

HIGH COURT OF DELHI: NEW DELHI
CARETAKING BRANCH

No. ____/Security/Caretaking/DHC
Dated: _____

C I R C U L A R

It is circulated for information of all concerned that Hon'ble the Chief Justice, on the recommendations of Hon'ble Committee to Conduct Audit of Existing Rules and Measures : (i) to make recommendations regarding security and disaster management of Delhi High Court and all the District Courts; (ii) to propose draft rules; (iii) to examine existing rules on the issues and suggest amendments, has been pleased to approve the Standard Operating Procedure for various contingencies in this Court Complex, as furnished by the authorities of Delhi Police.

The Do's and Don'ts to be followed by

- (i) Hon'ble Judges/Judicial Officers;
 - (ii) Registrars, Officials and Court Staff
 - (iii) Delhi High Court Bar Association, and
 - (iv) Visitors/Litigants and other outsourced staff
- in case of contingency is attached herewith for information and necessary compliance by all.

sc
(SHAMEEM AHMAD)
JOINT REGISTRAR

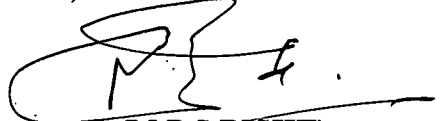
Endst No. 625-35 /Security/Caretaking/DHC

Dated 06/03/2025

Copy forwarded for information and necessary action to:-

1. The Hony. Secretary, Delhi High Court Bar Association, New Delhi.
2. The Secretary, Delhi High Court Legal Services Committee, 35-37, L.C.B-I, Delhi High Court, New Delhi.
3. The Coordinator, Delhi International Arbitration Center, Delhi High Court, New Delhi
4. The Secretary, Delhi High Court Mediation Center, Delhi High Court, New Delhi
5. Registrar-cum-Secretary to Hon'ble the Chief Justice, Delhi High Court, New Delhi.
6. Joint Registrar-cum-P.A to Registrar General and all Registrars, Delhi High Court, New Delhi.
7. All Joint Registrars, Deputy Registrars and Assistant Registrars, Delhi High Court, New Delhi.
8. All Private Secretaries with a request to bring the contents of this Circular to the kind notice of Hon'ble Judges
9. Director (IT) for uploading this circular on website and Intranet of this Court.
10. All AO(J)s, Court Masters, Private Secretaries, Delhi High Court, New Delhi.
11. Notice Board.

Submitted for upload approval.


(M.P.S. BISHT)
DEPUTY REGISTRAR

*126/R/IT
07/03/2025*

*SAB
07/03/2025
Registrar (IT)*

*Be uploaded.
Div/IT
Yam*

*7/8/25
AOJ(TEU)
07/03/2025*

ANNEXURE-D

DO'S AND DON'TS TO BE FOLLOWED BY HON'BLE JUDGES/JUDICIAL OFFICERS IN CASE OF CONTINGENCY:

DO's

1. Kindly immediately proceed to the chamber in case of contingency, and lock the door from inside.
2. It is suggested that more than one Hon'ble Judges proceed to the single chamber so that PSOs/Court staff can provide proper security cover.
3. Please switch off the lights and remain away from the doors and windows.
4. Kindly remain with PSOs/Court staff for safe evacuation to Safe Houses, respective residence or designated hospitals as per SOP or as per the situation.
5. Kindly share health profile (blood group/allergies, etc.) with PSOs that can be useful in the event of any medical contingency.
6. For safe evacuation, designated gates may be used, as per the situation.
7. Please listen to the directions of announcements being made on the PA System.

DON'Ts

1. Please do not panic and remain composed.
2. Please do not be in a hurry to exit from Safe Houses/court complex since adequate security cover and facilities will be made available at Safe Houses.




ANNEXURE-G


DO's AND DON'Ts TO BE FOLLOWED BY DELHI HIGH COURT REGISTRARS, OFFICIALS AND COURT STAFF IN CASE OF CONTINGENCY:

GENERAL GUIDELINES FOR ALL CONTINGENCIES:

- (i) Be aware of your surroundings.
- (ii) Be aware of evacuation plan and emergency exits routes in the buildings.
- (iii) Not to get panicked and follow the directions announced through integrated PA System.
- (iv) Remain present at designated place till further directions.
- (v) Promptly report unusual behavior, suspicious or unattended packages/devices to the security staff.

GUIDELINES FOR EVACUATION:

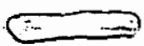
- (i) In the event of Armed intrusion or bomb blast from Justice Sunanda Bhandare Marg side, Court officials and court staff present in the court shall be safely evacuated from peripheral gate Nos. 4, 5, 6, 7, 8 & 9.
 - (ii) In the event of Armed intrusion or bomb blast from Sher Shah Road side, Court officials and court staff shall be safely evacuated from peripheral gate Nos. 5, 6, 7, 8 & 9.
 - (iii) In the event of Armed intrusion or bomb blast from Bappa Nagar Road side, Court officials and court staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6 & 7.
- 


- 
- (iv) In the event of Armed intrusion or bomb blast from Service Road, NDMC school block side, Court officials and court staff shall be safely evacuated from peripheral gate Nos. 4, 8 & 9.
 - (v) In the event of Armed intrusion or bomb blast from Dr. Zakir Hussain Road side at S Block, Court officials and court staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6 & 7.

DO's


1. Registrar General with team members to kindly maintain close co-ordination with the DCP/ACP/Delhi High Court Security and Incident Commander to evacuate the Hon'ble Chief Justice and other fellow Judges to the Safe Houses or designated hospitals, as per the situation.
2. Registrar General and other officials shall also assist in identifying and safeguarding important assets before evacuation in the event of any contingency.
3. Registrar General will provide the necessary gadgets for effective handling of the process of evacuation.
4. Registrar General will also keep the Map of the complexes handy, and share with DCP/ACP/Delhi High Court Security for appropriate announcement for smooth evacuation of persons from the affected area(s).
5. To arrange First Aid & Disaster kits to be utilized during contingency.

ARMED INTRUSION:

- (i) To move quickly into the nearest room/office/court rooms and lock the doors from inside and wait for further directions/announcement made through integrated PA System.
- 

- 
- (ii) Swiftly move to the Court Rooms, Lawyer's Chambers, Court Buildings, Basement Parking, nearby rooms or as per directions/announcement made through integrated PA System.
 - (iii) While inside the room, keep yourself away from windows, glass doors, or other potentially hazardous areas.
 - (iv) If exposed in open area during indiscriminate firing, lie flat behind brick walls, any cover, large trees, parked vehicles, or any other object that may stop bullet.
 - (v) Do not run in a straight line. Try to keep objects (wall, trees, vehicles, etc.) between you and the intruder(s).
 - (vi) Give a description of the intruder's sex, race, clothing, type of weapon(s), location last seen, direction of travel and identity to the authorities.

HOSTAGE SITUATION:

- (i) Be patient. Avoid drastic action.
 - (ii) The first few minutes are the most dangerous. Be alert and follow instructions.
 - (iii) Don't speak unless asked for.
 - (iv) Avoid arguments or hostile attitude.. If you can, establish rapport with the captor. It is probable that the captor(s) do not want to hurt anyone.
 - (v) Avoid restlessness and speculation. Expect the unexpected.
 - (vi) Be observant, you may be released or also can escape. You can help others with your observations.
 - (vii) Be prepared to speak with law enforcement personnel on the phone.
- 




THREAT CALL CONTINGENCY:


- (i) To follow the directions/announcement made through integrated PA System.
- (ii) Not to move towards affected/cordoned off area(s).
- (iii) Intimate the location and description, if any suspicious or unattended packages/devices are seen.
- (iv) Do not touch any suspicious device/package, if found lying unattended.
- (v) Quickly evacuate the affected area(s) to safer area(s) or follow the directions/announcement made through integrated PA System

AERIAL ATTACK:

- (i) To follow the directions/announcement made through integrated PA System.
- (ii) To move quickly into the nearest room/office/chamber/court rooms/under any cover or as per directions/announcement made through integrated PA System.
- (iii) Do not expose in open area, take cover behind/under built-up area.

EARTHQUAKE:

- (i) Get under a sturdy table, desk or near the pillar, if things are falling around you.
 - (ii) When they stop falling, leave the building as quickly as possible.
 - (iii) Do not stop to retrieve personal things or make phone calls.
 - (iv) Do not use lifts.
- 

- 
- (v) Do not panic.

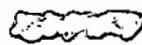
TRAPPED IN DEBRIS:

- (i) Avoid unnecessary movement to prevent kicking up dust.
- (ii) Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- (iii) Tap on a pipe or wall so that rescue and relief team can hear you.
- (iv) If possible, use a flashlight, whistle to signal rescue and relief team.
- (v) Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

FIRE:


- (i) Escape first, then call for help.
- (ii) Make sure everyone knows the routes to escape.
- (iii) Plan two exit routes from the room.
- (iv) When you come to a closed door, make sure that fire is not on the other side. If heat and smoke come in, close it and look for alternate escape route.
- (v) Learn handling of fire-fighting equipment installed in the premises.

DON'Ts:

1. Do not panic on hearing any information about the contingency.
 2. Not to act at your own in case of contingency.
 3. Don't move towards affected area(s) or condoned off area.
- 



DON'Ts IN CASE OF FIRE:

- (i) Never stand up in a fire, always crawl low under the smoke and try to keep your mouth covered. Never return to a burning building for any reason; it may cost you your life.
 - (ii) If someone is missing, tell the firefighters. They are equipped to perform rescues safely.
 - (iii) Do not tamper with fire-fighting equipment.
 - (iv) Do not crowd the fire affected area(s) as it may hamper fire-fighting and rescue operations.
- 

ANNEXURE-H


DO's AND DON'Ts TO BE FOLLOWED BY THE DELHI HIGH COURT BAR ASSOCIATION IN CASE OF CONTINGENCY:

GENERAL GUIDELINES FOR ALL CONTINGENCIES:

- (i) Be aware of your surroundings.
- (ii) Be aware of evacuation plan and emergency exits routes in the buildings.
- (iii) Not to get panicked and follow the directions announced through integrated PA System.
- (iv) Promptly report unusual behavior, suspicious or unattended packages/devices to the security staff.

GUIDELINES FOR EVACUATION:


1. In the event of Armed intrusion or bomb blast from Justice Sunanda Bhandare Marg side, Lawyers, intern and their staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6, 7, 8 & 9.
2. In the event of Armed intrusion or bomb blast from Sher Shah Road side, Lawyers, intern and their staff shall be safely evacuated from peripheral gate Nos. 5, 6, 7, 8 & 9.
3. In the event of Armed intrusion or bomb blast from Bappa Nagar Road side, Lawyers, intern and their staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6 & 7.
4. In the event of Armed intrusion or bomb blast from Service Road, NDMC school block side, Lawyers, intern and their staff shall be safely evacuated from peripheral gate Nos. 4, 8 & 9.


- 
5. In the event of Armed intrusion or bomb blast from Dr. Zakir Hussain Road side at S Block, Lawyers, intern and their staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6 & 7.

DO'S

1. The Executive Committee of DHCBA will make efforts for safeguarding/personal custody of their important assets before evacuation in the event of contingency.
2. Executive Committee to immediately inform other members of Bar to follow the directions/announcement made through integrated PA System.
3. Members of Executive Committee to assist High Court Security in the process of evacuation of other Bar Members.
4. Executive Members will also take the evacuation route as per the directions/announcement made through integrated PA System.
5. Cooperate with the security agencies in safe evacuation.

ARMED INTRUSION:


- (i) Swiftly move to the Lawyer's Chambers, Court Buildings, Basement Parking, nearby rooms or as per directions/announcement made through integrated PA System.
 - (ii) While inside the room/building, keep yourself away from windows, glass doors, or other potentially hazardous areas.
 - (iii) Do not run in a straight line. Attempt to keep objects (wall, trees, vehicles, etc.) between you and the intruder(s).
- 

- 
- (iv) Give a description of the intruder's sex, race, clothing, type of weapon(s), location last seen, direction of travel and identity to the authorities.

HOSTAGE SITUATION:

1. Be patient. Avoid drastic action..
2. Don't speak unless asked for.
3. Avoid arguments or hostile attitude. If you can, establish rapport with the captor. It is probable that the captor(s) do not want to hurt anyone.
4. Avoid restlessness and speculation. Expect the unexpected.
5. Be observant, you may be released or also can escape. You can help others with your observations.
6. Be prepared to speak with law enforcement personnel on the phone.

THREAT CALL CONTINGENCY:

1. To follow the directions/announcement made through integrated PA System.
 2. Not to move towards affected/cordoned off area(s)..
 3. Intimate the location and description, if any suspicious or unattended packages/devices are seen.
 4. Do not touch any suspicious device/package, if found lying unattended.
 5. Quickly evacuate the affected area(s) to safer area(s) and follow the directions/announcement made through integrated PA System.
- 




AERIAL ATTACK:

1. To follow the directions/announcement made through integrated PA System.
2. Swiftly move to the Lawyer's Chambers, Court Buildings, Basement Parking, nearby rooms or as per directions/announcement made through integrated PA System.
3. Do not expose in open area, take cover behind/under built-up area.

EARTHQUAKE:

1. Get under a sturdy table, desk or near the pillar, if things are falling around you.
2. When they stop falling, leave the building as quickly as possible.
3. Do not stop to retrieve personal things or make phone calls.
4. Do not use lifts.
5. Do not panic.

TRAPPED IN DEBRIS

1. Prevent unnecessary movement to avoid kicking up dust.
 2. Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter). Try to breathe through the material.
 3. Tap on a pipe or wall so that rescue and relief team can hear you.
 4. If possible, use a flashlight, whistle to signal rescue and relief team.
 5. Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
- 



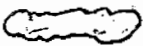
FIRE:

1. Escape first, then call for help.
2. Make sure everyone knows the routes to escape.
3. When you come to a closed door, make sure that fire is not on the other side. If heat and smoke come in, close it and look for alternate escape route.
4. Never strike a match or operate electrical switch. Flame of any size can spark an explosion.
5. In case you receive burn injuries pour cold water on the affected part of the body.
6. Learn handling of fire-fighting equipment installed in your premises.

DON'Ts:

1. Do not panic on hearing any information about the contingency.
2. Not to act at your own in case of contingency.
3. Don't move towards affected area(s) or condoned off area.

DON'Ts IN CASE OF FIRE:

1. Never stand up in a fire, always crawl low under the smoke and try to keep your mouth covered. Never return to a burning building for any reason; it may cost you your life.
 2. If someone is missing, tell the firefighters. They are equipped to perform rescues safely.
 3. Do not tamper with fire-fighting equipment.
 4. Do not crowd the fire affected area(s) as it may hamper fire-fighting and rescue operations.
- 



ANNEXURE-I

DO'S AND DON'TS TO BE FOLLOWED BY VISITORS/LITIGANTS AND OTHER OUTSOURCED STAFF IN CASE OF CONTINGENCY:

GENERAL GUIDELINES FOR ALL CONTINGENCIES:

- (i) Do not panic and follow the directions announced through integrated PA system.
- (ii) Promptly report unusual behavior, suspicious or unattended packages, and strange devices to the security personnel.

GUIDELINES FOR EVACUATION:

1. In the event of Armed intrusion or bomb blast from Justice Sunanda Bhandare Marg side, Visitors/Litigants and other outsourced staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6, 7, 8 & 9.
2. In the event of Armed intrusion or bomb blast from Sher Shah Road side, Visitors/Litigants and other outsourced staff shall be safely evacuated from peripheral gate Nos. 5, 6, 7, 8 & 9.
3. In the event of Armed intrusion or bomb blast from Bappa Nagar Road side, Visitors/Litigants and other outsourced staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6 & 7.
4. In the event of Armed intrusion or bomb blast from Service Road, NDMC school block side, Visitors/Litigants and other outsourced staff shall be safely evacuated from peripheral gate Nos. 4, 8 & 9.
5. In the event of Armed intrusion or bomb blast from Dr. Zakir Hussain Road side at S Block, Visitors/Litigants and other outsourced staff shall be safely evacuated from peripheral gate Nos. 4, 5, 6 & 7.



DOs:

ARMED INTRUSION:


- (i) Swiftly move to any of the Buildings, Basement Parking, nearby rooms or as per directions/announcement made through integrated PA system.
- (ii) While inside the room/building, keep yourself away from windows, glass doors, or other potentially hazardous areas.
- (iii) Do not run in a straight line. Attempt to keep objects (wall, trees, vehicles, etc.) between you and the intruder(s).
- (iv) Give a description of the intruder's sex, race, clothing, type of weapon(s), location last seen, direction of travel and identity to the authorities.

HOSTAGE SITUATION:

- (i) Be patient. Avoid drastic action.
- (ii) The first few minutes are the most dangerous. Be alert and follow instruction
- (iii) Avoid arguments or hostile attitude.
- (iv) Avoid restlessness and speculation. Expect the unexpected.
- (v) Be observant, you may be released or also can escape. You can help others with your observations.

THREAT CALL CONTINGENCY:

- (i) To follow the directions/announcement made through integrated PA system.

- 
- (ii) Not to move towards affected/cordoned off area(s).
 - (iii) Intimate the location and description, if any suspicious or unattended packages/devices are seen.
 - (iv) Do not touch any suspicious device/package, if found lying unattended.
 - (v) Quickly evacuate the affected area(s) to the safer area(s) and follow the directions/announcement made through integrated PA System


AERIAL ATTACK:


- (i) To follow the directions/announcement made through integrated PA system and act accordingly.
- (ii) Do not expose in open area, take cover behind/under built-up area.

EARTHQUAKE:

- (i) Get under a sturdy table, desk or near the pillar if things are falling around you.
- (ii) When they stop falling, leave the building as quickly as possible.
- (iii) Do not stop to retrieve personal things.
- (iv) Do not use lifts.

TRAPPED IN DEBRIS:

- (i) Prevent unnecessary movement to avoid kicking up dust.
 - (ii) Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter). Try to breathe through the material.
- 

- 8
- 
- (iii) Tap on a pipe or wall so that rescue and relief team can hear you.
 - (iv) If possible, use a flashlight, whistle to signal rescue and relief team.
 - (v) Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

FIRE:

- (i) Escape first, then call for help.
- (ii) When you come to a closed door, open the window and try to look for escape route.

DON'Ts:

- (i) Do not panic on hearing any information about the contingency.
- (ii) Not to act at your own in case of contingency.
- (iii) Don't move towards affected area(s) or condoned off area.

DON'Ts IN CASE OF FIRE:

- (i) Never stand up in a fire, always crawl low under the smoke and try to keep your mouth covered. Never return to a burning building for any reason; it may cost you your life.
- 