

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

**COLLEGE DISASTER MANAGEMENT PLAN**

**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. College Sector 1 Panchkula	
2.	College Code		
3.	Address	Govt. College Sector 1 Panchkula, Haryana	
		Telephone	0172-2560076
		Fax	0172-2563316
		Email	Gc_panchkula@yahoo.com
4.	Name of the Principal	Dr. S.P. Singh	
5.	Contact Details	Telephone	0172-2560076
		Mobile	
		Email	<a href="mailto:Gc.panchkula@yahoo.com">Gc.panchkula@yahoo.com</a>
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :	Email Id:
		Mrs. Sushila Malik Mr. Yashpal Singh Dr. Nirmal Boora Lt. Ram Mehar	
7.	Type of College	Co-ed.	
		English and Hindi	
8.	College Timings :	Science	9 am to 4 Pm
		Commerce	9 am to 4 Pm
		Humanities	9 am to 4 Pm
9.	Total Students	Boys: 1591	Total: 2434
		Girls: 843	
10.	Total Streams/ Courses	Students Male	Student Female
	MA	46	124
	M. Com	23	73
	BA	684	213
	BSC	355	152

	B.Com	518	158
	BBA	27	01
	Mass. Communication	32	25
	BCA	82	34
11.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female
	Botony	-	2
	Chemistry	-	4
	Physics	1	1
	Zoology	-	1
	Microbiology	-	1
	Bio-Tech	-	1
	Computer	-	2
	Commerce	5	4
	English	-	9
	Mass. Communication	2	-
	Geography	4	-
	Hindi	-	2
	History	1	2
	Home Science	-	2
	Def Studies	1	1
	Music Vocal	-	1
	Music Instrumental	-	1
	Philosophy	-	1
	Physical Education	2	1
	Political Science	2	1
	Psychology	-	4
	Public Administration	1	-
	Punjabi	-	1
	Sanskrit	-	1
	Maths	2	4
	Total		

12.	Non-Teaching Staff		No. Of Male	No. Of Female	
	Deputy Supdt.		-	1	
	Assistant		1	-	
	Clerk		2	1	
	TWI		-	1	
	Steno		-	1	
	JLA		4	-	
	LA		5	1	
	Chawkidar		2	1	
	Peon		3	1	
	Mali		2	-	
	T/ Player		1	-	
	Sr. Librarian		1	-	
	Restorer		-	1	
	Lib A		1	-	
	SLA		1	-	
	Computer Inst.		2	1	
Waterman		1	-		
Total					
11.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	2		1
		<b>Female</b>		1	
		<b>Total</b>	2	1	1

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

<b>Sr. No.</b>	<b>Name</b>	<b>Blood Group</b>	<b>Age</b>	<b>Sex</b>	<b>Medical Concerns like Asthma, Diabetes, BP etc.)</b>	<b>Disability if any</b>	<b>Standard &amp; Subject they teach</b>	<b>Contact No.</b>	<b>Residential Address</b>
1	<b>Dr. Renuka Dhyani</b>	<b>A+</b>	<b>38</b>	<b>F</b>			<b>English</b>	<b>9872663350</b>	
2	<b>Yashpal Singh</b>	<b>A+</b>	<b>35</b>	<b>M</b>	<b>Hearing Impairment</b>		<b>Commerce</b>	<b>9872422377</b>	
3	<b>Reeta Gupta</b>	<b>B+</b>	<b>48</b>	<b>F</b>	<b>Nil</b>		<b>Economics</b>	<b>8146139325</b>	
4	<b>Tarana Negi</b>	<b>O-</b>	<b>42</b>	<b>F</b>	<b>Nil</b>		<b>Zoology</b>	<b>9876146214</b>	
5	<b>Rani Bhalla</b>	<b>B</b>	<b>53</b>	<b>F</b>	<b>Nil</b>		<b>Maths</b>	<b>9872992783</b>	
6	<b>Inderjeet Kaur</b>	<b>B+</b>	<b>34</b>	<b>F</b>	<b>Nil</b>		<b>Commerce</b>	<b>8146710742</b>	
7	<b>Srupinder Mahal</b>	<b>AB+</b>	<b>48</b>	<b>F</b>	<b>Nil</b>		<b>Physical Education</b>	<b>8054261666</b>	
8	<b>Isha Goyal</b>	<b>B+</b>	<b>30</b>	<b>F</b>	<b>Nil</b>		<b>Commerce</b>	<b>9417759664</b>	
9	<b>Sudesh Kharab</b>	<b>O+</b>	<b>38</b>	<b>F</b>	<b>BP</b>		<b>Commerce</b>	<b>9467933185</b>	
10	<b>Anuja Gupta</b>	<b>A+</b>	<b>35</b>	<b>F</b>	<b>BP</b>		<b>Commerce</b>	<b>9417496404</b>	
11	<b>P.P Singal</b>	<b>B+</b>		<b>M</b>	<b>Diabetes , BP</b>		<b>Commerce</b>	<b>9467465871</b>	
12	<b>Kamla Chaudhari</b>	<b>B+</b>	<b>54</b>	<b>F</b>	<b>RA</b>		<b>English</b>	<b>9501680965</b>	
13	<b>Saroj Bishnoi</b>	<b>B+</b>	<b>54</b>	<b>F</b>	<b>Acute PIVD</b>		<b>Home Science</b>	<b>9316035416</b>	
14	<b>Mahavir Singh</b>	<b>AB</b>	<b>55</b>	<b>M</b>	<b>Nil</b>		<b>Physics</b>	<b>9416401361</b>	
15	<b>Richa Setia</b>	<b>B</b>	<b>48</b>	<b>F</b>	<b>BP</b>		<b>Micro Biology</b>	<b>9417579960</b>	
16	<b>Raman Kakar</b>	<b>O+</b>	<b>57</b>	<b>F</b>	<b>Nil</b>		<b>Chemistry</b>	<b>9780148996</b>	

17	Asha Jokhar	O+	51	F	Nil		Biotechnology	9646966399	
18	Shalini Malhotra	B+	39	F	Nil		Maths	9896764560	
19	Parmod Kumar	B+	58	M	Diabetes , BP		Botony	9888549927	
20	Vimla Kumari	B+	57	F	Diabetes, BP		English	9888086816	
21	Meenakshi Singh	A+	47	F	Nil		English	9888010239	
22	Alka Sharma	O+	40	F	Nil		Punjabi	9417738137	
23	Neeru Sood	AB-	56	F	Nil		Political Science	9316878940	
24	Dr. Priti Nath	B+	49	F	Nil		Commerce	9988213413	
25	Varun Singh Yadav	B+	35	M	Nil		Maths	9501243199	
26	Naveen	O+	32	M	Nil		Commerce	9468014959	
27	Dr. Priyanka		34	F	Nil		Geography	9812871449	
28					Nil			9417555376	
29					Nil				
30	Naveen Kumar	O+	40	M	Nil		Mass. Communication	9416232559	
31	R. C. Kapoor	B+	33	M	Nil		Commerce	9466041279	
32	Dr. Narender Siroobh	B+	42	M	Nil		Physical Education	9417184537	
33	Dr. Nirmal Boora	O+	47	F	Nil		English	8901493704	
34	Ms. Deepa	B+	34	F	BP		English	8288812273	
35	Dr. Harminder	A+	47	F	Nil		Maths	9417547544	

36	Dr. Sunita	A+	40	F	Nil		English	9417216275	
37	Kuldeep Singh	O+	52	M	Nil		History	9476872224	
38	Sultan Singh Dhull	B+	53	M	Nil		Geography	9417689651	
39	Prem Lata	A+	46	F	Nil		Def. Studies	9888343123	
40	Bhupinder Kaur	B+	46	F	Disc Problem		Zoology	9417097991	
41	Manisha	B+	34	F	Nil		Psychology	8146569231	
42	Anuradha	B+	49	F	Diabetes, BP		Physics	9814606769	
43	Ritu	B+	46	F	Nil		English	9876099222	
44	Parveen Walecha	O+	54	F	Nil		Chemistry	8968010963	
45	Madhu Mehta	A-	52	F	Nil		English	9876168577	
46	Kamlesh Kumari	B+	53	F	Diabetes		Hindi	9888678173	
47	Sarika	AB+	36	F	Visual		Music	947063132	
48	Kamlesh Rani	A+	54	F	Nil		Psychology	9888133068	
49	Baljinder Kaur	O+	53	F	Nil		Psychology	9846804648	
50	Ram Mehar Singh	O+	39	M	Nil		Physical Education	9463961345	
51	Inder	B	56	F	Diabetes, BP		Hindi	7814501076	



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

<b>Sr. No.</b>	<b>Name</b>	<b>Duty they perform</b>	<b>Blood Group</b>	<b>Age</b>	<b>Sex</b>	<b>Medical Concerns like Asthma, Diabetes, BP etc.)</b>	<b>Disability if any</b>	<b>Contact No.</b>	<b>Address</b>
1	Sunita Rani	All establishment work with S/ Books, ACRs , Dak Marking	O+	52	F	Bp		9915693802	
2	Satish Kumar	Salary, Grant etc...	O+	46	M			9878247793	
3	Yog Kumar	RTI Fees	B+	56	M			9815974548	
4	Vijay Kumar	Home Science, JLA	O+	55	M	Diabetes		0172-2552233	
5	Laxmi Rautela	B.Com Class, Computer and university work	B+	56	F	BP		9888863454	
6	Kamal Singh	Library	A+	55	M			9872652371	
7	Santar Pal	Lab	B+	50	M			9416698561	
8	Ramesh Chand	Chemistry Lab	A+	53	M	BP, Cad		8146583468	
9	Gaurav Kumar	BMC, BCA Lab	O+	31	M			9466632443	
10	Anita Sharma	Library	AB+	52	F			9417248081	

## 1.2 College Building Details

1	Number of buildings in the College compound	Basement	No												
		Storey	03												
2	Year of Construction (Give details if constructed in parts)	1992													
3	Play Ground Area	200mtres track area													
4	<b>Block Details</b>	<b>Arts Block</b>													
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</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	9	5	7	3	1	1	4	1	1	-	2	-	-	-
	1 <sup>st</sup> Floor	15	1	1	2	2	1	-	1	1	-	-	-	-	2
	2 <sup>nd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3 <sup>rd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	24	6	8	5	3	2	4	2	2	-	2	-	-	3
			<b>Map</b>												

		<b>Science Block</b>													
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</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>Science lab</b>	<b>Fire Extinguishers</b>
	<b>Ground Floor</b>	3	2	1	-	1	2	8	1	2	2	-	-	5	2
	1 <sup>st</sup> Floor	6	3	3	-	1	2	10	1	1	1	-	1	3	-
	2 <sup>nd</sup> Floor	3	8	8	-	1	2	6	1	1	-	-	-	7	1
	3 <sup>rd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	12	13	12	-	3	6	24	3	4	3	-	1	15	2
5	Location of Laboratories  a. Chemistry Lab  b. Physics Lab  c. Biology Lab  d. Computer Lab  e. Medical Room ( Location and no. Of beds)	Ground Floor of science block  First floor of science block  Second floor of science block  First floor of science block and ground floor of commerce block  Ground floor of Arts block ( one Bed)													
6		<b>Science Block Map</b>													

7	<b>Commerce Block</b>														
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</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>Language Lab</b>	<b>Conference Room</b>
	<b>Ground Floor</b>	-	-	-	1	2	1	1	1	1	2	-	-	1	-
	1 <sup>st</sup> Floor	3	-	1	-	1	1	-	-	-	-	-	-	-	-
	2 <sup>nd</sup> Floor	3	-	1	-	1	1	-	1	1	-	1	-	-	-
	<b>Total</b>	<b>6</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>-</b>
8	<b>Hostel</b>														
		<b>Room</b>	<b>No. of beds</b>	<b>Toilets</b>	<b>Fire Extinguisher/ first aid kit</b>	<b>Computer area</b>	<b>Gym</b>	<b>Mess</b>	<b>Staff</b>						
	<b>Ground Floor</b>	<b>16</b>	<b>18</b>	<b>10</b>	-	-	-	<b>1</b>	<b>5</b>						
	1 <sup>st</sup> Floor	12	24	6	-	-	-	-	-						
	2 <sup>nd</sup> Floor	11	24	6	-	-	-	-	-						
	<b>Total</b>	<b>33</b>	<b>66</b>	<b>22</b>	-	-	-	<b>1</b>	<b>5</b>						
9	<b>Auditorium: Multi Purposr Hall</b>														
	<b>Incharge Name and contact number</b>														
		<b>Sitting Capacity</b>	<b>No. of exits</b>	<b>No. of fire extinguishers</b>	<b>No. of windows</b>	<b>Staircase</b>	<b>Fire Exits</b>	<b>Toilets</b>							
	<b>Ground Floor</b>	<b>250</b>	<b>7</b>	<b>10</b>	<b>20</b>	<b>1</b>	-	<b>3</b>							
Ist Floor	250	2	-	-	-	-	2								

	2 <sup>nd</sup> floor	-	-	-	-	-	-	-
10	Location of 1. Medical Room/ Dispensary 2. Canteen/ Cafeteria 3. Staff Parking 4. Student Parking 5. Play ground 6. NSS Office 7. NSC Office 8. Security office	Ground Floor of Arts Block  Between Arts block and Boys Hostel(size 1200 Sq. Ft with capacity of 200 students)  In front of Admin Block and near Auditorium  Near entry gate of college and assembly hall and staff quarters  Adjoining Auditorium  Ground floor of Arts Block  Adjoining to NSS Office  -----						
11	Playground size and open ground							
12	College Maps	1. Attach College Location Map (showing major landmarks) 2. Attach College Building Map (showing College campus and building layout) 3. Attach College Floor Maps (showing floor wise layout)						

### 1.2.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
	Sarika	36	F	Music	Vision
	Sulekh	40	M	Tabla Player	Blind

**1.2.2 Details of person with medical concern (like Asthma, Diabetes, Cardiac Diseases etc):**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Standard and Section</b>	<b>Type of medical concern</b>
1	Anjali	45	F	Clerk	Diabetes
2	Pramod Aggarwal	58	M	Associate Professor	Diabetes
3	Ramesh	55	M	L. A	Cardiac
4	Naveen Sharma	30	M	A Professor	Colour Blindness
5	Aditya Khurana	41	M	Assistant Professor	Vision at night
6	Vijay Gupta	55	M		Cardiac
7	Saroj Bishnoi	55	F	Associate Professor	PIVD
8	Kamla Choudhary	55	F	Associate Professor	R.A. Cronic
9	Jasbir Kaur	50	F	Associate Professor	Blood Cancer
10	Mrs. Kamlesh	52	F	Associate Professor	Diabetes
11	Dr. Nirmal Boora	47	F	Associate Professor	Diabetes

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

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

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

### 2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	High	Due to non availability of speed breakers
Flood	Medium	
Earthquake	High	
Building collapse	High	
Epidemic / Contagious disease	High	
Fire	High	
Heat Wave	Medium	
Cold Wave	Medium	
Industrial / Chemical hazard	High	
Stampede	High/medium	
Animal Bite	High	
Snake Bite	High	
Food Poisoning	Medium	
Others (specify)	-	
College strikes	Low	

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

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside College</b>	
1.	Gas cylinders	Home Science Lab, Chemistry Lab and resident area
2.	Other fuel (petrol/diesel/kerosene etc.)	Generaer Set
3.	Chemical bottles	3 chemistry labs
4.	Main Electrical Boards	Unprotected in the college
5.	Hanging Electrical Wires	No
6.	Suspended Ceilings	No
7.	Unfixed Almirah/cabinets	In library, labs, officers and rooms
8.	Unfixed wall Frames	No
9.	Doors/ Windows	120/215
10.	Open drains/ gutter	10
11.	Trees	350
12.	Defected staircases	No
13.	Severely cracked walls	No
14.	Others (specify)	
	<b>Outside College</b>	
1	Trees	Not marked
2	Power Lines	2
3	Towers	Yes
4	Others (specify)	

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	4	3
2.	Old age people if any	No	
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health		
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)	34	34	68	Lt. Ram Mehar Singh Capt. Sushila Malik	9463961345 9463426994
NSS (Yes/No)	130	114	244	Mr. Yashal Singh Dr. Nirmal Boora	9872422377 8901493704

**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.
1	Narender Siwach	Sports	Teacher	Physical Education	9417184537
2	Lt. Ram Mehar	Sports	Teacher	Physical Education	9463961345
3	Mrs. Sarupinder	Sports	Teacher	Physical Education	

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

- A. Details of incharge on 29 Jan 2015 , 85 units collected
- B. Details of Blood donors incharge : Mr. Yashpal Singh
- C. Dr. Nirmal Boora

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

### 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	Yes	Sports and Dispensary	
2.	Fire Extinguishers	Yes		

3.	Sprinkler System	2	Mali	
4.	Ladder (Nos. and Length)	1		
5.	Rope (Nos. and Length)	1		
6.	Stretchers	Yes		
7.	Torches	Yes		
8.	Hammers	No		
9.	Generators / UPS	Generator		
10.	Floor Carpets/ Daris	Yes		
11.	Blankets	No		
12.	Others	-		

### B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	One (music Room)
2	Wireless sets (if nearby Police Station)	No
3	Landline telephone	One
4	Internet Facility	Yes
5	Fax	0172-2560076
6	Other	

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	No
2	4 wheelers (personal)	60
3	2 wheelers (personal)	80
4	Other vehicles	20

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	1		Mini Secretariat
2	BDPO/ MC of the	1		Mini Secretariat

	area			
3	Police Station/Police Post	<b>0.5</b>		<b>Sec 2 Panchkula</b>
4	Fire Station	<b>2.5</b>		<b>Sec 5 Panchkula</b>
5	Primary Health Centre (PHC)	<b>4</b>		<b>Old Panchkula</b>
6	Community Health Centre (CHC)	-		
7	Hospital (Public)	<b>1.5</b>		<b>Generl Hospital sec 6 Pkl</b>
8	Hospital (Private)	<b>3</b>		<b>Sec 12 A</b>
9	Ambulance Services	<b>1</b>		<b>Ospital Sec 6 Pkl</b>
10	District Control Room	<b>.2</b>	<b>100, 1077</b>	<b>Mini secretariat</b>
11	Other Colleges	<b>3.5</b>		<b>Sector 14 Panchkula</b>
12	NGO			

## Chapter 3. 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	Dr. S. P. Singh	Principal	Chairperson	0172-2560076	
2	Mrs. Saroj Bishnoi	Vice Principal	Vice Chairperson	9316035416	
3	Mr. Mahavir Singh	Associate Professor	Member		
4	Mrs. Sarupinder	Asst. Professor Phy. Edu	Member	8094261666	
5	Mr. Yashpal Singh	NSS Boys	Member	9872422377	

6	Dr. Nirmal Boora	NSS Girls	Member	8901493704	
7	Lt. Ram Mehar	Asstt. Rofessor	NCC Boys	9463961345	
8	Mrs. Sushila	Associate Professor	NCC Girls	9463426994	
9	4 NCC and NSS Boys		Member		
10	4 NCC and NSS Girls		Member		
11					
12					
13					

### 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
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1	Mr. Aditya Khurana	M	Mass. Communication	9216867888	
2	Mr. Sultan	M	Geography		
3	Mr. Ramesh Sharma				
4	Mr. Verma				
5					

#### 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	Sunita		Deputy Supdt.	9915693802	
2	Satish Kumar		Clerk	9878247793	
3	Yog Kumar		Clerk	9815974548	
4	Anjali Chand		Clerk	9417547428	
5	Mr. Khushi Ram		Clerk	9315830551	
6	Luxmi Reutela		TWI	9888863454	9779576016
7	Chand Ram		JLA		9417707255
8	Nirmal Kaushal		JLA		5146583468
9	Ramesh Chand		JLA		2552233

10	Vijay Kumar		JLA		7814220195
11	Yuv Raj		JLA		9466624516
12	Kuldeep Kumar		LA		950670026
13	Promila bEdi		LA		9569887409
14	Ram Pal		LA		9466632443
15	Gaurav Kumar		LA		9468429256
16	Surinder Singh		LA		9501119261
17	Advitya Kumar		LA		9492765628
18	Saudagar Singh		Chowkidar		9767754878
19	Ajaib Singh		Chowkidar		9468024379
20	Gurdarshan Singh		Chowkidar		9254245989
21	Gian Chand		Peon		9417606683
22	Raman Bedi		Peon		
23	Jagdev		Mali		9416108816
24	Sulekh Chand		T/ Player		9417377883
25	I.S. Kaushik		Sr. Lib		9417248081
26	Anita Sharma		Restorer		9872652371
27	Kamal Singh		Lib. A		

## 5. Fire Safety Team

### 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	R. P. Singal	M	Commerce	9467465871	
2	Mr. Subhash	M	Pol Science	9041565919	
3	Mrs asha	F	Chemistry	9646966639	
4	Mr. I. S. Kaushik	M	Sr. Librarian	9417377883	
5	Mr. Surinder	M	L.A.	9468429256	
6	Mr. Aditya	M	L.A.	9501119261	
7	Mr. Ramesh	M	JLB	8146583468	
8	Jai Narain	M	Pol. Science	9466950915	

## 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	Mr. Narender SIwach	M	Physical Education	9717184537	
2	Lt. Ram Mehar	M	NCC	94639961345	



3	<Mrs. Sushila Malik	F	NCC	9463426994	
4	Dr. Nirmal Boora	F	NSS	8901493704	
5	Mr. Yashpal Singh	M	NSS	9872422377	
6	Deepanshu NSS	M	B.Com. III	9466988581	
7	Monika NCC	F	BSC !		

## 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	Renuka Dhyani	F	English	9872667350	
2	Mrs. SUshila Malik	F	Philosophy	9463426994	
3	Lt. Ram Mehar	M	Phy. Education	9463961345	
4	Dr. nirmal Boora	F	English	8901493704	
5	Deepanshu	M	B.com III	9466988581	Student
6	<b>Gaurav</b>	M	M.com II	9888392769	Student
7	<b>Sarvjeet</b>	F	M. Com II		

## 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	Dr. S. P. Singh	M	Principal	0172-2560076	
2	Mrs. Saroj Bishnoi	F	Assistant Prof.	9316035416	
3	Mr. Mahavir Singh	M	Assistant Prof.	-	
4	Mrs. Sarupinder Mehal	F	Assistant Prof.	8094261666	
5	Yashpal Singh	M	NSS	9872442377	
6	Dr. Nirmal Boora	F	NSS	8901493704	
7	Lt. Ram Mehar	M	NCC	9463961345	
8	Mrs Sushila Malik	F	NCC	9463426994	

**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.	Name	Sex	Standard	Contact No.	Residential Address
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<b>No</b>					
1	Mrs Kamla Chaudhary		Assistant Professor	9501680965	
2	Mr. Rajic Chaudhary		Assistant Professor	9417555376	
3	Mr. Subhash		Assistant Professor	9041565619	
4	Ajaib Singh		Chowkidar	9467754878	
5	Gian Chand		Peon	9254245989	

### **10. Bus/Road Safety Team**

#### **Composition**

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

#### **Roles and responsibilities:**

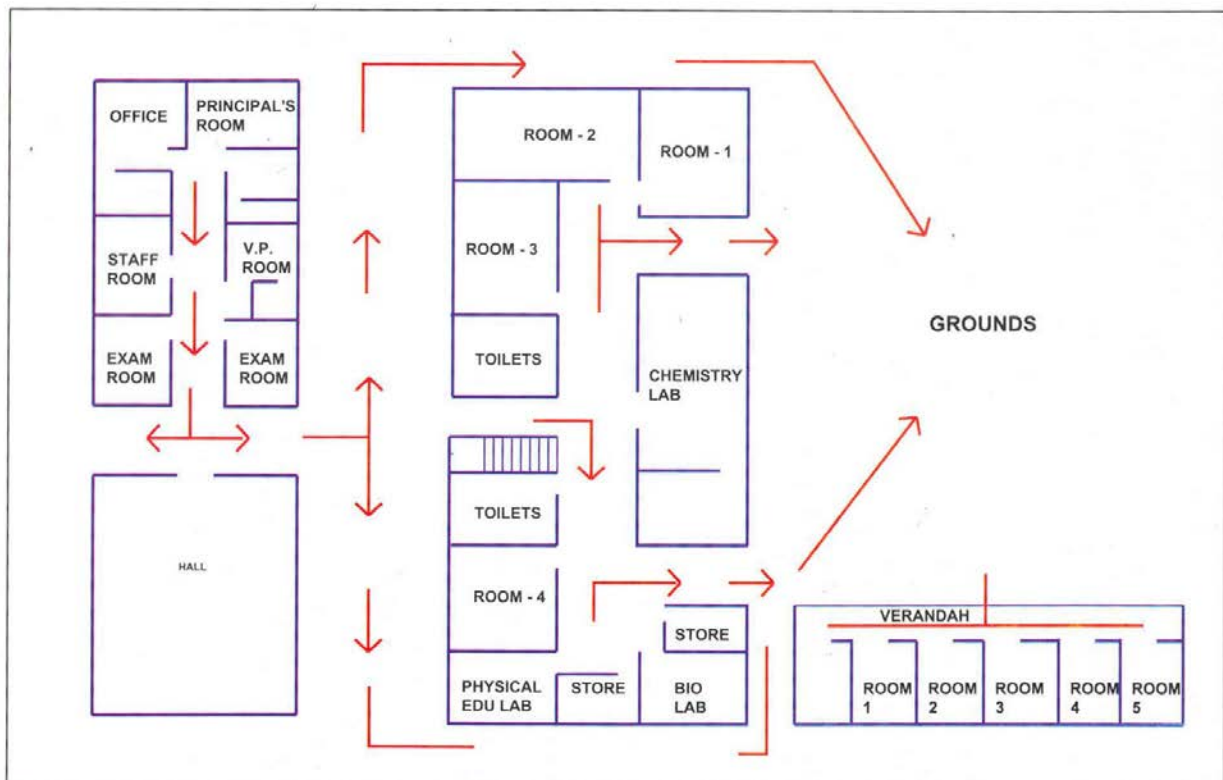
- Maintenance of first aid kits in college buses
- Pull over to side of road, if possible in open
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/College authorities
- Ensure special need students are assisted
- Assist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

<b>Sr. No</b>	<b>Name</b>	<b>Sex</b>	<b>Standard</b>	<b>Contact No.</b>	<b>Residential Address</b>
1					
2					
3					
4					
5					

## Chapter 4 Evacuation Plan

The evacuation team will identify the safer locations, safe evacuation routes, locations of the equipment like fire extinguishers, fire hydrant points, First-Aid kits etc. in the College and will mark on the floor maps and will prepare floor wise evacuation plan. Display maps prominently at the notice board at each of the floor.

Sample Floor Map showing safe evacuation routes



## **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)? N.A
5. Are they placed at appropriate height (accessible height)?N.A
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by students and teachers? N.A
8. Is hydrant point in the college? Yes
9. Are there Sand Buckets in the college? (specify in Numbers) No
10. Are there Water Buckets in the college? (specify in Number) 10
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? Yes
13. Are emergency contact numbers displayed at appropriate locations? Yes
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? Yes
17. Are the Fire Safety Norms followed in the college? Yes
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? Yes
5. Are electrical equipments and wires checked and replaced (if required) at every six months? Yes
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? Yes
7. Is the earthing properly done in the college? Yes

8. Is any defective electrical equipment in use in the college? No

Specify:

9. Are there any live wires lying or tangled in open? No

10. Is any plug point used for multiple loads? No

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? Yes
2. Are cabinets/*almirahs* properly fixed to the wall? Yes
3. Are these cabinets/*almirahs* empty on the top? Yes
4. Are desks 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? Yes
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? 30 years
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? Yes
5. Has the building safety audit conducted by the structural engineer?  
(Attach building safety audit report)

## **Annexure**

- H. Incident Response System for college
- I. List of Volunteer blood donors in college like students or staff members with contact details
- J. College evacuation maps
- K. Emergency contact numbers for district administration
- L. Contact numbers of all IRS members
- M. List of teaching and non teaching staff
- N. Contact details of all team supervisors