

RAIN MANAGEMENT POLICY

(Security Department –IOBM-June 2018)

Introduction

Appropriate rain management is necessary to save lives and help prevent flooding, erosion, and structural property and equipment damage which can lead to costly repairs.

Before heavy rain events begin, it is critical to be prepared for the possibility of water leakages, storage and flooding. All concerned department heads must be informed and alerted days before rain is predicted by the concerned department to take necessary measures to prevent rain damage. Events should be planned keeping in view the expected rainy season or while planning, alternate dates and arrangements should also be kept in mind or planned accordingly. The following steps can help keep property and lives out of danger.

Before the Rain

Rain crisis management team, should be detailed and duties be assigned. This team may be headed by ED admin or HoD Admin, or any officer detailed by ED Admin. This team further includes HoD Admin, Admin Officer, HoD Security, SSO, ASO Security, Purchase Officer, HoD IT/ICT, In-charge Janitorial, and a rain management section comprising of admin and security supervisor, electrician, mason and laborers/security guards for minor work, digging, or creating water drainage ways if required during rain. The team should hold a meeting after the rain forecast of any significant rain or expected rain along with representatives of concerned departments for all necessary actions and coordination to prevent rain damage. The rain management section should be well equipped with necessary equipment and tools, and should be available 24/7 during rainy days. The Admin and Maintenance department will be responsible for providing or arranging all equipment and tools necessary and required for rain management in working condition with operators. The Purchase department should purchase essential equipment on a requirement basis and will ensure provision well before rain. The Security department should provide the necessary man power with supervisory staff 24/7 for the purpose. Control centers may be established on the orders of ED, to work round the clock during the rainy season for effective monitoring and prompt

Security department will alert all security guards particularly night guards. The guard will be deployed as per routine except an additional Observation Post (OP) will be established at first or second floor stairs to observe Nullah flood. Rain coat poncho will be issued to all guards. All guards will be vigilant and will be available to support any action related to rain.

Concerned departments like admin, security and janitorial department, should inspect all buildings before rain and plan measures beforehand to protect these from rain and flooding and ensure fool proof arrangements.

Govt. municipal department should be contacted for the cleaning of Nullah / drainage system. Municipal services should be asked to provide pumps to pump water around IoBM, particularly on the main road.

Leaves and debris from gutters should be removed; drains and drainage areas should be cleared of any debris or trash. At times of rain prediction, all necessary measures must be taken such as activated closing and securing of all leakage areas, ducts, windows and doors. If there are open ducts, windows or openings, plastic sheets should be used to cover them. Suction pumps should be available, ready and in working condition. If there's a risk of severe flooding in an area, valuable belongings and costly equipment should be moved to the higher places and concerned departments should be asked to bring all costly equipment inside.

A wall of sand bags should be laid in front of all entrances or places of buildings to prevent leakages or water seepages, particularly on roof tops and in basements where water can make an entry or seep inside a building. Ducts, chimneys or holes on roof tops should be covered. A few ducts on SSK building rooftop leak although covered with fiber. Plastic sheets should be used to cover them.

As per past trends, water collects in the basements of Academic and SSK buildings. In the academic building, water leaks through the water drainage system at the back of the building. Water collects in the SSK building basement due to water leakages from ducts on the roof top. Water collected in the basements can be pumped out using pumps. It must be ensured that pumps are ready, functional, and placed and connected at the right places. Canteen contractors in the basements should be informed and asked to take precautionary measures and switch off their deep freezers or chillers or place them above the ground using blocks.

The Computer/ ICT department should be asked to protect their cables, switches and systems from water leakages and electric fluctuations. Electricity should be shut off in areas of water collection and seepages. The concerned people should be asked to charge their cell phones and put fresh batteries in flashlights. Ponchos should be issued to all on duty during rains.

During the Rain

The Nullah beside IoBM should be monitored 24/7, during rain for over flooding. A tower post with guard should be made temporarily on top of the engineering building to monitor the Nullah beside IoBM. In case water over flows and applies pressure on the IoBM wall, then Gate-

2 and Gate -4 should be opened to release water. In case a temporary hole is required in the wall, it should be made.

If water level increases and flood water enters IoBM, the person on duty should immediately inform his seniors or emergency services. Since electric current passes easily through water, stay away from downed power lines and electric wires. Be alert for electric shocks. Any work to be done should be while standing on a dry, non-conductive surface such as heavy rubber, plastic, or dry wood. If the water rises high enough turn off the electric and gas supply if possible. If the waters start to rise inside, retreat to higher ground. Take dry clothing, cell phone and flashlights. Don't try to swim or walk through flooded areas. Do not drive through a flooded area. If you come upon a flooded road, turn around and go another way.

After the Event

Wait for the water to drain before re-entering, and check for structural damage before you enter any buildings. Keep the power off until an electrician has inspected the system for safety. Items that were damaged must be photographed for record keeping. Make sure to disinfect any affected areas by properly sprayed and disinfected with a solution of water and bleach. Maintenance department will inspect all areas and buildings for maintenance and declare fit or unfit.

Health Precautions

Unhygienic eating habits of eating out, eating rotten fruits, not washing vegetables and fruits before eating, drinking unsafe water and drinking cold drinks or having ice cream lead to cases of gastroenteritis, jaundice and typhoid. It is, therefore, necessary that one should be careful with what to eat and drink in the rainy season. Overflowing ground water can contaminate tap water too. Make drinking water safe by boiling or use bottled mineral water.

The rainy season is a perfect breeding ground for germs, bacteria and mosquitoes, which in turn lead to water borne diseases that affect a lot of people. Dengue is transmitted through the bite of mosquitoes that thrive in clean stored water. The only way to prevent it is to avoid getting bitten. The dengue mosquito generally bites the lower part of the body; hence experts strongly recommend keeping the lower limbs covered. Do not allow any water to collect.

These instructions are issued to be followed in true letter and spirit.