supervise implementation	Conduct drills and submit reports
16	Resource Inventory Management	Equipment and stock procurement, maintenance	Food & Civil Supplies, Revenue, SDMA	Allocate funds, verify procurement	Manage local inventories
17	Community Engagement	RWA, Panchayat training, volunteer registry	Panchayati Raj, Urban Dev., Civil Defence	Build training material	Conduct orientation and update volunteer lists
18	Media & Public Communication	Media cells, authorized spokespersons	IPR Department, SEOC	Nominate spokespersons, coordinate central messages	Disseminate official messages at district level
19	Military & Intelligence Coordination	Conduct joint drills, intelligence sharing	Home, Police, Civil Defence	Set up coordination mechanism	Attend district-level coordination meetings
20	Monitoring & Documentation	Audit, event recording, monthly and annual reviews	Revenue, Civil Defence Directorate, SDMA	Conduct annual audits, revise SOPs	Submit documentation, feedback, and compliance reports to SEOC



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PART-XXIII

CIVIL DEFENCE IN EDUCATIONAL INSTITUTIONS

23.1 Object

It can be safely assumed that, during a war, educational institutions are not likely to be specific targets of air attacks. In view, however, of the large congregation of students in such institutions, any chance hit, might cause unduly heavy toll of casualties if proper precautions are not taken. Besides, protective arrangements in educational institutions will assure the parents of the safety of their children and thus any cause for panic or fear will be reduced to the minimum.

23.2 General Considerations

- (a) Affording protection to students in schools/colleges from air raids should be the responsibility of the authorities in charge of such institutions.
- (b) The main basis of Civil Defence in educational institutions is to train students to take as far as possible self-protection measures and to inculcate self-discipline in the interest of their own safety and common welfare.
- (c) Activities of the organisations like the Boy Scouts, girl schools and the schools for the handicapped will lack necessary Man-guides, Junior Red Cross, etc. can be dovetailed with School Civil Defence Organisation profitably.
- (d) In the event of school premises being taken over temporarily for such purposes as First-air posts, Rest Centres and evacuation etc. the students may be allotted some alternative rules.
- (e) Certain educational institutions like the primary or elementary power for taking independent of self-sufficient protective measures.
- (f) Educational institutions generally function during day time and therefore normally for them most of the Civil Defence measures will not be required outside school hours.
- (g) Teachers provide the natural leadership for school students, whose safety could not be organised through the teachers.

23.3 Organisational Pattern

Larger educational institutions like Residential Universities or University Townships will generally have Civil Defence Organisations of their own, similar to the local Civil Defence

Organisations with which it should be fully co-ordinated. The Primary Schools and the Schools for the handicapped will, to a large extent, depend upon the local Civil Defence Organisation but must provide for minimum essential Civil Defence Functions, e.g., conducting children to shelters, reporting damage or casualties to the local Civil Defence Authorities. All other schools and colleges may have Civil Defence Organisations more or less on the following pattern :-

- (a) The Head of the Institution should be the head of the organisation with additional responsibility for training.
- (b) A senior member of the staff should be the next in command, and will also be responsible for Civil Defence equipment, its care, storage, accounting and inspection.
- (c) The Civil Defence Warden in an educational institution will have to perform also the duties of other services in the Civil Defence Organisation. Besides reporting damage and casualties, he will render First Aid and perform simple rescue jobs pending the arrival of trained local Civil Defence Services competent to handle the job. The members of the staff can conduct the school children to their appointed places in the shelters and check identification discs and keep their minds diverted. Only the Teachers and Senior Popular Students should be assigned the role of Wardens.
- (d) Fire Parties should be formed only from among senior students for fire watching and for fighting small fires. In case of big fire assistance of local fire services is to be called.
- (e) Welfare functions in schools include such tasks as evacuation of school students, feeding arrangements and general welfare, e.g., escorting the smaller children home after an air raid. As regards evacuation all children should be conveniently divided in groups of 10-15 and each group placed in charge of a senior student. Four or five such groups should be entrusted to the care of a member of the staff.

Chiefs for all the three services, e.g., Warden, Fire and Welfare, must be found from among the senior members of the staff.

Where possible, Civil Defence Committees, with the Head of the Institution as Chairman, should be constituted and the responsibility of guiding all Civil Defence activities in the Institution should be entrusted to the Committees.

A detailed plan for Civil Defence arrangements in every educational institution should be prepared on the lines suggested in Appendix XXIII-A.

23.4 Protection of Buildings

No two school or college buildings are similar in patterns, location etc., and hence the Civil Defence measures to be taken will vary from school to school. In general there are some common features of school buildings, whatever be the other factors, which require special consideration. The primary need is to provide a structurally safe place for children in the school where they can take shelter in an emergency. Laboratories constitute high risk and should therefore be segregated from the main buildings as far as possible. Stores and equipment should be dispersed to different part of the buildings. School buildings should provide many exit so that all the children could be evacuated in as little time as possible. In short, the protection of buildings include the adoption of such measures as :-

- (a) Protecting buildings against blast and fall of debris, e.g., proof against the combined effects of a bomb falling not nearer than 50 ft.
- (b) Provision of Fire Prevention measures such as alternative sources of water supplies for fire fighting, use of fire retarding paints, removal of combustibles and provision of access to inaccessible places.
- (c) Removal of glass to prevent glass splintering.
- (d) Concealment of lights for such schools as are running the night shift also.

Civil Defence Measures adopted by the educational institutions should be dovetailed and be in conformity with those planned by local Civil Defence Authorities.

23.5 Training

Frequent drills and exercises are needed to practise students in self protection measures and to raise the efficiency of the Civil Defence Services in educational institutions. Every student should know what to do in case of an air raid when on way to school, at school and at the play ground. Every member of the School Civil Defence Organisation should know what actions he should take on receipt of various air raid warnings. It is good to take parents into confidence and invite them to attend practices and rehearsals.

APPENDIX XXIII-A

SUGGESTED C. D. SCHEME FOR EDUCATIONAL INSTITUTIONS

1. General Organisation

- (a) Nature of organisation depends on the type of institution.
- (b) Co-ordination of plans with local Civil Defence Authority.
- (c) Setting up of School Civil Defence Committee.
- (d) Instructions for students and members of Civil Defence Staff.

2. Protection of buildings, equipment etc.

- (a) Main buildings including class rooms.
- (b) Laboratories.
- (c) Office premises.
- (d) Store rooms.
- (e) Out-houses.
- (f) Hostels and hostel's out-houses.
- (g) Educational equipment
- (h) Essential services, e.g., gas, water, electricity.
- (i) Machinery, if any.
- (j) Concealment of lights.
- (k) Fire hazards.
- (l) Structural precautions.

3. Protection of Personnel

- (a) Students – (i) at school, (ii) at play ground, (iii) on their way to school or on their way to home.
- (b) School C. D. personnel.

4. Control and Communications

- (a) Receipt of air raid messages.
- (b) Controlling procedure.
- (c) Means of communications.

5. **Fire Fighting arrangements**
 - (a) School Fire Parties.
 - (b) Fire Brigades organisation (for university townships only).
6. Wardens – for reporting of incidents and general care of students including rendering of simple rescue and Fire Aid assistance.
7. **First Aid Parties and Posts**
8. **Rescue Parties**
9. **Welfare arrangements**
 - (a) Feeding.
 - (b) Evacuation.
 - (c) General Welfare.
10. **Equipment and Uniforms**
11. **Training**
 - (a) Training in self-protection measures for all.
 - (b) Training of School C. D. Services.
 - (c) Co-ordination of School C.D. Training programmes with local C. D. authorities.

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