

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

COLLEGE DISASTER MANAGEMENT PLAN

Draft TEMPLATE

2014-15

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CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

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## 1. College Profile

### 1.1 College Details

1.	Name of the College	Govt. Polytechnic Education Society, Uttawar (Palwal)	
2.	College Code	014	
3.	Address	Hodel Nuh Road-Village- Uttawar Tehsil- Hathin, District- Palwal	
		Telephone	01275-282383
		Fax	NA
		Email	gputtawar@hry.nic.in
4.	Name of the Principal	Sh. Ramesh Chand Yaduwanshi	
5.	Contact Details	Telephone	01275282383
		Mobile	09416215444
		Email	gputtawar@hry.nic.in
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :  9416066964  9813534956  NA	Email Id:
7.	Type of College	Co-ed	
		(English)	
8.	College Timings : Diploma Level courses. Mech. Engg. Computer Engg. Civil Engg. ECE OMCA Pharmacy App.Sc. W/shop Training	09:00 AM to 5:00 PM	

9.	Total Students	Boys:	Total: 1179	
		Girls:		
10.	Total Streams/ Courses Mech. Engg. Computer Engg. Civil Engg. ECE OMCA Pharmacy	Students Male	Student Female	
		1099	80	
11.	Teaching Staff (Subject/ Department) Principal TPO HOD (Pharmacy) HOD (Mech. Engg.) HOD (OMCA) HOD (Comp. Engg.) HOD (ECE) HOD (Applied Sc.) Sr. Lecturer (Pharmacy) Sr. Lecturer Mech. Engineering Sr. Lecturer OMCA Sr. Lecturer Computer Engg. Sr. Lecturer ECE Sr. Lecturer Applied Sc. Sr. Lecturer Civil Engg. Workshop Supdtt. Lecturer Pharmacy  Lecturer Mech. Engg.  Lecturer OMCA  Lecturer ECE Lecturer in Comp. Engg. Programmer Lecturer in Applied Sc. Lecturer in Civil Engg. Foreman Instructor Vice Principal- (VEI)	No. of Male	No. Of Female	
		35	13	

	Total= 70				
12.	Non-Teaching Staff		No. Of Male	No. Of Female	
	Dy. Supdt.				
	Assistant/Accountant				
	Clerk Cum Data Entry Operator				
	Jr. Scale Stenographer				
	Steno Typist				
	Workshop Instructor				
	VEI (W/Instructor)				
	Jr. Librarian				
	Jr. Programmer				
	Lab. Assistant (Pharmacy)				
	Drivers				
	Library Assistant				
	Electrician				
	Attendant/Peon				
	Sweeper				
	Chowkidar				
	Mali Cum Beldar				
	Daftari				
	Total =53		36	04	
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	18	0	01
		Female	0	0	0
		Total	18	0	01

1.2Details of Teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	Sh. R.C. Yaduwanshi	B+	48	M	NO	NO	Comp. Engg.	9416215444	Hodal
2	Sh. Keshi Ram	O+	51	M	NO	NO	Mech. Engg.	9416374274	Palwal
3	Sh. S.K. Walia	A+	46	M	No	No	Mech. Engg.	9416944313	L-3, G.P. Uttawar
4	Sh. Sunil Kumar	O+	36	M	No	No	Computer Engg.	9812332812	Indri, Karnal
5	Sh. Rahish Ahmed	O+	35	M	No	No	Computer Engineering	9050607025	Staff Colony, Uttawar
6	Sh. Ashok Kumar	A+	43	M	No	No	ECE	9416269504	L-12, Staff Colony, Uttawar
7	Sh. J.S. Tomar	O+	42	M	No	No	OMCA	94665120272	Hodal
8	Sh. S.B. Jangra	O+	42	M	No	No	W/Supdt.	941606694	Hathin
9	Sh. Dalbir Singh	A+	37	M	No	No	Pharmacy	9467605049	L-7, staff colony, Uttawar
10	Smt. Pooja Saini	B+	28	F	No	No	Pharmacy	8930490309	L-8, staff colony, Uttawar
11	Sh. Shiv Kumar	AB+	30	M	No	No	Pharmacy	9466935967	D-1/112, Hansh Vihar, Delhi
12	Smt. Renu	B+	30	F	No	No	Pharmacy	9812915108	L-14, Staff Colony, Uttawar
13	Sh. N.C. Arora	A+	50	Male	NO	NO	Mech. Engg.	9416868246	Karnal
14	Sh. Vikas Dagar	A+	32	M	No	No	Mech. Engg	9466597835	Sector-2, Palwal
15	Sh. Devender Singh	B+	31	M	No	No	Mech. Engg.	8607126526	VPO- Baghola (Palwal)
16	Sh. Vikas Arora	B+	35	M	BP	No	Mech. Engg.	9813558011	New Colony, Palwal

17	Sh. Kirshan Kumar	O-	27	M	No	No	Mech. Engg	9896543029	Staff Colony, Uttawar
18	Sh. Chander Kant	B+	27	M	No	No	Mech. Engg.	9813250662	Palwal
19	Sh. Yogesh	A+	27	M	No	No	Mech. Engg.	9996750767	Palwal
20	Dr. Raja Ram	A+	47	M	No	No	OMCA	9416454175	Staff Colony, Uttawar
21	Sh. G.C. Sharma	O+	47	M	No	No	OMCA	9416833728	Palwal
22	Sh. Tara Chand	AB+	44	M	NO	No	OMCA	9813169538	VPO- Indri (Nuh)
23	Smt. Seema Parasar	A+	36	F	No	No	OMCA	9466720541	Palwal
24	Sh. Virender Singh	O+	34	M	No	No	ECE	99915687775	VPO- Deeghot- Palwal
25	Smt. Manju	B+	30	F	No	No	ECE	9050927252	Omexe City- Palwal
26	Sh. Bhupender Singh	O+	27	M	No	No	ECE	9671879352	Staff colony- Uttawar
27	Sh. Sandeep Kharab	A+	35	M	No	No	Comp. Engg	9466040049	Staff Colony,Uttawar
28	Sh. Dharamveer	O+	38	M	No	No	Computer Engg.	9992021487	Palwal
29	Sh. Pritosh Godara	A+	35	M	No	No	Computer Engg.	9050570527	Staff Colony,Uttawar
30	Sh. Sushil Mehra	O+	30	M	No	No	Computer Engg.	9813941412	D-8, Staff colony, Lisana
31	Sh. Sandeep Mehra	AB+	36	M	No	No	Computer Engg.	9896079697	Vats Colony, Bahadurgarh
32	Smt. Rahila Bano	B+	30	F	No	No	Computer Engg.	9050787786	Deshwal Niwas, Hathin
33	Sh. Virender Singh Rawat	O+	30	M	No	No	Computer Engg.	9868376234	NIT, Faridabad
34	Sh. Charan Singh	O+	36	M	No	No	Computer Engg.	9991530592	VPO- Kaliawas, Jhajjar

35	Mohd. Asad Kamal	O+	36	M	No	No	Computer Engg.	9050787949	D-3, Staff Colony, Lisana
36	Smt. Sunita Devi	A+	46	F	NO	No	Applied Sc (English)	9050385655	L-4, Staff colony, Uttawar
37	Smt. Meenu Kumari	B+	32	F	No	No	Applied Sc. (Physic)	9896352523	L-13, Staff colony, Uttawar
38	Smt. Manisha		36	F	No	No	Physics	9466360257	L-15, Staff colony, Uttawar
39	Smt. Ravita	B+	34	F	No	No	Physics	9468445959	L-10, Staff colony, Uttawar
40	Smt. Reena	B+	32	F	No	No	Math	9416238889	Staff Colony, Uttawar
41	Sh. Ajay Kumar	AB+	36	M	No	No	Math	9416419684	Palwal
42	Smt. Chhavi Vasisth	B+	31	F	No	No	English	9467682256	Hathin
43	Sh. Najib-ul-Hasan	B+	38	M	NO	NO	Civil Engg	9013537116	Punahanana
44	Smt. Pooja Verma	B-	26	F	No	No	Civil Engg	9466018242	Staff Colony
45	Smt. Chhavi Goyal	A+	29	F	No	No	Civil	8901411949	Palwal
46	Sh. Satish Kumar Jha	O+	33	M	No	No	Civil	9050212748	VPO- Uttawar
47	Sh. Vijender Singh Dhull	O+	29	M	No	No	Civil	9991264418	Raniyala Khurd
48	Sh. Nawal Singh	O+	53	M	No	No	Workshop	9812271449	Hathin



1.3Details of Non-teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Duty they perform	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Contact No.	Address
1	Sh. Amit Kumar	Clerical	A+	29	M	No	NO	8901399601	Sohana, Gurgaon
2	Sh. Mukesh Kumar	Clerical	O+	32	M	No	No	9991982297	Staff Colony
3	Sh. Narender Kumar	Clerical	O+	31	M	No	No	9050416077	Sayaroli, Palwal
4	Sh. Rajesh Yadav	Clerical	O+	38	M	No	No	9466781175	Staff Colony, Uttawar
5	Sh. Keshav Dutt Sharma	Clerical	A+	37	M	No	No	9991175733	VPO- Bahin (Palwal)
6	Smt. Babita	Steno	B+	30	F	No	No	9466334722	Staff Colony, Uttawar
7	Sh. Randhir Singh	Steno	AB+	40	M	No	No	9466039400	Prithla, (Palwal)
8	Sh. Rajesh	W/Instructor	B+	40	M	No	No	9466304528	Staff Colony, Uttawar
9	Sh. Parveen	W/Instructor	B+	32	M	No	No	9813534956	Staff Colony, Uttawar
10	Smt. Anita	W/Instructor	B+	28	F	No	NO	8053130764	Staff Colony, Uttawar
11	Sh. Deshraj	W/Instructor	O+	41	M	No	No	9812255462	Staff Colony, Uttawar
12	Sh. Prem Singh	W/Instructor	O+	42	M	NO	No	9466386755	Hathin
13	Sh. Mukesh Sharma	W/Instructor	B+	32	M	No	NO	9416942028	Hathin
14	Sh. Madhav Singh	W/Instructor	AB+	40	M	No	NO	9416633141	Hathin
15	Sh. Virender Singh	W/Instructor	O+	35	M	No	No	9541212616	Staff Colony, Uttawar

16	Sh. Bhim Raj	W/Instructor	A+	41	M	No	No	9813760789	Staff Colony, Uttawar
17	Sh. Anwar Hussain	W/Instructor	AB+	47	M	No	No	9991870057	Roop Nagar Natauli (Palwal)
18	Sh. Satinder Malik	Jr. Librarian	A+	37	M	No	No	9466571131	Staff Colony, Uttawar
19	Sh. Ravinder Kumar	Jr. Programmer	O+	35	M	No	Physical Handicapped	9467942331	Staff Colony, Uttawar
20	Sh. Vishal Keshwar	Labortary Asstt.	AB+	35	M	No	No	98996060795	Staff Colony, Uttawar
21	Smt. Sonia Garg	Labortary Asstt.			F	No	No		
22	Sh. Ali Sher	Driver	B+	42	M	No	No	9813260786	
23	Sh. Sher Mohd.	Driver	B+	45	M	No	No	9466037936	<del>VDO</del> VPO- Uttawar
24	Sh. Surender Singh	Library Asstt.	AB+	36	M	No	No	9813338570	VPO- Hathin
25	Sh. Balwan Singh	Electrician	AB+	42	M	No	No	9813510554	Staff Colony, Uttawar
26	Sh. Haroon	Attendant	B+	57	M	No	No	9671870063	VPO- Uttawar
27	Sh. Umar Mohd.	Attendant	B+	49	M	No	No	9991481186	VPO- Uttawar
28	Sh. Balkar Singh	Peon			M	No	No		
29	Sh. Pale Ram	Peon		56	M	No	No	9896846518	GP, Nilokheri
30	Sh. Sagoon	Dispatcher (Peon)	B+	37	M	No	No	9416078386	VPO- Malai
31	Sh. Tofik Hasan	Peon	O+	37	M	No	No	9813100288	VPO- Pavsar, Palwal
32	Sh. Omperkash	Sweeper	B+	50	M	No	No	8685095618	Staff Colony, Uttawar
33	Sh. Sumbhari	Sweep[er	O+	48	M	NO	No	-----	Staff Colony, Uttawar

34	Sh. Hira Nand	Sweeper		45	M	No	No		Staff Colony, Uttawar
35	Sh. Ibrahim	Chowkidar	B+	58	M	No	NO	9050889925	VPO- Malai, Palwal
36	Sh. Surja Ram	Chowkidar		51	M	No	No	9991315366	GPW, Ambala
37	Smt. Imerti Devi	Mali Cum Beldar	O+	50	F	No	No	9991445228	Staff Colony, Uttawar
38	Sh. Idu Khan	Mali Cum Beldar	A+	49	M	No	No	9813574380	Staff Colony, Uttawar
39	Sh. Nanwa	Mali Cum beldar		54	M	No	No	9813241902	Staff Colony, Uttawar
40	Sh. Rang Lal	Daftari	B+	55	M	No	No	999235864	Janacholi (Palwal)

### 1.4 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No)- No												
		Storey	Double												
2	Year of Construction (Give details if constructed in parts)	W/Shop-1992 Boys Hostel-1993 New Teaching Block – 1998 & Girls Hostel-2012													
3	Play Ground Area	Approx-14000m2 in which 50% area is covered with trees.													
4	Block Details	Teaching Block (Mech/ECE/OMCA/App.Sc./Admn. Block)													
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Home Science lab/Conf. Room/Lab	Music Room /Lab
	Ground Floor	03	08	01	--	02	01	--	02	02	01	1	2	01	-
	1 <sup>st</sup> Floor	08	02	-	-	02	01	-	02	02	02	-	2	0	2
	2 <sup>nd</sup> Floor	04	01	01	-	02	01	-	02	02	02	-	2	2	2
	3 <sup>rd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	15	11	02		06	03		06	06	05	1	6	3	4
		Map													

		Pharmacy Block													
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Science lab	Fire Extinguishers
	Ground Floor			-	-	-	-	1	1	1	-	-	3	-	-
	1 <sup>st</sup> Floor	2	1	1	1	1	1	1	1	1	1	1	4	-	-
	2 <sup>nd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3 <sup>rd</sup> Floor	-		-	-	-	-	-	-	-	-	-	-	0	-
	Total	2	1	1	1	1	1	2	2	2	1	1	7	0	0
5	Location of Laboratories  a. Chemistry Lab  b. Physics Lab  c. Biology Lab  d. Computer Lab  e. Medical Room (Location and no. Of beds)														
6															



		Hostel (Girls)							
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Computer area	Gym	Mess	Staff
	Ground Floor	09	-	03	NIL	1	NIL	NIL	NIL
	1 <sup>st</sup> . Floor	13	-	03	NIL	1	NIL	NIL	NIL
	2 <sup>nd</sup> Floor	15	-	03	NIL	1	NIL	NIL	NIL
	Total	51	-	12	NIL	3	NIL	NIL	NIL
10		Auditorium: (NIL)							
		Incharge Name and contact number							
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets	
	Ground Floor	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
	Ist Floor	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
	2 <sup>nd</sup> floor	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
11	Location of								
	1. Medical Room/ Dispensary	Pharmacy							
	2. Canteen/ Cafeteria	Near Civil Block							
	3. Staff Parking	NA							
	4. Student Parking	Main Gate							
	5. Play ground	Near Boys Hostel							

	6. NSS Office	W/Shop
	7. NSC Office	W/Shop
	8. Security office	Main Gate
12	Playground size and open ground	Approx-14000m2 in which 50% area is covered with trees
13	College Maps	<ol style="list-style-type: none"> <li>1. Attach College Location Map (showing major landmarks)</li> <li>2. Attach College Building Map (showing College campus and building layout)</li> <li>3. Attach College Floor Maps (showing floor wise layout)</li> </ol>

#### 2.5Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Sh. Ravinder Kumar	36	M		Orthopedically Handicapped



## 2.Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis

### 2.1Detailed History of Disaster/Accidents in College

Sr. No.	Disaster/Accidents/ strike	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured
	N0	N0	N0	N0

### 2.2Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents		Road Accident (main road in front of Institute)
Flood		NA
Earthquake		In rare case
Building collapse		NA
Epidemic / Contagious disease		NA
Fire		NA
Heat Wave		NA
Cold Wave		NA
Industrial / Chemical hazard		NA
Stampede		NA
Animal Bite		Possible (There are many monkeys in the Institute)
Snake Bite		NA
Food Poisoning		NA

Others (specify)		NA
College strikes		NA

### 2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	Nuh Hodal Road, Uttawar
1.	Gas cylinders	Pharmacy Labortries
2.	Other fuel (petrol/diesel/kerosene etc.)	Generator Room
3.	Chemical bottles	Pharmacy Laboratories
4.	Main Electrical Boards	Near Workshop
5.	Hanging Electrical Wires	<u>NA</u>
6.	Suspended Ceilings	<u>NA</u>
7.	Unfixed Almirah/cabinets	<u>In all offices</u>
8.	Unfixed wall Frames	<u>NA</u>
9.	Doors/ Windows	<u>Class rooms &amp; Laboratories</u>
10.	Open drains/ gutter	<u>NA</u>
11.	Trees	<u>In the field (Play ground</u>
12.	Defected staircases	<u>NA</u>
13.	Severely cracked walls	<u>NA</u>
14.	Others (specify)	
	Outside College	
1	Trees	<u>Agriculture land of villagers</u>
2	Power Lines	
3	Towers	<u>2</u>
4	Others (specify)	

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	<u>09</u>	
2.	Old age people if any	<u>NA</u>	
3.	Students with special medical concerns	<u>NA</u>	

4.	Teaching/Non-teaching staff with ill health	<u>NA</u>
5.	Others (specify)	

## 2.5 Capacities

### 2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	No	No	No	Sh. S.B. Jangra	9416066964
NSS (Yes/No)	No	No	No	Sh. Parveen	9813534956
Scout & Guide(Yes/No)	No	No	No	No	NO

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc.

Sr. No	Name of Person	Expertise in	Teacher/ Student	Standard	Contact No.
	NIL				
		NIL			
			NIL		
				NIL	

Blood Donation Camps organized at college:

A. Details of incharge – Sh. Dalbir Singh

B. Details of Blood donors -NA

Details of Health Checkup Camps organized at college: Pharmacy Block at Institute Level. 2013-14

## 2.5.2 Resource Inventory

### A. Equipments within College and also nearby college :

Sr. No.	List of Items	Details of the item	Person Incharge	Contact No. of the person in charge
1.	First Aid Kits	Complete First Aid Kit	O/I Pharmacy	9467605049
2.	Fire Extinguishers	1	W/Supdtt	
3.	Sprinkler System	Nil		
4.	Ladder (Nos. and Length)	3, 20Fit	Electrician	
5.	Rope (Nos. and Length)	20Metre	O/I Sports	
6.	Stretchers	Nil	NIL	
7.	Torches	06	O/I Securty	
8.	Hammers	20	W/Supdtt.	
9.	Generators / UPS	2	Sh. Balwan Singh	
10.	Floor Carpets/ Daris	10	All Heads each	
11.	Blankets	02	O/IGuest house	
12.	Others			

### B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	Mike-8
2	Wireless sets (if nearby Police Station)	NA
3	Landline telephone	1
4	Internet Facility	Yes 2mbps lease line
5	Fax	NA
6	Other	

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	NA
2	4 wheelers (personal)	Jeep
3	2 wheelers (personal)	NA
4	Other vehicles	NA

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	8Kms		Hathin
2	BDPO/ MC of the area	08 Kms.		Hathin
3	Police Station/Police Post	½ Km.		Uttawar
4	Fire Station	22Kms		Palwal
5	Primary Health Centre (PHC)	1/2Kms		Uttawar
6	Community Health Centre (CHC)	08 Kms		Hathin
7	Hospital (Public)	08kms.		Hathin
8	Hospital (Private)	08Kms.		Hathin
9	Ambulance Services	08 Kms.		Hathin
10	District Control Room	22Kms.		Palwal
11	Other Colleges	22Kms.		Palwal
12	NGO	NA		

## 2. Response Mechanism

### A. Roles and Responsibility of College Disaster Management Committee (CDMC)

- Help College in preparation & evaluation of Disaster Management Plan
- Look into structural safety of College
- Work out financial aspects of preparedness & mitigation measures.
- Arrange conduct of Mock Exercises on various types of disasters twice a year.  
During disaster, help in coordinating various groups and teams

#### Suggested list for College Disaster Management Committee

Sr. No.	Designation	Role in CDMC
1.	Principal/Head of the College(Compulsory)	Chairperson
2.	Senior Lecturer/Teacher (Compulsory)	Vice Chairperson

3.	Science Lecturer/ Teacher	Member
4.	Social Science Lecturer/ Teacher (preferably Geography)	Member
5.	Physical Education/ Sports Teacher	Member
6.	NSS Boys ANO	Member
7.	NSS Girls ANO	Member
8.	NCC Boys Coordinator	Member
9.	NCC Girls Coordinator	Member
10.	4 students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)	Member
11.	Representative from Revenue and Disaster Management Department/District Administration/ Municipal Corporation	Member
12.	Representative from Fire Services (from closest Fire Station)	Member
13.	Representative from Police department (from closest Police Station)	Member
14.	Representative from Health Department (local Doctor)	Member
15.	A warden from Civil Defence	Member
16.	Representative from Panchayat	Member
17.	Representative from NGOs	Member

#### College Disaster Management Committee

Sr. No.	Name	Designation	Designation in CDMC	Contact No	Residential Address
1	Sh.R.C. Yaduwanshi	Principal	Chairperson	9416215444	Hodel
2	Sh. Keshi Ram	Sr, Lecturer	Vice Chairperson	9416374274	Palwal
3	Sh. Ashok Kumar	Sr. Lecturer	Member	9416269504	Uttawar
4	Sh. Vishal Keshawar	Lab. Asstt.	Member	9468088489	Uttawar
5	Sh. S.B. jangra	W/Supdtt.	Member	9416066964	Hathin
6	Sh. Parveen Sangwan	W/Instructor	Member	9813534956	Uttawar

#### B. Teams Under CDMC

1. Building Safety team/ Committee: Responsible for Safety Audits, Repairs and maintenance, maintenance of fire extinguishers, electrical appliances etc.
2. Anti Ragging Committee: Responsible for maintaining discipline and managing issues related to ragging.
3. Early warning, Communication & Awareness Generation Team

#### Composition

- Mass Communication experts and students
- Geography Teacher
- Art & Craft Teacher.
- Drama & Music Teacher.

- 1-2 parents (working with media/NGO)
- 1-2 students (good speaker & creative).

Roles and responsibilities:

- Keep track on weather reports, Hazard information
- Generate early warning based on relevant information
- Maintain communication before, during and after disasters within and outside the college.
- Conduct awareness programs. (Through IEC material, Rally, College level drawing/debate competitions, Street play, Exhibitions, Hoardings, Audio Visual Show etc).
- Conduct training programs by bringing in experts.
- Display of evacuation routes at different critical location.
- Display of emergency numbers for various departments.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Keshi Ram	M	Sr. Lecturer	9416374274	GPES, Uttawar
2	Sh. Ashok Kumar	M	Sr. Lecturer	9416269504	GPES, Uttawar
3	Sh. Dalbir Singh	M	Lecturer	9467605049	GPES, Uttawar
4	Sh. S.K.Walia	M	Sr. Lecturer	9416944313	GPES, Uttawar
5	Sh. M.N. Hasan	M	Lecturer	9013537116	GPES, Uttawar

4. Evacuation Team

Composition

- All non teaching staff members
- One Teaching staff member for supervising the team

Roles and responsibilities:

- Identify safer locations and routes.
- Prepare College location map and floor maps of the College
- Prepare evacuation plan in consultation with College disaster management committee
- Practice Duck, Cover & Hold at first sign of earthquake.
- Ensure evacuation in a disciplined manner along designated evacuation route.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Virender Singh	M	Instructor	9541212616	GPES, Uttawar
2	Sh. Bheem Raj	M	Instructor	9813760789	GPES, Uttawar
3	Sh. Parveen	M	Instructor	9813534956	GPES, Uttawar
4	Sh. Rajesh	M	Instructor	9466304528	GPES, Uttawar
5	Sh. Nanwa	M	Peon	9813241902	GPES, Uttawar

#### 5. Fire Safety Team – Not arranged

##### Composition

- Teaching staff of two for each block/ building for supervising
- Non teaching staff for maintenance of fire extinguishers
- Students trained in fire safety in every building/ block

##### Roles and responsibilities:

- Proper maintenance of fire extinguishers. (Check the expire date)
- Ensuring proper fire extinguishers for proper site.
- Monitoring the electric supply points.
- Switch of the main power if possible.
- Members of this team should be able to carry and use fire extinguishers.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Devender Singh	M	Lecturer	8607126526	GPES, Uttawar
2	Sh. Vikas Arora	M	Lecturer	9813558011	GPES, Uttawar
3	Sh. Madhav Singh	M	Instructor	9416637141	GPES, Uttawar
4	Sh. Rajesh	M	Instructor	9466304528	GPES, Uttawar
5	Sh. Sunil Kumar	M	Student		GPES, Uttawar

#### 6. Search and Rescue Team

##### Composition



- Physical Education Experts
- NCC/NSS/Scouts & Guides Teacher.
- Fire Services representative
- Able bodied students like from NCC and NSS and others

Roles and responsibilities:

- After everyone is out take a round around the campus to see if anybody is left behind. (Note: not to go near the effected of danger zone).
- If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.
- If any students are trapped identify if possible the areas where they are trapped.
- Brief the Emergency Response Team about the situation.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. S.B. Jangra	M	W/Supdt.	9416066964	GPES, Uttawar
2	Sh. Parveen	M	W/Instructor	9813534956	GPES, Uttawar
3	Sh. Vishal	M	Lab. Asstt.	9468088489	GPES, Uttawar
4	Sh. Shiv Kumar	M	Lecturer	9466935967	GPES, Uttawar
5	Sh. Omperkash	M	Sweeper		GPES, Uttawar

7. First Aid Team

Composition

- College doctor/ Dispensary incharge
- College Nurse.
- St. John/Red Cross volunteers.
- Anganwadi workers/ANM
- 1-2 parents (doctors)
- Students and staff trained in first aid.

Roles and responsibilities:

- Administer first aid and record all cases & treatment.
- Accompany search & rescue teams during search.
- Help in evacuating seriously injured.
- Aid the physically handicapped.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Dalbir Singh	M	Lecturer	9467605049	Staff colony
2	Smt. Renu	F	Lecturer	9812915108	Staff Colony
3	Smt. Pooja Saini	F	Lecturer	8930490309	Staff Colony
4	Sh. Shiv Kumar	M	Lecturer	9466935967	Hathin
5	Sh. Vishal	M	Lab. Asstt.	9468088489	College Campus

8. Coordination Team-  
Composition

- Members from CDMC
- NCC/NSS/Scouts & Guides Coordinator.
- College security guards

Roles and responsibilities:

- Over all coordination of activities under CDMC
- Facilitate and coordinate with other teams.
- To avoid chaos during disasters.
- Systematically move the students to the safety zone.
- If it is an earthquake situation, make them wait in the classrooms and instruct them to be under the table till the tremors are over.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. S.B. Jangra	M	W/Supdtt.	9416066964	GPES, Uttawar
2	Sh. Narender Kumar	M	Clerk	9050416077	GPES, Uttawar
3	Sh. Vishal	M	Lab. Asstt.	9468088489	GPES, Uttawar
4	Sh. Dharamveer	M	Lecturer	9992021487	GPES, Uttawar
5	Sh. Tofik	M	Peon	9813100288	GPES, Uttawar

9. Water and Sanitation Team

### Composition

- Member of Building maintenance committee
- NCC/NSS/Scouts & Guides students.
- All fourth class staff members

### Roles and responsibilities:

- To ensure safe drinking water to everybody.
- Proper maintenance of the available water resources.
- Cleanliness of the College and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. M.N. Hasan	M	Lecturer	9013537116	GPES, Uttawar
2	Sh. Satish Kumar Jha	M	lecturer	9050212748	GPES, Uttawar
3	Sh. Rajesh	M	W/Instructor	9466304528	GPES, Uttawar
4	Sh. Sumbhari	M	Sweeper		GPES, Uttawar
5	Sh. Hira Nand	M	Sweeper		GPES, Uttawar

### 10. Bus/Road Safety Team- Not Arranged

#### Composition

- Teacher (traveling in respective buses).
- Student getting down at last stop.

#### Roles and responsibilities:

- Maintenance of first aid kits in college buses
- Pull over to side of road, if possible in open
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/College authorities
- Ensure special need students are assisted
- Assist giving first aid to injured students
- Establish communication with College Control Room

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. GC Sharma	M	Lecturer	9416833728	GPES, Uttawar
2	Sh. Tara Chand	M	Lecturer	9813169538	GPES, Uttawar
3	Sh. Vijender Dhull	M	Lecturer	9991264418	GPES, Uttawar
4	Sh. Madhav Singh	M	Instructor	9416637141	GPES, Uttawar
5	Sh. Randhir Singh	M	Steno	9466039400	GPES, Uttawar

### 3. Mock-Drill

Mock drills are the way of testing the College Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the College should invite the Fire Service Officers, doctors from Health Department, trainers from Red-Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

#### Earthquake drill:

1. Practice drop, cover and hold.
2. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
3. Evacuate College in less than 4 minutes using different exits.
4. Look out for friends.
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

#### Fire Drill:

1. Evacuate from classroom.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate classroom in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the classroom.
6. Evacuate College in less than 4 minutes using different exits/fire exits.
7. Look out for friends.
8. Perform head counts when reach at assembly area.
9. Help those who need assistance.

#### 4. Assessment check list

##### A. Fire Safety Assessment

1. Are fire extinguishers installed in the college?
2. Are they in working condition?
3. Are students and teachers trained to use fire extinguishers?
4. Are they located at appropriate positions (hazardous locations)?
5. Are they placed at appropriate height (accessible height)?
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by students and teachers?
8. Is hydrant point in the college?
9. Are there Sand Buckets in the college? (specify in Numbers)
10. Are there Water Buckets in the college? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the students & teachers?
12. Are do's and don'ts displayed at appropriate locations?
13. Are emergency contact numbers displayed at appropriate locations?
14. Are College maps and escape routes displayed at appropriate locations in the college?
15. Is the emergency exit door present in the college?
16. Do you dispose flammable scrap at proper sight regularly?
17. Are the Fire Safety Norms followed in the college?
18. Is fire safety audit conducted annually?

(Attach fire safety audit report)

##### B. Electrical Safety Assessment

1. Is the central shutdown system in place?
2. Has the MCB system been installed?
3. Are the wires coated with insulating material?
4. Are receptacles installed to cover live wires?
5. Are electrical equipments and wires checked and replaced (if required) at every six months?

6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the college?
8. Is any defective electrical equipment in use in the college?

Specify:

9. Are there any lives wires lying or tangled in open?
10. Is any plug point used for multiple loads?

Specify at how many points:

(Attach electric safety audit report)

#### C. Non Structural Safety assessment

1. Are the cabinets/*almirahs* placed away from exit doors?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desk placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?
6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?

#### D. Structural Safety assessment

1. How old is College building?
2. Is building structure earthquake resistant?
3. Is there any portion in the building which shows sign of cracks?  
If yes, specify the locations
4. Are the Building Safety Norms followed in the college?
5. Has the building safety audit conducted by the structural engineer?  
(Attach building safety audit report)

## Annexure

- A. Incident Response System for college
- B. List of Volunteer blood donors in college like students or staff members with contact details
- C. College evacuation maps
- D. Emergency contact numbers for district administration
- E. Contact numbers of all IRS members
- F. List of teaching and non teaching staff
- G. Contact details of all team supervisors