

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department  
Government of Haryana**

**COLLEGE DISASTER MANAGEMENT PLAN  
TEMPLATE  
2014-15**

---



**CENTRE FOR DISASTER MANAGEMENT  
HARYANA INSTITUTE OF PUBLIC ADMINISTRATION  
GURGAON**

## 1. College Profile

### 1.1 College Details

1.	Name of the College	Dronacharya Govt. College New Railway Road, Gurgaon	
2.	College Code/Id	11	
3.	Address	Dronacharya Govt. College New Railway Road, Gurgaon	
		Telephone	0124-2320322
		Fax	-
		E-mail	dgcgurgaon@gmail.com
4.	Name of the Principal	Shri Gyanendra	
5.	Contact Details	Telephone	0124-2320322
		Mobile	9818134890
		E-mail	dgcgurgaon@gmail.com
6.	Nodal Officers for Disaster Management: NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details:  Kavita Sehrawat Shri Sunil Dabas	E-mail id:
7.	Type of College	Co-Educational	
8.	College Timings	9.00 AM to 4.00 PM	
	Science	-DO	
	Commerce	-DO	
	Humanities	-DO	
9.	Total Students	Boys: 1897 Girls: 1022	Total: 2919
10.	<b>Total Streams/Courses</b>	<b>Students Male</b>	<b>Students Female</b>
	MA	35	110
	M.Com	29	88
	BA	518	284
	B.Sc	149	46
	B.Com	456	259
	BBA	224	67
	Mass. Communication	9	8
	BCA	258	38
11.	<b>Teaching Staff (Subject/Department)</b>	<b>No. of Male</b>	<b>No. of Female</b>
	Botany	-	-
	Chemistry	-	-
	Physics	-	-
	Zoology	-	-
	Microbiology	-	-
	Bio-Tech	-	-
	Computer	1	-
	Commerce	2	3
	English	1	8

	Mass. Communication	-	1		
	Geography	1	2		
	Hindi	-	1		
	History	-	2		
	Home Science	-	-		
	Def Studies	-	-		
	Music Vocal	-	-		
	Music Instrumental	-	-		
	Philosophy	-	-		
	Physical Education	-	-		
	Political Science	-	1		
	Psychology	1	1		
	Public Administration	-	-		
	Punjabi	-	-		
	Sanskrit	-	-		
	Maths	1	-		
	BTM	-	1		
	Eco	3	-		
	<b>Total</b>	<b>10</b>	<b>20</b>		
12.	<b>Non-Teaching Staff</b>	<b>No. of Male</b>	<b>No. of Female</b>		
	Deputy Supdt.	1	-		
	Assistant	1	-		
	Clerk	-	-		
	TWI	-	-		
	Steno	-	-		
	JLA	1	-		
	LA	2	-		
	Chowkidar	2	-		
	Peon	-	-		
	Mali	-	-		
	T/Player	-	-		
	Sr. Librarian	-	-		
	Restorer	-	-		
	Lib A	1	-		
	SLA	-	-		
	Computer Inst.	-	2		
	Waterman	-	-		
	<b>Total</b>	<b>7</b>	<b>2</b>		
13.	No. of differently abled persons		<b>Students</b>	<b>Teaching Staff</b>	<b>Non-Teaching Staff</b>
		<b>Male</b>	<b>1897</b>	10	7
		<b>Female</b>	<b>1022</b>	20	2
		<b>Total</b>	<b>2919</b>	<b>30</b>	<b>9</b>

**1.1.1 Details of Teaching Staff-Permanent and contractual (add additional sheet if needed):**

Sr. No.	Name Sarv. Sh./Smt.	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1.	Narendra Kumar	O+	51	M	No	No	Principal		
2.	Nagina	B+	54	F	No	No	English		
3.	Jyoti Singh		55	F	No	No	English		
4.	Poonam Chaudhary	O+	53	F	No	No	English		
5.	Alka Sharma	O+	41	F	No	No	English		
6.	Kulwant Singh	O-	50	M	No	No	English		
7.	Sushma Sharma	O+	38	F	No	No	English		
8.	Rita Sharma	A+	38	F	No	No	English		
9.	Satyamanu Yadav	B+	55	M	No	No	English		
10.	R.K.Garg	A+	35	M	No	No	Geography		
11.	A.K.Verma			M	No	No	Maths		
12.	Moolchand	O+	49	M	No	No	Maths		
13.	Sandeep Yadav	B+		M	No	No	Economics		
14.	Jagdeep Singh	B+	37	M	No	No	Physical Education		
15.	Alka Gulati		33	F	No	No	English		
16.	Rajesh Singh		36	M	No	No	Political Science		
17.	Lalita	A+	36	F	No	No	Geography		
18.	RMS Yadav		36	M	No	No	Computer Science		
19.	Subhash		35	M	No	No	Hindi		
20.	Samidha Shikha		44	F	No	No			
21.	N.K.Kansal		33	M	No	No			
22.	Sadhna Rani		45	F	No	No			
23.	Manju Chauhan		38	F	No	No			
24.	Mahashweta Yadav		48	F	No	No			
25.	S.Mahendroo		47	M	No	No			
26.	Sunita Malik		55	F	No	No			
27.	Preeti Deshwal		47	F	No	No			
28.	Vandana Verma		55	F	No	No			
29.	Seema Singh		57	F	No	No			
30.	Achala Arora		49	F	No	No			
31.	Anupama Yadav		39	F	No	No			
32.	Vasudha Maitre		47	F	No	No			
33.	Vinita Sharma		38	F	No	No			
34.	Sangeeta Sharma		39	F	No	No			
35.	Gurvinder Kaur		41	F	No	No			
36.	Anoop Singh		49	M	No	No			
37.	Aruna Yadav		51	F	No	No			

## 1.2 College Building Details

1	Number of buildings in the college compound	Basement		Nil												
		Storey		Double												
2	Year of construction (Give details if constructed in parts)	2003														
3	Play Ground Area	4 Acre														
4	Block Details	<b>Area Block</b>														
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Rooms</b>	<b>Non-Teaching Staff Rooms</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab</b>	<b>Library</b>	<b>Drinking Water Points</b>	<b>Home Science Lab</b>	<b>Music Room</b>	
	Ground Floor	16	1	10	2	4	3	4	5	5	2	1	5	Nil	Nil	
	1 <sup>st</sup> Floor	5	Nil	5	1	2	3	2	2	2	2	1	1	Nil	Nil	
	2 <sup>nd</sup> Floor	2	Nil	2	Nil	1	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
	3 <sup>rd</sup> Floor															
	<b>Total</b>	<b>23</b>	<b>1</b>	<b>17</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>Nil</b>	<b>Nil</b>	
			<b>Map</b>													
			<b>Attached.</b>													

5.		<b>Science Block</b>														
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Rooms</b>	<b>Non-Teaching Staff Rooms</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab</b>	<b>Library</b>	<b>Drinking Water Points</b>	<b>Home Science Lab</b>	<b>Science Lab</b>	<b>Music Room</b>
	Ground Floor	2	Nil	2	2	2	1	3	1	1	Nil	Nil	1	Nil	3	Nil
	1 <sup>st</sup> Floor															
	2 <sup>nd</sup> Floor															
	3 <sup>rd</sup> Floor															
<b>Total</b>	2	Nil	2	2	2	1	3	1	1	Nil	Nil	1	Nil	3	Nil	
6.	Location of Laboratories	Block 'C'														
	a. Chemistry Lab	Block 'C'														
	b. Physics Lab	Block 'C'														
	c. Biology Lab															
	d. Computer Lab	Block 'A'														
	e. Medical Room (Location and no. of Beds)	Nil														
7.		<b>Science Block Map</b>														
		<b>Attached</b>														

--	--	--

8.	<b>Commerce Block</b>															
		Class Rooms	Office	Teaching Staff Rooms	Non-Teaching Staff Rooms	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab	Library	Drinking Water Points	Language Labs	Conference Room	
	Ground Floor	4	Nil	Nil	Nil	1	1	Nil	1-5	1-5	Nil	Nil	3	Nil	Nil	
	1 <sup>st</sup> Floor	4	1	1	Nil	1	1	Nil	1-5	1-5	Nil	Nil	Nil	Nil	Nil	
	2 <sup>nd</sup> Floor	2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	
	3 <sup>rd</sup> Floor															
<b>Total</b>	10	1	1		2			10	10			3				
9.	<b>Hostel</b>															
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Comput er Area	Gym	Mess	Staff							
	Ground Floor															
	1 <sup>st</sup> Floor			NIL				NIL								
	2 <sup>nd</sup> Floor															
	<b>Total</b>			NIL				NIL								
10.	<b>Auditorium : Multi Purpose Hall</b>															
	In charge Name and Contact Number- NIL															
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets								
	Ground Floor															
	1 <sup>st</sup> Floor			Nil		Nil										
	2 <sup>nd</sup> Floor															
11.	Playground size and open ground	4 Acre														

12.	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>
-----	--------------	---

**1.2.1 Details of Persons with Disability:**

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
	NIL			NIL	

**1.2.2 Details of Persons with Medical Concern (like Asthma, Diabetes, Cardiac Diseases etc.):**

Sr. No.	Name	Age	Sex	Standard and Section	Type of Medical Concern
				See Annexure 1.1.1	



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

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

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

### 2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High /Med /Low)	Possible causes
Road Accidents	Med	
Flood	Low	
Earthquake	Med	
Building collapse	Med	
Epidemic/Contagious disease	Med	
Fire	Low	
Heat Wave	Low	
Cold Wave	Low	
Industrial /Chemical Hazard	Low	
Stampede	Med	
Animal Bite	Low	
Snake Bite	Low	
Food Poisoning	Low	
Others (Specify)		
College Strikes	Low	

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

Sr. No.	Structural/Non Structural/ Non Structural Hazards	Location

<b>Inside College</b>		
1.	Gas cylinders	4
2.	Other fuel (petrol/diesel/kerosene etc.)	100 Ltrs
3.	Chemical bottles	50 bottles
4.	Main Electrical Boards	3
5.	Hanging Electrical Wires	Nil
6.	Suspended Ceilings	Nil
7.	Unfixed Almirah/cabinets	Nil
8.	Unfixed wall frames	Nil
9.	Doors/Windows	123/207
10.	Open drains/ gutter	Nil
11.	Trees	418
12.	Defected Staircases	Nil
13.	Severely cracked walls	Nil
14.	Others (Specify)	
<b>Outside</b>		
1.	Trees	-
2.	Power Lines	-
3.	Towers	-
4.	Others (specify)	-

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1	Handicapped Persons	2	1
2	Old age people if any	Nil	Nil
3	Students with special medical concerns	NIL	NIL
4	Teaching/Non-Teaching Staff with ill health	Nil	1
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)	Nil	Nil			
NSS (Yes/No)	Nil	Nil			

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

--	--	--	--	--	--

**Blood Donation Camps organized at college: 08**

**Details of Health Checkup Camps organized at college: 06**

### 2.5.2 Resource Inventory

**A. Equipments within College and also nereby college :**

Sr. No.	List of Items	Details of the item	Person Incharge	Contact No. the person incharge
1.	First Aid Kits	-		
2.	Fire Extinguishers	Nil		
3.	Sprinkler System	Nil		
4.	Ladder (Nos. and Length)	1		
5.	Rope (Nos. & Length)	1		
6.	Stretchers	Nil		
7.	Torches	Nil		
8.	Hammers	2		
9.	Generators / UPS	1		
10.	Floor Carpets / Daris	4 Daris		
11.	Blankets	Nil		
12.	Others			

**B. Communication Set up**

Sr. No.	Type of System	Total No.
1	Alarm/ Mike/ Sound System	-
2	Wireless sets (if nereby Police Station)	<b>1</b>
3	Landline Telephone	<b>1</b>
4	Internet Facility	<b>Yes</b>
5	Fax	-
6	Other	

### C. Transport Facilities

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

### D. Nearest Resources

Sr. No.	Nearest Resource	Distance in Kms	Contact No.	Address
1.	SDM of the area	5		
2.	BDPO/ MC of the area	5		
3.	Police Station / Police Post	2		
4.	Fire Station	5		
5.	Primary Health Centre (PHC)	50 Mtrs		
6.	Community Health Centre (CHC)	50 Mtrs		
7.	Hospital (Public)	50 Mtrs		
8.	Hospital (Private)	-		
9.	Ambulance Services	5		
10.	District Control Room	5		
11.	Other Colleges	5		
12.	NGO	-		

## Chapter 5. 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.

## **Chapter 6. Assessment check list**

### **A. Fire Safety Assessment**

- |     |   |     |
|-----|---|-----|
| 1.  | Are fire extinguishers installed in the college?                                      | NO  |
| 2.  | Are they in working condition?  | NA  |
| 3.  | Are students and teachers trained to use fire extinguishers?                          | NA  |
| 4.  | Are they located at appropriate positions (hazardous locations)?                      | NA  |
| 5.  | Are they placed at appropriate height (accessible height)?                            | NA  |
| 6.  | Are instructions indicated on extinguishers?  | NA  |
| 7.  | Is the language of instructions understood by students and teachers?                  | NA  |
| 8.  | Is hydrant point in the college?  | NO  |
| 9.  | Are there Sand Buckets in the college? (specify in Numbers)                           | NO  |
| 10. | Are there Water Buckets in the college? (specify in Number)                           | NO  |
| 11. | Is emergency fire fighting training and SOP disseminated to the students & teachers?  | NO  |
| 12. | Are do's and don'ts displayed at appropriate locations?                               | NO  |
| 13. | Are emergency contact numbers displayed at appropriate locations?                     | NO  |
| 14. | Are College maps and escape routes displayed at appropriate locations in the college? | NO  |
| 15. | Is the emergency exit door present in the college?                                    | YES |
| 16. | Do you dispose flammable scrap at proper sight regularly?                             | NO  |
| 17. | Are the Fire Safety Norms followed in the college?                                    | NO  |
| 18. | Is fire safety audit conducted annually?  | NO  |

(Attach fire safety audit report)

## B. Electrical Safety Assessment

- |     |   |     |
|-----|---|-----|
| 1.  | Is the central shutdown system in place?  | YES |
| 2.  | Has the MCB system been installed?  | YES |
| 3.  | Are the wires coated with insulating material?  | YES |
| 4.  | Are receptacles installed to cover live wires?  | NA  |
| 5.  | Are electrical equipments and wires checked and replaced (if required) at every six months?                   | NO  |
| 6.  | Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? | NA  |
| 7.  | Is the earthing properly done in the college?   | YES |
| 8.  | Is any defective electrical equipment in use in the college?  | NO  |
| 9.  | Are there any lives wires lying or tangled in open?   | NO  |
| 10. | Is any plug point used for multiple loads?  | NO  |

## C. Non Structural Safety assessment

- |    |  |                             |
|----|--|-----------------------------|
| 1. | Are the cabinets/ <i>almirahs</i> placed away from exit doors?   | YES                         |
| 2. | Are cabinets/ <i>almirahs</i> properly fixed to the wall?  | NOT ALL                     |
| 3. | Are these cabinets/ <i>almirahs</i> empty on the top?  | YES                         |
| 4. | Are desk placed with proper distance between them for easy movement?   | YES                         |
| 5. | Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation? | Except Administrative Block |
| 6. | Are fans and lights secured with ceiling?  | YES                         |
| 7. | Are bottles used for storing the chemicals in laboratories secured and protected against shattering?   | YES                         |

## D. Structural Safety assessment

- |    |  |                        |
|----|--|------------------------|
| 1. | How old is College building?   | Approximately 12 years |
| 2. | Is building structure earthquake resistant?  | NO                     |
| 3. | Is there any portion in the building which shows sign of cracks?<br>If yes, specify the locations            | NO                     |
| 4. | Are the Building Safety Norms followed in the college?   | NO                     |
| 5. | Has the building safety audit conducted by the structural engineer?<br>(Attach building safety audit report) | YES                    |

## Annexure

- |    |   |               |
|----|---|---------------|
| A. | Incident Response System for college  | NIL           |
| B. | List of Volunteer blood donors in college like students or staff members with contact details | NIL           |
| C. | College evacuation maps   | Under Process |
| D. | Emergency contact numbers for district administration   | 0124-2332363  |

- E. Contact numbers of all IRS members
- F. List of teaching and non teaching staff
- G. Contact details of all team supervisors

ALREADY GIVEN

ALREADY GIVEN