



SAIDEEP HOSPITAL

Doc No.

SHRPL/CTR/DM/01

Committee's TOR

Rev No.  
Rev Date

1  
1/01/2024





# Disaster Committee Terms of Reference

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SAIDEEP

HEALTHCARE & RESEARCH PVT. LTD.

Recommended By	Signature	Approved By	Signature
Dr.Hrishikesh kalgaonkar		Dr.S.S.Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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HEALTHCARE & RESEARCH PVT. LTD.

## Annual Documents adequacy & Change Requirements Review

Sr.No	TOR/Doc No	Documents Name	Issue No	Rev.No	Review Date	Change	Rev No	Revision Date	Reason for Change	Amendment
1	SHRPL/CTR/Disaster C/1	Committee TOR	1	1	01-Jan-23	New member Added	2	02-Jan-24	New Staff	Member List Updated
Original Date			Effective Date			Next date of revision			Issue NO	
01-03-2019			02-01-2024			01-01-2025			1	
Reviewed & Prepared By			Recommended By				Approved By			
Mrs.Shraddha suryavanshi			Dr.H.Kalgaonkar				Dr.S.S.Deepak			
Quality Co-ordinator			Chief Medical Administrator				Chairman & Managing Director			

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01-03-2019			02-01-2023			01-01-2024			1	
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## Disaster Management Committee

### 1. Objective:

- To address hospital safety through a multi-hazard and inter-disciplinary approach.
- To Ensure that all professionals involved in the day to day operation of hospital are prepared to respond to disasters and provide a structure for the mitigation , preparation, response and recovery related to emergencies that may impact the hospital.
- Adopt an all hazards approach to emergency management to address a range of emergencies regardless of cause.
- Evaluate exercise and revise as appropriate emergency planning and response.

### 2. Scope: Applicable to all departments of the hospital.

1	Chief Managing Director	Chairman	Dr. S. S. Deepak
2	Chief Administrator	Member	Dr. H. Kalgaonkar
3	Quality Co-ordinator	Member	Ms. Shraddha Suryavanshi
4	Medical Superintendent	Member	Dr. Sunil Darandale Dr. Vikas Labade
5	General Manager	Member	Mr. Vilas Kalbhor
6	MRD In-charge	Member	Dr. Monali Gore
9	Nursing Superintendent	Member	Mr. Santosh Sangale Ms. Supriya Kamble
10	Fire Safety Officer	Convener	Mr. Akshay Navale
11	PSO	Member	Ms. Shivani Kamble
12	Account HOD	Member	Mr. Kishor Pipada
13	PRO	Member	Mr. Sanjeev Dayma
14	Security Officer	Member	Irfan Shaikh
15	HR Manager	Member	Mr. Rajendra Shrimandlikar Mr. Prem Magar
16	Trainer	Member	Tejal Garje
17	FMS HOD	Member	Mr. Prakash Gadekar
18	Purchase HOD	Member	Mr. Vinay Pimparkar

Recommended By	Signature	Approved By	Signature
Dr. Hrishikesh Kalgaonkar		Dr. S. S. Deepak	
Chief Medical Administrator		Chairman & Managing Director	



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3. Constitution of Committee

The convener shall have the authority to invite any non-member to attend the meeting if it is deemed fit in relation to any matter being/ or to be deliberated by the committee.

4. Quorum:

The minimum quorum for passing any resolution in the committee should be more than **50%** of the members present with chairperson mandatory.

5. Frequency of meeting:

Members of the committee meets **once in three month** and as and when required.

6. Roles & Responsibilities:

Disaster committee should be responsible for:

- Issue Disaster Policy
- Documentation of the Policy
- Develop Policy
- Planning for disasters
- Hospital Disaster Plan
- Train and educate
- Monitor and evaluate

7. Common minimum agenda:


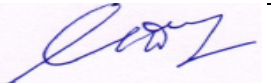
- Review previous meeting agenda
- Discussion on Disaster related activity
- Discussion on variation in process for better quality.
- Any other related issues

8. Terms of office for appointment:

The committee will be appointed for the period of one year. The management of the hospital will have the right to reappoint all or any of the said members and appoint new members to fill any vacancy. Minutes of the meeting would be recorded by the convener and circulated to all representatives including Director & Quality Dept.

9. Records to be maintained and period of retention

- Minutes of the meeting and the related document
- Analysis of RCA, CAPA
- The record shall be maintained for minimum three years

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Chief Medical Administrator		Chairman & Managing Director	