

SABARIMALA SEASON 2025-26; INSTRUCTIONS FOR HEALTH DEPARTMENT STAFF

General instructions for all staff

- Sabarimala pilgrimage is part of the rich heritage of the State and is also given due importance by the State Government. All possible measures are being taken to ensure adequate health care for the devotees and to reduce the number of casualties each year. Special posting of health care workers from all over the State, at the various hospitals at Sabarimala is unavoidable. All are expected to understand the importance of Sabarimala duty
- For joining duty, all staff should bring 2 passport size photos, relieving order from parent institution and identity card. All should report to the MO in charge at Govt Hospital Pampa. Those posted at Nilakkal need not report to Pampa MO - they can directly go to PHC Nilakkal for joining.
- The TA/DA should be processed from the parent district from this year onwards.
- No staff are allowed to use the ambulance for their transportation/ carrying luggage. Ambulances are to be used only for dire emergencies as per instructions from the Honorable High Court.
- Smoking and alcohol/ substance abuse are strictly prohibited.
- Food will be available from Devaswom mess at Pampa/ Sannidhanam, which will be transported to hospitals by Special peons.
- Non-vegetarian food is prohibited at Sabarimala.
- The staff on duty can relieve only after joining of the corresponding staff in the next duty list, after physical handing over of charge.
- All are expected to follow the instructions of the corresponding MO in charge.
- No staff should leave their stations without prior permission of the MO in charge.

Instructions for charge Medical Officers

- General

- The proper duty roster of doctors including specialists shall be displayed in the casualty & OP room.
- Verify, approve and sanction duty roster of nursing officers & paramedics as prepared by the nursing officer in charge.
- Appoint the members of disaster management core group and ensure that the meeting is convened every day and maintain minutes of the meeting.

[Daily review meetings of disaster management core group at Nilakkal, Pampa, Neelimala, Appachimedu & Sannidhanam

- Members:

1. Medical officer in charge
2. Nursing officer in charge,
3. Pharmacist in charge,
4. Health supervisor/ Health inspector,
5. Lab technician
6. EMC supervisor

- Agenda:

1. Daily review of outpatient census, casualties & hotel visits
2. Communicable disease and public health review
3. Death review
4. Updation of incident response system & resource inventory
5. Miscellaneous issues]

- Make sure that staff in the next duty list are contacted and their compliance to duty ensured.
- Make arrangements for staff to the mobile medical unit, public health visits.
- Medico legal and other administrative activities. (Ensure that MLCs are properly written by the treating doctor).

- Liaison with various agencies & departments such as the fire & rescue, police, motor vehicle department, Devaswom, forest and revenue departments.
- Inform all important events and deaths to the Nodal Officer (Dr Syam Kumar K K – 9446685049), and DMO (Dr Anithakumari L)
- Submit a report of the duty period, including suggestions – record it in the designated register.
- Sick patients can be referred from Sannidhanam/ Appachimedu/ Neelimala/ Charalmedu to GH Pampa. (Refer 4x4 ambulance protocol).

In case of a dire emergency, if the specialist (e.g. Cardiologist) has seen the patient and opines to refer the patient to a higher centre, the patient can be shifted to Pampa in a 4x4 ambulance with prior intimation. The specialist at GH Pampa should check the patient in the ambulance itself and decide whether to hold the patient or to directly send to the higher centre. If the decision is to directly send, the patient may be shifted to the designated ALS/BLS ambulance which is kept ready, and patient can be directly sent to the higher centre without delay. In such a situation, mention the vitals in the OP ticket from Pampa, and pin with the other OP ticket. The service of a bystander if possible may be ensured.

- **Specific instructions for each MO in charge**

- **Pampa MO in charge**

- Collect joining report of all officers. Ensure that relieving order, attendance certificate and duty prasadam is given for all staff on relieving.
- Inform details of non-joining duty officers at the earliest.
- Make sure that staff in the next duty list are contacted and their compliance to duty ensured.
- Collect photo of all officers and forward it to Devaswom vigilance for issuance of id card
- Necessary communications to other departments.

- Ensure timely collection of duty prasadam & distribution.
- Ensure drug & oxygen cylinder delivery to all institutions.
- Verification of logbook and vehicle maintenance.
- All brought dead cases shall be intimated to police and referred for autopsy only if deemed necessary. A temporary death certificate should be issued for transport of the body. Body can be released after getting NOC from the police. Ensure timely filling of death certificate and should be submitted at the earliest to Ranni Perunad Panchayat office at Pampa.
- Inform death details to the Nodal Officer in the specified format.
- Necessary arrangements for collecting food from Devaswom mess.
- Attend High level coordination committee meetings at Pampa.
- Oversee Public health activities from Pampa.
- Office directory-
 - Civil works – NHM/PWD/ DMO(H)
 - Outside electric supply – KSEB AE, Pampa
 - Water supply – Water authority AE, Pampa
 - Telephone connection – BSNL sub divisional engineer, Pampa
 - Interdepartmental coordination – Duty magistrate/ Executive magistrate, Pampa
 - Incident reporting – EOC Pampa

● **Neelimala MO in charge**

- Manage stock record of drugs, equipments & oxygen cylinder received & disposed.
- Request for food to be given to Pampa Devaswom Administrative officer.
- Ensure 4x4 ambulance / stretcher service for prompt referral to Pampa.
- Maintain death register & referral register.
- Transfer of dead bodies to GH Pampa with the help of stretcher service/ designated 4x4 ambulance.

- Inform death details to the Nodal Officer in the specified format.
- Office directory-
 - Civil works – Dewaswom assistant engineer, maramathu section, Pampa
 - Building electricity supply – Dewaswom assistant engineer electrical section, Pampa
 - Outside electric lines – KSEB AE, Pampa
 - Outside plumbing – Water authority AE, Pampa
 - Telephone connection – BSNL sub divisional Engineer, Pampa
 - Wildlife & snake – Forest check post, Pampa
 - Interdepartmental coordination – Duty magistrate/ Executive magistrate, Pampa
 - Incident reporting – EOC Pampa

- **Appachimedu MO in charge**

- Manage stock record of drugs, equipment & oxygen cylinder received & disposed
- Request for food to be given to Sannidhanam Devaswom administrative officer.
- Ensure 4x4 ambulance / stretcher service for prompt referral to Pampa.
- Maintain death register & referral register.
- Transfer of dead bodies to GH Pampa with the help of stretcher service/ designated 4x4 ambulance.
- Inform death details to the Nodal Officer in the specified format.
- Office directory-
 - Civil works – Dewaswom assistant engineer, maramathu section, Pampa
 - Building electricity supply – Dewaswom assistant engineer electrical section, Pampa
 - Outside electric lines – KSEB AE, Pampa
 - Outside plumbing – water authority AE, Pampa
 - Telephone connection – BSNL sub divisional Engineer, Pampa
 - Wildlife & snake – Forest checkpost, Pampa

- Interdepartmental coordination – Duty magistrate/ Executive magistrate, Sannidhanam
- Incident reporting – EOC Pampa

- **Sannidhanam MO in charge**

- Manage stock record of drugs ,equipments & oxygen cylinder received & disposed.
- Request for food to be given to Sannidhanam Devaswom administrative officer.
- Maintain death register & referral register.
- Manage emergency ambulance duty staff & timely movement of ambulance once a call is received from control room. Ensure 4x4 ambulance / stretcher service for prompt referral to Pampa.
- In case of deaths, obtain NOC from police, and shift the body to Pampa in designated ambulance with prior intimation.
- Inform death details to the Nodal Officer in the specified format.
- Attend High level coordination committee meetings at Sannidhanam
- Oversee public health activities at Sannidhanam.
- Office directory-
 - Building civil works, electrical and plumbing works – NHM
 - Building electricity supply – Devaswom assistant engineer electrical section, Sannidhanam
 - Outside electric lines – KSEB AE, Sannidhanam
 - Outside plumbing – Water authority AE, Sannidhanam
 - Telephone connection – BSNL Engineer, Sannidhanam
 - Wildlife & snake – Forest office , Sannidhanam
 - Incident reporting –EOC Sannidhanam
 - Interdepartmental coordination – Executive magistrate/duty magistrate Sannidhanam

- **Nilakkal MO in charge.**

- Inform details of non-joining duty officers at the earliest.
- Necessary arrangements for collecting food from Devaswom mess.

- Make sure that staff in the next duty list are contacted and their compliance to duty ensured.
- Necessary communications to other departments.
- All brought dead to be intimated to police and refer for autopsy only if deemed necessary. A temporary death certificate should be issued for transport of the body. Body can be released after getting NOC from the police. Final death certificate is processed via KSMART.
- Inform death details to the Nodal Officer in the specified format.
- Notify all important incidents to the Nodal Officer, with details.
- Attend High level coordination committee meetings at Nilakkal and inform the Nodal Officer.
- Oversee Public health activities at Nilakkal.
- Office directory-
 - Civil works – Devaswom assistant engineer, maramathu section, Nilakkal
 - Outside electric supply – KSEB
 - Water supply – Water authority AE, Nilakkal
 - Telephone connection – BSNL sub divisional engineer, Nilakkal
 - Interdepartmental coordination – Duty magistrate/ Executive magistrate, Nilakkal
 - Incident reporting – EOC Nilakkal

Instructions for all Doctors other than charge MOs

- The available drug list should be collected from the Pharmacist and try to prescribe the available drugs as much as possible. The availability of all essential drugs shall be ensured.
- Adhere to the duty roster and avoid any inconvenience to the fellow doctors. In case of heavy rush in the casualty, other doctors are also expected to help manage the crowd.
- Handwriting should be legible.
- MLCs are to be recorded by the treating doctor itself and properly intimated to the police.
- All deaths and important incidents should be informed to the MO in charge.

- Do not leave the station without prior information to the MO in charge.

Nursing officer in charge

- Prepare duty roster of nursing officers, nursing assistants and medical attenders and get it approved by the medical officer in charge
- Allocating extra nursing staff in essential areas.
- Ensure strict adherence to duty roster
- Make necessary arrangements for availability of beds, equipments & ambulances to face any incident
- Passing alert message to OT, ICU and Casualty
- Make sure that OT is ready for an emergency situation.
- Collect daily census & reports and present in daily DMCG (Disaster Management Core Group) meeting.
- Supervision of biomedical waste management.

Nursing officer

- All the nursing staffs in the triage team should be trained in Emergency Medical Services.
- Give aggressive first aid treatment.
- They should assist the doctors in receiving patients, categorize them and providing treatment according to the priority.
- Maintain proper medical records of the victims.
- If a patient is transferred, maintain referral register
- Update death register, fill up death form, get it signed by medical officer in charge and handover to office section.
- Crowd management in casualty.
- Assist in disaster management.

Nursing Assistant

- Assisting the nursing staffs during procedures.
- Arrangement of beds with linen and pillows.
- Remove the spoiled linen and replace with new one.
- Know current empty bed count, make necessary dressing materials in advance so as to face an incident.
- Ensure that the hospital and premises is clean.
- Additional duties as assigned by the medical officer in charge.

Hospital Attendant

- Clean the concerned departments. Their work should not disturb the work in the department.
- Ensure adherence to duty roster until notified differently.
- Make sure that wheelchairs and stretchers should be available in the department whenever needed.
- Additional duties as assigned by the medical officer in charge.

Pharmacist

- Prepare a baseline hospital resource inventory checklist & daily update it and request additional equipments as and when required.
- Provide the available drug list to the doctors on duty.
- Maintain substock register and dispensing register.
- 24x7 duty in the central pharmacy as per duty roster sanctioned by medical officer in charge
- Provide necessary drugs and equipments whenever requested & ensure enough stock of medicines
- Arrange for further stock of medicines in case shortage has been reported.

Clerk, Pampa

- Collect Joining reports, Relieving orders and other relevant documents.
- Collect and provide the necessary documents to the Devaswom vigilance for issuing identity card.
- Maintain cashbook, movement register, daybook.
- Send daily reports to DMO, DHS and Sabarimala State nodal officer timely
- Send POL Bills, administrative reports to DMO(H), Pathanamthitta.
- Ensure that all staff are provided relieving order, attendance certificate and duty prasadam on relieving.
- Documents regarding deaths to be dispersed at the earliest to Ranni Perunad Panchayat office at Pampa.
- Any other work as assigned by the MO in charge / Nodal Officer / EMC MO in charge.

Public health team (HS, HI, JHI)

- Regular inspection of hotels, eateries, cool bars, messes, Aravana plant etc and necessary corrective measures. Ensure that food handlers have their necessary certificates.
- Vector control activities
- Communicable disease reporting and control activities
- Migrant screening
- Regular inspection of accommodation facilities and take necessary steps to ensure public health safety.
- Everyday reporting to the medical officer in charge
- Action taken report and further plan of action to be given to the next team and the medical officer in charge, before relieving.
- At the time of any disaster, the public health team should also act as liaison officers in the casualty for inter-departmental communication and help the medical officer in charge to tackle the situation.
- A final public health report of the season to be submitted to the Nodal Officer (Dr Syam Kumar K K) on the last day of the season.
- Ensuring Tobacco control activities