

**CIVIL DEFENCE FOUNDATION COURSE  
LOCAL LEVEL**

Annexure-"A"

**OBJECTIVE:** To train Civil Defence Volunteers on all aspects of Civil Defence in general before selection for various services.

**DURATION :** 30 Periods of 45 minutes each – 5 Working days.

Sr.No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	History, Objectives & Necessity of Civil Defence measures, Modern Warfare and Defence Potential of the Nation. Role of CD Volunteers in Disasters.	L	2
2.	General organization of C.D. – at Centre, State and local level, Civil Defence Services & their functions.	L	1
3.	Explosives: Types of Explosives, Problem of Improvised Explosive devices: Safety Precautions & Protection against Bombs & IED's.	L/D	2
4.	Study of provisions in CD Act 1968 & DM Act. 2005. Rules and Regulations, Enrolment procedure, Responsibilities and privileges of a CD Volunteer.	L/D	2
5.	Control/Sub-Control Centre, Warning System – Air Raid Warnings, ARP	L/D	2
6.	Principles of combustion, Methods of Fire extinction, Organization of House Fire Parties, Use and Care of Stir up Pumps and Fire Extinguishers.	L/D/P	3
7.	General Principles of Rescue, knowledge & use of simple Rescue Equipments – Ladders, ropes & Types of Knots.	L/D/P	2
8.	Emergency Method of Rescue & Self rescue, Casualty handling and transportation.	L/D/P	2
9.	Principles of First Aid, First-Aid Equipment – Triangular Bandages, Stretcher loading/lashing and improvisation.	L/D/P	3
10.	Nature of injuries & Problems to be faced by a First Aider, Artificial Respiration & CPR.	L/D/P	2
11.	Weapons of Mass Destruction, Nuclear, Chemical and biological hazards effects preventive/precautionary measure.	L/D/P	2
12.	Disasters affecting India & Disaster Management, Nature of hazards, Hazard Maps, Study of Preventive & Protective measure- Do's & Don'ts	L/D/P	2
13.	Visit to Control, Sub-Control Centre, Wardens Posts, Depot, First Aid Posts and Fire Brigade where possible.	Visit	3
14.	Review and Test Feed back.		2
<b>Total</b>			<b>30</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC WARDENS COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train selected Civil Defence Wardens in performance of their duties before, during and after any emergency whether Natural or Manmade.

**ELIGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
	B	C	D
1.	Organization of Warden Service, Functions & duties of Warden before, during and after an emergency. Documents & Equipment at the Warden Posts.	L	2
2.	Warning System – Internal Warning System (Air-raid, Warnings Yellow, White, Red, and Green) Siting and maintenance of Sirens; Need for alternative warning methods.	L/D/P	2
3.	Reconnaissance: Importance and role of Wardens in Reconnaissance, Preparation of Reconnaissance Report.	L	1
4.	Map Reading and field sketching – Preparation of small Maps in Wardens Posts/Sector area.	L/D	2
5.	Warden Posts records and registers (House Hold Registers, Vulnerable locations, Post Log book and Warden Diary). Study of area facts about localities, fire alarms, vulnerable points-public utility services, stores, doctors, Hazardous chemicals, fire stations, police stations etc. Routine at Warden Posts in emergency.	L/D/P	4
6.	Explosive safety-Identification of Bombs & IED's, Role of Warden in Safety against Bombs / IED's/ Crashed Aircraft.	L1	2
7.	Incident Control and Command.	L/P1	2
8.	Action to be taken by Warden pending arrival of Services.		1
9.	Reporting Procedure – Message writing and Message transmission.	L/D/P	4
10.	Transmission/Reception of reports on telephone/radio	L/D/P	2
11.	Panic Control – Causes or panic effects/prevention and control rumor propagandas.	L	1
12.	Lighting Restrictions – stages-enforcement of orders Wardens Responsibilities.	L/P	2
13.	Simulated Outdoor Exercise on Incident Control & Management.	Exercise	3
14.	Review/Tes/Feed back	L/P	2
	Total		30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC CONTROL ROOM OPERATIONS COURSE**  
**LOCAL LEVEL**

Annexure-"C"

**OBJECTIVE:** To train District level Staff & CD Volunteers selected for operating Control/Sub-control centre except Telephone/ Wireless Operators.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Communication Services: Need & organization of Control/Sub-Control Centres	L	2
2.	Layout of the Control/Sub-Control Centres and equipment at the Control/Sub-Control Centre.	L/D	2
3.	Air raid warning System and various Warning lists. External and Internal warning System, Internal Communication between Control/Sub-Control Centre, Depots, Warden Posts, Line & radio Communication.	L/D	2
4.	Duties of Civil Defence Controller, OIC Control/Sub-control, Heads of the Civil Defence Services, Representatives of other services and liaison officers.	L	2
5.	Duties of staff at the Control Centre: Plotting Clerk-cum-chart writer, Tally board-cum-record clerk, Message Supervisor etc. Maintenance of Tally Board. Colour Codes-Tallies and Discs, planning of reinforcements.	L/D/P	4
6.	Duties of an Intelligence Officer/reconnaissance parties, their organization, equipment, training, reconnaissance procedures – Recce.	L/P	2
7.	Maintenance of various records in the Control/Sub-Control Centre. Duties of Message Supervisor.	L/D	2
8.	Circulation of message in a Control/Sub-Control Center – Incoming messages, outgoing messages, action on various in-messages.	L/D/P	4
9.	Emergency Operations Center for Disaster Management: Need to upgrade CD Control room, Revised formats for messages.	L/P	2
10.	Practice of Line and Radio Telephone Procedure EPBX operating procedure and message writing.	L/D	3
11.	Table Top Exercise on functioning of a Control/Sub-Control Centre / EOC	L/D	3
12.	Review/Test/Feedback		2
	Total		30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC SEARCH & RESCUE COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.

**ELIGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 24 Periods of 45 minutes each – 4 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization of Rescue Service – Rescue Party & its equipment. Duties and action on arrival at the scene of damage.	L/D	1
2.	Elementary building construction, types of building & forms of collapse.	L/P	1
3.	Uses care of maintenance of ropes in rescue work, splicing, whipping knots and lashing.	L/D/P	4
4.	Type & importance of survey. Five stages of rescue, precaution on entering damaged building, debris clearance etc.	L	2
5.	Emergency methods of rescue, Stretcher lashing and securing casualty to Stretcher.	L/D/P	2
6.	Ladder drill: carrying, pitching, climbing & rescue.	D/P	2
7.	Structural TRIAGE and INSAARG marking system.	L	2
8.	Search & location techniques in collapsed structure.		2
9.	Immobilization of casualty on backboard, handling and transportation of victims to First aid posts.	D/P	2
10.	Bandages, dressing and Slings, Triangular and Roller Bandages & Stretcher drill	D/P	2
11.	Stretcher drill & improvisation of stretcher-carriage of casualties without stretcher.	L/D/P	2
12.	Review/Test/Feedback		2
		Total	24

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

## BASIC FIRE RESPONSE COURSE LOCAL LEVEL

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Fire Fighting, Fire Prevention and Protection Techniques so as to enable them to become effective members of Civil Defence House Fire Parties & Trailer Fire Pump Teams.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 24 Periods of 45 minutes each – 4 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice (F) Film	No. of Periods
A	B	C	D
1.	Elements of combustion, modes of fire spread, principles of extinction & classification of fire, its spread and control.	L	2
2.	Organization of House Fire Parties, its need, role and duties. Stirrup pump drill for Fire fighting.	L	2
3.	Fire Extinguishers – types and uses (all portable extinguishers).	L/D/P	2
4.	Introduction to fire hoses, hydrants & other fire appliances.	L/D	1
5.	Introduction to Trailer fire pump, duties of team members and hose drill.	D/P	2
6.	Knots and lashing use for fire and rescue operations.	D/P	1
7.	Emergency method of rescue for fire incidents, Use of cervical column and splints.	L/D/P	2
8.	Ladder drill: carrying, pitching, climbing and carrying hoses.	L/D/P	2
9.	Respiratory protection devices: SCBA & Respirators.	L	2
10.	Burns and Scalds: First aid for burns, Bandages, Transportation of victims by Stretchers.	L/P	2
11.	Cardio Pulmonary Resuscitation (CPR)	D/P	2
12.	Feedback/ Review		2
Total			24

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC FIRST AID COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Search & Rescue Techniques so as to enable them to become effective members of Civil Defence SAR Team.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level

**DURATION:** 30 Periods of 45 minutes each – 5 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Organization and functions of Casualty Service, Principles of F.A. and Introduction to all Human body systems.	L/P	2
2.	Duties of First-Aider, Patient Assessment & PPE for First Aiders.	L/P	3
3.	TRIAGE – concept & application for Mass casualty Incident Management.	L/P	2
4.	Asphyxia – causes, signs & symptoms. Artificial Respiration methods & CPR.	L/D/P	4
5.	Shock and Unconsciousness- sign and symptoms, First aid measures.	L/P	1
6.	Wounds & Hemorrhage – Signs, Symptoms & First Aid measures.	L	1
7.	Fractures- Types, Signs, Symptoms & First Aid measures.	L/D/P	2
8.	Stroke and Heart attack - Signs, Symptoms & First Aid measures.	L/D/P	2
9.	Burns and Scalds –Degree of burns and First aid measures.	L/P	1
10.	Bandages, Dressing and Slings- Types, Application of Triangular and Roller Bandages, stabilization by using splints.	L/P	4
11.	Casualty labels and records.	L	1
12.	Stretchers- Types, improvisation of stretchers, Transportation of Casualties with / without Stretcher.	L/D/P	5
13.	Review/Test/Feedback		2
Total			30

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC RECOVERY OPERATIONS COURSE**  
**LOCAL LEVEL**

Annexure-"G"

**OBJECTIVE:** To train Civil Defence & Home Guards volunteers in Recovery Operations so as to enable them to become effective members of Civil Defence Welfare, Depot & Transport, Salvage and Supply Services.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level.

**DURATION:** 18 Periods of 45 minutes each – 3 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Recovery Management – purpose, principles and need for community involvement.	L	1
2.	Community Recovery Services- Organization of CD welfare services – staff and their duties for each service.	L	1
3.	Public Information Services - Types of information, Collection/ Collation / Dissemination of information, Registration of inquiries.	L	1
4.	Planning of Evacuation – Types, Problems faced, Priority categories, Pre-evacuation arrangements & identity tags.	L/D	2
5.	Emergency Sheltering services- Arrangements, equipment and logistics for setting up camps, Camp administration, Types of tents, Health / hygiene & sanitation in Camps.	L/D	2
6.	Emergency Feeding Services- organization, management of supplies, preparation & distribution of meals, nutrition / diet planning, emergency substitute's & kitchen hygiene.	L	2
7.	Emergency Clothing Services- Organization, scale, Collection of Voluntary Clothing, Sorting & Stocking.	L	1
8.	Emergency Logistics - Organization of CD Supply Services – Functions, scale of Staff and Equipment.	L	1
9.	Emergency Salvage- Organization of CD Salvage Services, Appointment of custodian, Requisition of Go-downs, Working procedure & records, Preservation and Protection of Salvaged property.	L	2
10	Emergency Transport Services – Organization of CD Depot & Transport Services, Equipments, Security & communication, Requisition of Transport, Health and Safety of Response Services.	L	1
11.	Media & Publicity Services – Media Management, Preparation of Press briefs & Publicity material for information dissemination.	L	1
12.	Psychosocial Intervention Strategies – effects on behaviour and relationships, psychological first aid measures.	L	2
13	Review/Test/Feedback	L	1
<b>Total</b>			<b>18</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC PUBLIC HEALTH RESPONSE COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence Volunteers in Disaster Health Services for Epidemic control, Care of animals and Copse Disposal Services.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level.

**DURATION :** 18 Periods of 45 minutes each – 3 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice	No. of Periods
A	B	C	D
1.	Introduction to Impact of disasters on health – Need for Assessment, Control and Management of Communicable diseases.	L	2
2.	Epidemics- Nature of problems, Measures for Prevention and Control of diseases – Disease Surveillance system and Immunization Program.	L	2
3.	Biological Agents – Types, Effects and Detection: Need for Personal Hygiene and Decontamination, Patient Isolation Precautions.	L	2
4.	Problems of Disposal of Dead – Organization of Corpse Disposal Services, Need for identification and record for unidentified dead, Creation of Temporary mortuary, Disposal of animal carcasses.	L	2
5.	Drinking Water Management- disinfection of water sources, purification of water for drinking purposes, sterilization and chlorination process.	L	2
6.	Disposal of Waste – arrangements for emergency lavatories: shallow and deep trench latrines, soakage pits, disposal of garbage and control of vermin.	L	2
7.	Disposal of hazardous wastes – Drugs, Disposable equipment, body parts and disinfection measures.	L	2
8.	Care of disaster affected animals- arrangements for fodder and shelter, Need for veterinary services.	L	2
9.	Review/Test/Feedback	L	2
	<b>Total</b>		<b>18</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**BASIC FLOOD SAFETY COURSE**  
**LOCAL LEVEL**

**OBJECTIVE:** To train Civil Defence volunteers in Flood safety measures in order to organize and perform Flood Rescue Operations, operate boats and build swimming / floating aids.

**ELEGIBILITY:** Must have completed C.D. Foundation Course at local level.

**DURATION:** 24 Periods of 45 minutes each – 4 Working days.

Sr. No.	Subject	(L) Lecture (D) Demonstration (P) Practice (F) Film	No. of Periods
A	B	C	D
1.	Flood hazards – Causes, Effects and Need for Community Preparedness. Secondary Effects of Land slides, Contamination & Crop damage.	L/P	2
2.	Flood rescue – Rules of river, Types & parts of Boats, Words of command for rowing.	L/P	2
3.	Life jackets – Introduction to swimming floating aids, Use of life jackets and life lines. Breast lines throw.	D/P	2
4.	Introduction to Ropes & knots – Building of rope bridges.	D/P	4
5.	Construction of improvised rafts and boats.	D/P	4
6.	Lifting and hauling devices – construction of derrick, sheer and tripod, use of block tackles.	D/P	2
7.	Operation of boats & Outboard Motors.	D/P	6
9.	Review/Test/Feedback		2
	<b>Total</b>		<b>24</b>

**Training Films** – The Training authority will select suitable films on any of the above topics and include for projection beyond the regular classes.

**SHORT TERM CIVIL DEFENCE AWARENESS PROGRAM**  
**LOCAL LEVEL**

**OBJECTIVE:** To build awareness amongst the members of the Community against various hazards existing in households, offices, industries and other outdoors areas in order to motivate them to enroll as Civil Defence Volunteer.

**DURATION:** Each awareness program will be conducted in the form of workshops and have duration of 2 hrs each involving awareness presentation followed by demonstrations.

Sr. No.	Topics	Content
1.	Earthquake Safety	a. Earthquake hazard vulnerability b. Building Safety and National Building Code. c. Earthquake Safety Rules and Precautions. d. Emergency Methods of Rescue.
2	Transport Accidents Safety	a. Rules for Road Safety. b. Emergency Methods of Rescue. c. Bandaging & Supporting accident injuries. d. Transportation of injured.
3	Elementary Fire Safety	a. Fire hazards & Causes of Fire. b. Fire Prevention & Protection. c. Operation of Fire Extinguishers & other devices. d. Emergency Methods of Rescue.
4.	Household LPG Safety	a. Properties of LPG & its Hazards. b. Safe handling & storage of LPG Cylinders. c. Fire Extinguishers. d. Gas leakage response and precautions.
5.	Emergency First Aid	a. Basic Medical Emergencies. b. Artificial Respiration. c. Bandaging d. Transportation of injured.
6.	Emergency Casualty Handling	a. Control of Bleeding b. Supporting broken limbs & splinting. c. Improvised stretchers. d. Airway clearance & patient assessment.
7.	CPR / FBAO Training	a. Cardiac arrest and heart attack. b. Cardio-Pulmonary Resuscitation techniques. c. Foreign Body Airway obstruction drill.
8.	IED Safety	a. Introduction of Explosives & its effects. b. Identification of Safety Precautions. c. Protective barriers for public safety. d. Evacuation procedures.
9.	Flood & Water Safety	a. Introduction of Flood hazards. b. Swimming floating aids. c. Ropes and rescue of drowning victims. d. boats and techniques of operations.
10.	Community Risk Management.	a. Hazard and vulnerability assessment. b. Evaluation and Identification of total risk. c. Prioritization of Risk. d. Need for Risk Reduction measures.
11.	Industrial Risk Management.	a. Industrial hazard Risk Identification. b. Effects of Hazardous Materials. c. Risk Reduction measures. d. Safe Evacuation & Personal safety.
12.	Disease Control	a. Communicable diseases & epidemics b. Water disinfection & Purification. c. Waste Management d. Immunization & Body Substance Isolation.