



VETERANS INDIA

Regd. No. Delhi/2149/2015

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Fire Safety and Disaster Management Wing of Veterans India:

1. Purpose:

The purpose of the Fire Safety and Disaster Management Wing is to enhance preparedness, response, and recovery from disasters while promoting fire safety awareness. Aligned with the principles of nationalism and patriotism, it aims to contribute to nation-building by safeguarding lives and property through effective disaster management and fire safety practices.

2. Vision:

To be a leading force in ensuring the safety and resilience of communities, fostering a nation prepared to respond to disasters and promote fire safety, thus contributing to the realization of BHARAT VISHWAGURU.

3. Mission:

Our mission is to actively engage in initiatives that promote fire safety awareness, enhance disaster preparedness, and contribute to effective disaster management. Through impactful programs, the Fire Safety and Disaster Management Wing aspires to contribute to the overall vision of making BHARAT VISHWAGURU by ensuring the safety and well-being of communities.

4. Approach:

The approach involves proactive education, training, and collaboration with relevant authorities to enhance preparedness and response to disasters. It aims to create a culture where citizens are informed, trained, and ready to mitigate the impact of disasters and promote fire safety.

5. Objectives:

- a. **Fire Safety Awareness Campaigns:** Launch campaigns to raise awareness about fire safety practices, educating citizens on preventive measures and response strategies.
- b. **Disaster Preparedness Programs:** Develop and implement programs that enhance the preparedness of communities to respond effectively to various disasters.
- c. **Training Initiatives:** Conduct training sessions for citizens on disaster management, equipping them with the skills and knowledge to respond appropriately during emergencies.



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- d. **Collaboration with Emergency Services:** Collaborate with emergency service providers, government bodies, and NGOs to enhance the overall effectiveness of disaster response and management.
- e. **Community Resilience Building:** Facilitate initiatives that strengthen the resilience of communities, ensuring they can swiftly recover from the impact of disasters.

6. Role and Responsibilities:

- a. **Fire Safety Campaign Coordination:** Lead campaigns that focus on fire safety awareness, educating citizens about preventive measures and proper response in case of fires.
- b. **Disaster Preparedness Program Coordination:** Coordinate programs that enhance the preparedness of communities to respond effectively to disasters, covering natural calamities and emergencies.
- c. **Training Session Management:** Organize and conduct training sessions for citizens, equipping them with the skills and knowledge needed to respond appropriately during emergencies.
- d. **Collaboration with Emergency Services:** Collaborate with emergency service providers, government bodies, and NGOs to enhance the overall effectiveness of disaster response and management.
- e. **Community Resilience Initiatives:** Initiate projects that contribute to building the resilience of communities, ensuring they can recover swiftly from the impact of disasters and emergencies.
- f. **Public Awareness Platforms:** Create platforms for public awareness, disseminating information about fire safety practices and disaster management strategies.

By fulfilling these roles and responsibilities, the Fire Safety and Disaster Management Wing aims to be a key contributor to achieving the broader objectives and goals of Veterans India, aligning with the principles of the 17 Sustainable Development Goals (SGTs) outlined by the United Nations.



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Organization Structure and Responsibilities - Veterans India FIRE SAFETY AND DISASTER MANAGEMENT WING (Central Level):

7. National Vice President (FIRE SAFETY AND DISASTER MANAGEMENT WING):

(a)Role: Provide strategic leadership and vision for the central FIRE SAFETY AND DISASTER MANAGEMENT WING.

(b)Responsibilities:

- (i) Oversee and guide all national-level FIRE SAFETY AND DISASTER MANAGEMENT WING programs and initiatives.
- (ii) Collaborate with other wings and organizational leadership for integrated efforts.
- (iii) Represent the FIRE SAFETY AND DISASTER MANAGEMENT WING at national events and forums.

8. National General Secretary (FIRE SAFETY AND DISASTER MANAGEMENT WING):

(a)Role: Assist the National Vice President in administrative tasks and coordination within the FIRE SAFETY AND DISASTER MANAGEMENT WING.

(b)Responsibilities:

- (i) Manage day-to-day operations of the central FIRE SAFETY AND DISASTER MANAGEMENT WING.
- (i) Coordinate communication between the central and state levels.
- (ii) Ensure effective implementation of national-level FIRE SAFETY AND DISASTER MANAGEMENT WING programs.

9. National Secretaries (FIRE SAFETY AND DISASTER MANAGEMENT WING) - 36 (One for Each State/UT):

(a)Role: Support the National General Secretary in administrative duties and communication at the state level.

(b)Responsibilities:

- (i) Maintain records, documents, and communications for the respective state/UT.
- (ii) Provide logistical support for state-level FIRE SAFETY AND DISASTER MANAGEMENT WING events and activities.
- (iii) Act as the primary point of contact for state-level coordination.



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10. National Senior Joint Secretaries (FIRE SAFETY AND DISASTER MANAGEMENT WING) - 36 (One for Each State/UT):

(a) Role: Represent and coordinate FIRE SAFETY AND DISASTER MANAGEMENT WING activities at the state level.

(b) Responsibilities:

- (i) Liaise with state-level coordinators, ensuring effective communication.
- (ii) Oversee and support state-level FIRE SAFETY AND DISASTER MANAGEMENT WING programs.
- (iii) Provide guidance to National Joint Secretaries.

11. National Joint Secretaries (FIRE SAFETY AND DISASTER MANAGEMENT WING) - 72 (Two for Each State/UT):

(a) Role: Support the National Senior Joint Secretaries and assist in state-level coordination.

(b) Responsibilities:

- (i) Work closely with state coordinators for seamless communication.
- (ii) Facilitate information exchange between the central and state levels.
- (iii) Assist in the implementation of national-level FIRE SAFETY AND DISASTER MANAGEMENT WING initiatives.

Total Office Bearers at National Level: 148

12. Charters of Duties and Responsibilities:

- a. Each office bearer must be an expert in FIRE SAFETY AND DISASTER MANAGEMENT WING-related activities.
- b. The National Vice President sets the strategic direction and vision.
- c. The National General Secretary ensures efficient operations and communication.
- d. National Secretaries handle state-level administrative tasks and coordination.
- e. National Senior Joint Secretaries oversee and support state-level programs.
- f. National Joint Secretaries assist in state-level coordination and program implementation.

This structure ensures a robust and well-coordinated approach to managing FIRE SAFETY AND DISASTER MANAGEMENT WING activities at both the national and state levels within Veterans India



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Standard Operating Procedures (SOP) for Fire Safety and Disaster Management Wing - Veterans India

13. Objective:

To establish a systematic approach for the Fire Safety and Disaster Management Wing of Veterans India, ensuring effective coordination and execution of activities aligned with organizational goals.

14. Vice President (Fire Safety and Disaster Management):

(a) Roles and Responsibilities:

- (i) Provide strategic leadership for the Wing.
- (ii) Oversee planning and execution of fire safety and disaster management initiatives.
- (iii) Represent the Wing in organizational forums.

15. General Secretary (Fire Safety and Disaster Management):

(a) Roles and Responsibilities:

- (i) Manage day-to-day operations and administrative tasks of the Wing.
- (ii) Ensure proper documentation and record-keeping.
- (iii) Coordinate with other Wings and organizational bodies.

16. Secretary (State/UT Level - 36 Positions):

(a) Roles and Responsibilities:

- (i) Act as a liaison between the Wing and state-level stakeholders.
- (ii) Organize and execute Wing activities within their respective regions.
- (iii) Collect and report relevant data to the General Secretary.



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17. Senior Joint Secretary (State/UT Level - 36 Positions):

(a) Roles and Responsibilities:

- (i) Assist Secretaries in their duties.
- (ii) Represent the Wing in state-level events and meetings.
- (iii) Facilitate communication between Secretaries and the General Secretary.

18. Joint Secretary (State/UT Level - 72 Positions):

(a) Roles and Responsibilities:

- (i) Support Secretaries and Senior Joint Secretaries in their tasks.
- (ii) Actively participate in planning and organizing Wing activities.
- (iii) Promote awareness and participation in fire safety and disaster management initiatives.

19. Important Dates:

- a. Annual Planning Meeting: January
- b. Fire Safety Drills: Quarterly
- c. Disaster Preparedness Training: Bi-annually
- d. Community Awareness Campaigns: Monthly
- e. Coordination Meetings with Emergency Services: As needed
- f. Review of Emergency Response Plans: Bi-annually
- g. Collaboration Meetings with NGOs: Monthly
- h. Progress Review Meetings: Monthly

20. Additional Guidelines:

- a. **Communication Channels:** Utilize designated communication platforms for effective information flow.



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- b. **Training and Development:** Encourage continuous learning and skill development for all office bearers.
- c. **Collaboration:** Foster collaboration with other Wings and organizational bodies for integrated efforts.
- d. **Emergency Response Protocols:** Ensure familiarity and adherence to established emergency response protocols.

These SOPs are designed to guide the Fire Safety and Disaster Management Wing of Veterans India in fulfilling its responsibilities and contributing to the organization's broader mission of enhancing nationalistic values and ensuring the safety and well-being of citizens. Regular communication and adherence to important dates are critical for the successful implementation of initiatives.

Standard Operating Procedures (SOP) - Fund Generation for Fire Safety and Disaster Management Wing - Veterans India

21. Objective:

To establish a systematic approach for fund generation to support the initiatives and operations of the Fire Safety and Disaster Management Wing of Veterans India.

22. Annual Budget Planning:

(a) Responsibility: General Secretary (Fire Safety and Disaster Management)

(b) Procedure:

- (i) Collaborate with Secretaries and Senior Joint Secretaries to identify key initiatives.
- (ii) Evaluate past expenditures and performance to inform the budget allocation.
- (iii) Present the proposed budget to the Vice President for approval.

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23. Sponsorship and Grants:

(a) Responsibility: Joint Secretaries (State/UT Level - 72 Positions)

(b) Procedure:

- (i) Identify potential sponsors, corporations, and organizations supporting disaster management.
- (ii) Draft sponsorship proposals outlining specific initiatives and their impact.
- (iii) Regularly apply for relevant grants from government and non-government entities.

24. Corporate Engagement Events:

(a) Responsibility: Joint Secretaries (State/UT Level - 72 Positions)

(b) Procedure:

- (i) Organize events to engage local corporations and businesses.
- (ii) Promote collaboration between the corporate sector and the Fire Safety and Disaster Management Wing.
- (iii) Seek sponsorships for specific disaster management campaigns and training programs.

25. Public Awareness Campaigns:

(a) Responsibility: Secretaries (State/UT Level - 36 Positions)

(b) Procedure:

- (i) Initiate public awareness campaigns on disaster management.
- (ii) Utilize these campaigns to attract public donations and support.
- (iii) Collaborate with media to amplify the reach of the campaigns.

26. Fundraising Events:



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- (a) Responsibility: Joint Secretaries (State/UT Level - 72 Positions)
- (b) Procedure:
 - (i) Plan and execute fundraising events, such as charity walks, marathons, or community drives.
 - (ii) Collaborate with local communities and businesses to sponsor or participate.
 - (iii) Ensure transparent and accountable handling of funds collected.

27. Important Dates for Fund Generation:

- a. **Annual Budget Presentation:** January
- b. **Sponsorship Proposal Submissions:** Ongoing
- c. **Corporate Engagement Events:** Bi-annual, aligned with state-level disaster preparedness activities
- d. **Public Awareness Campaigns:** Monthly, with a major campaign in Disaster Preparedness Month (April)
- e. **Fundraising Events:** Quarterly

28. Additional Guidelines:

- a. **Transparency and Accountability:** Maintain clear records of all financial transactions and make them available for scrutiny.
- b. **Recognition of Donors:** Acknowledge and appreciate the contributions of sponsors and donors through various channels.
- c. **Feedback Mechanism:** Establish a system for providing feedback to sponsors and donors on the impact of their contributions.
- d. **Financial Reporting:** Regularly provide financial reports to the General Secretary and Vice President for transparency and oversight.

These SOPs are designed to ensure a structured and ethical approach to fund generation, fostering sustainability and growth for the Fire Safety and Disaster Management Wing of



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Veterans India. Regular communication and collaboration among office bearers are crucial for the success of these initiatives.

Sources of Fund Generation for Fire Safety and Disaster Management Wing - Veterans India

29. Corporate Sponsorships:

- Approach:** Collaborate with corporations involved in disaster management, safety, and related industries.
- Strategy:** Create tailored sponsorship packages highlighting the impact on community safety and disaster resilience.
- Timing:** Ongoing; focus on the beginning and end of the fiscal year for major sponsorship drives.

30. Government Grants:

- Approach:** Engage with relevant government agencies involved in disaster response and safety initiatives.
- Strategy:** Submit comprehensive grant proposals outlining specific projects and their alignment with national safety goals.
- Timing:** Identify grant cycles and submit applications accordingly.

31. Community Donations:

- Approach:** Appeal to local communities and individuals for contributions.
- Strategy:** Conduct awareness campaigns to inform the public about the Fire Safety and Disaster Management initiatives.
- Timing:** Regular fundraising campaigns with intensified efforts during disaster preparedness months.



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32. Partnerships with NGOs:

- a. **Approach:** Collaborate with non-profit organizations working in the disaster management sector.
- b. **Strategy:** Explore joint funding opportunities and shared initiatives to maximize impact.
- c. **Timing:** Establish ongoing partnerships; leverage their networks for fundraising events.

33. Corporate Social Responsibility (CSR) Programs:

- a. **Approach:** Connect with corporations having CSR initiatives aligned with disaster management.
- b. **Strategy:** Showcase how their support can contribute to community safety and disaster preparedness.
- c. **Timing:** Engage during their CSR planning cycles.

34. Online Crowdfunding Campaigns:

- a. **Approach:** Utilize online platforms to run crowdfunding campaigns.
- b. **Strategy:** Create compelling campaigns highlighting specific projects and their impact.
- c. **Timing:** Launch campaigns during key events or national disaster awareness months.

35. Public-Private Partnerships:

- a. **Approach:** Collaborate with private enterprises for joint projects.
- b. **Strategy:** Develop mutually beneficial partnerships that include financial support for initiatives.
- c. **Timing:** Ongoing; align with project planning and implementation timelines.



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36. Training Programs and Workshops:

- a. **Approach:** Charge nominal fees for specialized training programs in fire safety and disaster management.
- b. **Strategy:** Highlight the educational and skill development aspects of the training.
- c. **Timing:** Regularly schedule training programs; offer discounts during community-focused events.

37. Important Dates for Fund Generation:

- a. **Corporate Sponsorship Drives:** January and July
- b. **Government Grant Applications:** April and October
- c. **Community Donation Campaigns:** Quarterly, with emphasis during disaster preparedness months
- d. **NGO Partnership Development:** Ongoing
- e. **CSR Program Engagement:** Aligned with corporate CSR planning cycles
- f. **Online Crowdfunding Campaigns:** May and November
- g. **Public-Private Partnership Initiatives:** Ongoing
- h. **Training Programs and Workshops:** Monthly, with special campaigns during National Safety Month (June) and Disaster Preparedness Month (April)

This diversified approach to fund generation aims to ensure sustainable financial support for the Fire Safety and Disaster Management Wing of Veterans India. Regular monitoring, timely communication, and adaptability to changing circumstances will enhance the effectiveness of these strategies.



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List of Corporates, PSUs, Government Agencies, and Other Organizations for CSR Activities of Fire Safety and Disaster Management Wing - Veterans India

38. Corporate Entities:

- a. FireGuard Solutions Pvt. Ltd.
- b. Safety Innovations Corporation
- c. Global Disaster Management Services
- d. RescueTech Systems
- e. Secure Fires Ltd.

39. Public Sector Undertakings (PSUs):

- a. National Disaster Response Force (NDRF)
- b. Oil and Natural Gas Corporation (ONGC)
- c. Bharat Heavy Electricals Limited (BHEL)
- d. Indian Oil Corporation Limited (IOCL)
- e. Steel Authority of India Limited (SAIL)

40. Government Agencies:

- a. Ministry of Home Affairs - Disaster Management Division
- b. National Disaster Management Authority (NDMA)
- c. Fire Services Department of States/UTs
- d. National Fire Protection Association (NFPA)
- e. Indian Space Research Organisation (ISRO) - Disaster Monitoring Division



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41. Non-Governmental Organizations (NGOs):

- a. Disaster Relief Foundation
- b. Fire Safety Foundation India
- c. Emergency Response Network
- d. National Safety and Disaster Preparedness Society
- e. Firefighters Without Borders

42. International Organizations:

- a. United Nations Office for Disaster Risk Reduction (UNDRR)
- b. International Federation of Red Cross and Red Crescent Societies (IFRC)
- c. Global Disaster Response Network (GDRN)
- d. World Health Organization (WHO) - Emergency Medical Team
- e. International Fire Chiefs Association (IFCA)

43. Fire Safety Industry Partners:

- a. Fire & Safety Association of India (FSAI)
- b. Tyco Fire & Integrated Solutions
- c. Honeywell Life Safety
- d. Siemens Fire Safety
- e. 3M Fire Protection Products

44. Important Dates for CSR Collaborations:

- a. **Corporate Engagement Meetings:** Bi-annual in February and August
- b. **PSU Partnership Discussions:** Quarterly



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- c. **Government Agency Collaborations:** March and September
- d. **NGO Networking Events:** Ongoing
- e. **International Organization Engagements:** Aligned with UNDRR and IFRC conferences
- f. **Fire Safety Industry Partnerships:** February and July

These entities are selected based on their alignment with the mission and objectives of the Fire Safety and Disaster Management Wing of Veterans India. The aim is to establish meaningful collaborations that significantly contribute to enhancing fire safety and disaster management initiatives in the nation. Regular communication and updates will be essential to maintaining these partnerships effectively.

Guidelines and Roles for Office Bearers - Fire Safety and Disaster Management Wing - Veterans India

45. Objective:

To outline the roles, responsibilities, and important dates for office bearers of the Fire Safety and Disaster Management Wing of Veterans India in alignment with the organization's mission.

46. Vice President (Fire Safety and Disaster Management):

Roles and Responsibilities:

- (i) Provide visionary leadership for the Wing.
- (ii) Formulate and implement strategic plans for disaster management initiatives.
- (iii) Liaise with external organizations and experts for collaboration.



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47. General Secretary (Fire Safety and Disaster Management):

Roles and Responsibilities:

- (i) Oversee day-to-day operations and coordination within the Wing.
- (ii) Ensure proper documentation and reporting of Wing activities.
- (iii) Collaborate with other Wings and organizational bodies.

48. Secretary (State/UT Level - 36 Positions):

Roles and Responsibilities:

- (i) Act as a key point of contact for disaster management at the state/UT level.
- (ii) Organize and execute disaster management activities within the assigned region.
- (iii) Facilitate communication between the state/UT and the General Secretary.

49. Senior Joint Secretary (State/UT Level - 36 Positions):

Roles and Responsibilities:

- (i) Assist Secretaries in their roles and duties.
- (ii) Represent the Wing in state-level events and meetings.
- (iii) Facilitate coordination between Secretaries and the General Secretary.

50. Joint Secretary (State/UT Level - 72 Positions):

Roles and Responsibilities:

- (i) Support Secretaries and Senior Joint Secretaries in their tasks.
- (ii) Actively participate in planning and organizing disaster management initiatives.
- (iii) Promote awareness and participation in disaster management activities.

51. Important Dates:

- a. Annual Disaster Preparedness Summit: January



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- b. Quarterly Fire Safety Drills: March, June, September, December
- c. Bi-annual Disaster Preparedness Training: April, October
- d. Monthly Community Awareness Campaigns: Ongoing
- e. As-Needed Coordination Meetings with Emergency Services: Throughout the Year
- f. Bi-annual Review of Emergency Response Plans: February, August
- g. Monthly Collaboration Meetings with NGOs: Ongoing
- h. Monthly Progress Review Meetings: Ongoing

52. Additional Guidelines:

- a. **Communication Channels:** Utilize designated communication platforms for effective information flow.
- b. **Training and Development:** Encourage continuous learning and skill development for all office bearers.
- c. **Collaboration:** Foster collaboration with other Wings and organizational bodies for integrated efforts.
- d. **Emergency Response Protocols:** Ensure familiarity and adherence to established emergency response protocols.

These guidelines are designed to provide a clear framework for office bearers of the Fire Safety and Disaster Management Wing, enabling effective contributions to Veterans India's mission of promoting nationalism and ensuring the safety and well-being of citizens. Regular communication and adherence to important dates are vital for the successful implementation of disaster management initiatives.

Monthly Calendar for Veterans India Fire Safety and Disaster Management Wing Aligned with UN Sustainable Development Goals:

53. **January:** Disaster Preparedness Month



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Activities:

- a. Workshops on disaster response planning.
- b. Promote SDG 11 (Sustainable Cities and Communities).

54. February: World Wetlands Day (February 2)

Activities:

- a. Awareness on disaster risk reduction near wetland areas.
- b. Advocate for SDG 15 (Life on Land).

55. March: National Safety Week (First Week of March)

Activities:

- a. Fire safety drills and training sessions.
- b. Promote SDG 3 (Good Health and Well-being).

56. April: Earthquake Preparedness Month

Activities:

- a. Earthquake simulation exercises.
- b. Advocate for SDG 11.

57. May: International Day for Disaster Risk Reduction (May 13)

Activities:

- a. Disaster risk reduction workshops.
- b. Promote SDG 11.

58. June: World Environment Day (June 5)

Activities:

- a. Focus on disaster management within environmental conservation.
- b. Advocate for SDG 13 (Climate Action).

59. July: National Fire Service Week (April 14-20)

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Activities:

- a. Fire safety awareness campaigns.
- b. Promote SDG 11 and SDG 3.

60. August: Flood Preparedness Month

Activities:

- a. Flood response training.
- b. Advocate for SDG 6 (Clean Water and Sanitation).

61. September: International Day for the Preservation of the Ozone Layer (September 16)

Activities:

- a. Awareness on the link between ozone layer depletion and disasters.
- b. Promote SDG 13.

62. October: National Fire Prevention Week (Second Week of October)

Activities:

- a. Fire prevention education programs.
- b. Advocate for SDG 11.

63. November: Tsunami Awareness Month

Activities:

- a. Tsunami preparedness drills.
- b. Promote SDG 11.

64. December: Winter Safety Month

Activities:

- a. Safety measures for winter-related disasters.
- b. Advocate for SDG 11 and SDG 3.

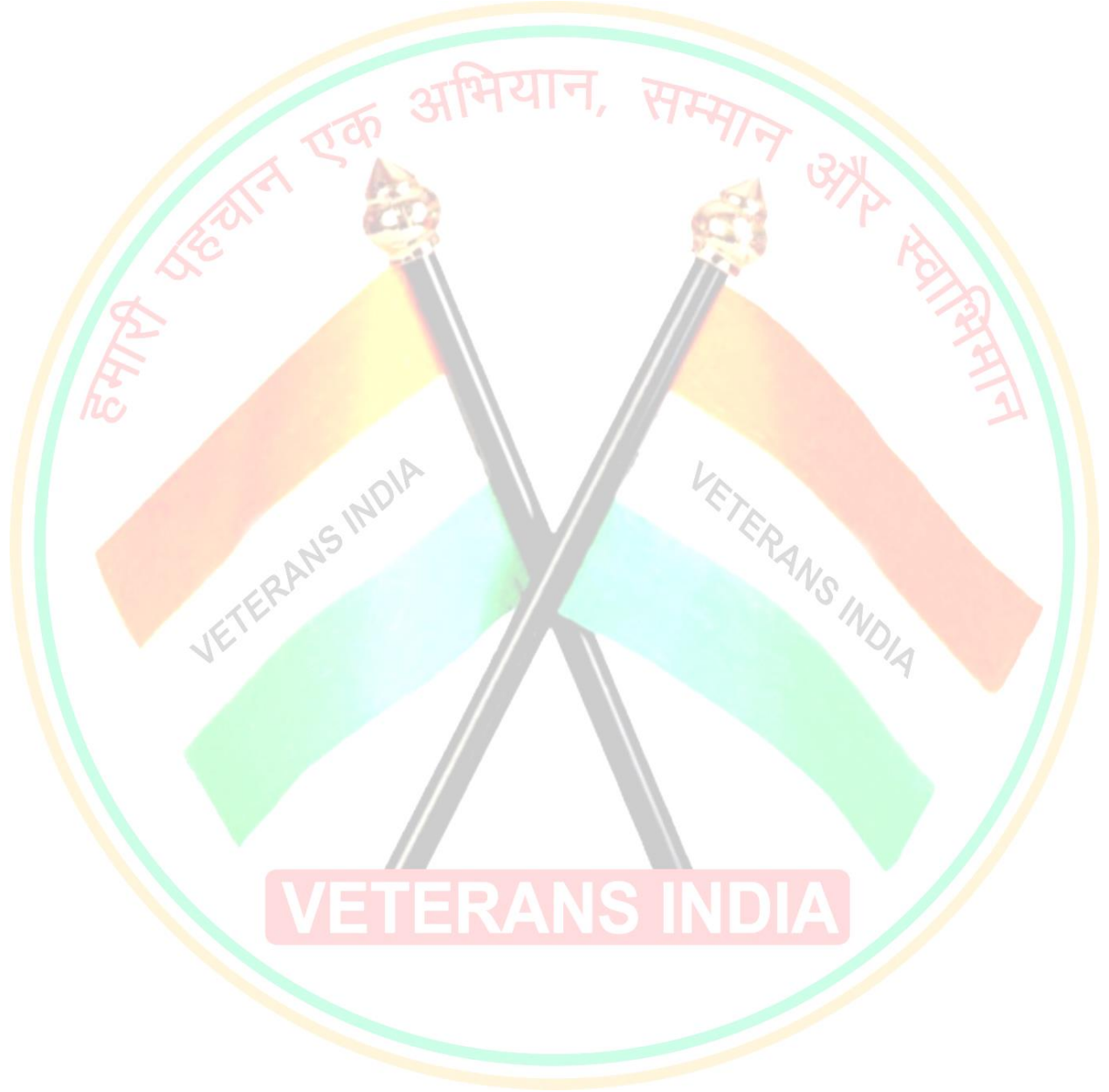
This monthly calendar ensures that Veterans India Fire Safety and Disaster Management Wing actively contributes to disaster preparedness, response, and mitigation aligned with key national dates and UN Sustainable Development Goals throughout the year.



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