

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

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1. College Profile

1.1 College Details

1.	Name of the College	GOVT COLLEGE BARWALA (PKL)	
2.	College Code		
3.	Address	V.PO. BARWALA DISTT PANCHKULA	
		Telephone	01733-256945
		Fax	01733-257035
		Email	govt.gcbarwala@gmail.com
4.	Name of the Principal	Dr. Anita Singh	
5.	Contact Details	Telephone	01733-256945
		Mobile	9417192787
		Email	anita.redhu@gmail.com
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :	Email Id:
		8901110717	-----
		9766369842	-----
		9416345324	partapsingh15@gmail.com
7.	Type of College	Boys / Girls / Co-ed. --- Co-ed	
		English / Hindi / Others --- Hindi/English	
8.	College Timings :	09:00 A.M to 03:00 P.M	
	Science	09:00 A.M to 03:00 P.M	
	Commerce	09:00 A.M to 03:00 P.M	
	Humanities	09:00 A.M to 03:00 P.M	
9.	Total Students	Boys:- 506	Total: - 929
		Girls: - 423	
10.	Total Streams/ Courses	Students Male	Student Female
	MA	----	-----
	MSC	-----	-----

	MBA	-----	-----		
	MCA	----	-----		
	M. Com	----	-----		
	LLB	----	-----		
	BA	218		230	
	BSC	67		39	
	B.Com	212		146	
	BBA	----	-----		
	Mass. Communication	----	-----		
	BCA	09		09	
11.		No. of Male	No. Of Female		
	Teaching Staff (Subject/ Department)	05	22		
	Total	05	22		
12.		No. Of Male	No. Of Female		
	Non-Teaching Staff	17	03		
	Total	17	03		
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	--	--	01
		Female	--	--	
		Total	--	---	01

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

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like Asthma,	Disability if any	Standard & Subject they	Contact No.	Residential Address
1	Mrs. Vineeta Gupta	A +	44 Yrs	Female	Nil	Nil	English	9716359122	# 556, Sect 12, Panchkula
2	Mrs. Kamlesh Sharma	AB+	46 Yrs	Female	Nil	Nil	Sanskrit	9417048972	# C 25, Kendriya Vihar Society, Sect 14, PKL
3	Dr. Anita Singh	A -	39 Yrs	Female	Nil	Nil	Psychology	9417192787	# 504, GH-33, Sect 20, PKL
4	Mrs. Mani Narwal	-	-	Female	Nil	Nil	Home Science	9878102333	Panchkula
5	Mr. Anil Saini	AB+	37 Yrs	Male	Nil	Nil	Chemistry	9416540776	# 578/4, Hooda, Naraingarh
6	Sh. Kashmir Singh	O+	42 Yrs	Male	Nil	Nil	Punjabi	9466369842	DCM Street, Tohana
7	Mrs. Yogyata	-	-	Female	Nil	Nil	History	9463589522	Panchkula
8	Mrs. Vinay Yadav	A+	43 Yrs	Female	Nil	Nil	Geography	9417192465	# 411, Power Colony , PKL
9	Mrs. Alka	O +	41 Yrs	Female	Nil	Nil	Physics	9888712073	# 1679, 22-B, Chd
10	Dr. Veena	B +	44 Yrs	Female	Nil	Nil	Geography	9417867991	# 1693/2, Sect 33 D, Chd

11	Dr. Bharti Brar	O +	36 Yrs	Female	Nil	Nil	Commerce	9872812466	# 2011, Sect 21, PKL
12	Mrs. Geeta Bhatia	B +	38 Yrs	Female	Nil	Nil	Commerce	9815616370	# 443/11, PKL
13	Mrs. Mamta Goyal	A +	36 Yrs	Female	Nil	Nil	Commerce	8901147942	# 49, KV- 02, Sect 25, PKL
14	Mrs. Harpreet Kaur Baweja	B+	36 Yrs	Female	Nil	Nil	English	9041214301	# 1515, Phyase 10, Mohali
15	Mrs. Davinder Kaur	A +	35 Yrs	Female	Thyroid	Nil	Economics	9872032675	# 283, Phase 09, Sect 63, Mohali
16	Mrs. Anju Goel	A +	36 Yrs	Female	Nil	Nil	English	9896055755	# 436, PC, PKL
17	Dr. Manisha Dhull	-	-	Female	Nil	Nil	English	9779114549	Panchkula
18	Sh. Hari Ram Kaushik	B+	44 Yrs	Male	Nil	Nil	Economic	9466764945	# 2847/2, Sect 47, C , Chandigarh
19	Dr. Kiran Bala	-	--	Female	Nil	Nil	Mathmatics	9466643158	Panchkula
20	Dr. Kapoor Singh	O +	34 Yrs	Male	Nil	Nil	History	8901110717	# 148, KV-02, Sect 25, PKL
21	Mrs. Anju Goel	B +	44 Yrs	Female	Nil	Nil	Commerce	9817591242	# 270, Sect 17, PKL
22	Sh. Partap Singh	AB+	47 Yrs	Male	Nil	Nil	Phy Edu	9416345324	C/o Sh. Rajinder Sharma , Vill. SunderPur, Barwala
23	Mrs. Raj Bala	A +	35 Yrs	Female	Nil	Nil	Mathmatics	9888842233	# 25, Defence Colony, Bultana , Zirakpur

24	Mrs. Poonam	B+	35 Yrs	Female	Nil	Nil	Commerce	9996324775	# 1163, Sect 04, PKL
25	Mrs. Ritu	O+	31 Yrs	Female	Nil	Nil	Computer Science	9501555331	# 406, A Sect 15, PKL
26	Mrs. Seema	-	-	Female	Nil	Nil	Hindi		
27	Ms. Rohini Singla	AB+	31 Yrs	Female	Nil	Nil	Pol Science	9216744554	# 2118/2, Sect 37 C , Chd

1.1.2 Details 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. Ram Pal	Dy. Supdt.	B+	54 Yrs	Male	No	No	9813803454	Vill. Saloula, P.O Shahzadpur, Distt Ambala
2.	Mrs. Neelam Gupta	Clerk	B+	57 Yrs	Female	BP	No	8901261540	# 243, V.P.O Barwala (PKL)
3	Mr. Sunil Kumar	Clerk	AB+	29 Yrs	Male	No	No	9050915839	Vill-Sain Majra, P.o Akbar Pur, Teh. Naraingarh Distt Ambala
4	Mr. Gurcharan Singh	Sr. Liberian	O+	56 Yrs	Male	No	Physically Handicapped	9416029374	

5	Mr. Brij Mohan	Restorer	B+	28 Yrs	Male	No	No	9729773701	Vill. Saloula,P.O Shahzadpur, Distt Ambala
6	Mr. Pardeep Kumar	Lib Attendant	O+	36 Yrs	Male	No	No	8059394411	V.P.O – Barwala (PKL)
7	Mr. Anil Kumar	Peon	B+	39 Yrs	Male	No	No	9467633146	V.P.O Jalouli , Teh & Distt Panchkula
8	Mr. Sukhwinder Singh	Peon	O+	39 Yrs	Male	No	No	9417925664	# 2634, Sect 20 C, Chandigarh
9	Mr. Vikram Singh	Sweeper	B +	29 Yrs	Male	No	No	8053232301	Vill. Khatouli, Distt Panchkula
10	Mr. Hardeep Kumar	Sweeper	-	-	Male	No	No	8930269942	V.P.O. Barwala, Distt Panchkula
11	Mr. Raj Kumar	Sweeper	B+	38 Yrs	Male	No	No	9896160285	V.P.O. Barwala (PKL)
12	Mr. Baljinder Singh	Mali	O +	35 Yrs	Male	No	No	8930271292	Vill. Nadiali, Distt Ambala
13	Mr. Rajiv Kumar	Mali	B +	30 Yrs	Male	No	No	8901323034	Vill. Suraj Pur,
14	Mr. Manish Kumar	Mali	O +	31 Yrs	Male	No	No	9466633941	# 243, V.P.O Barwala , Distt Panchkula
15	Mr. Sanjeev Kumar	Mali	O +	25 Yrs	Male	No	No	8813998012	Vill. Parwala, P.O Kandaiwala, Distt Panchkula

16	Mr. Babloo	Chowkidar	O+	34 Yrs	Male	No	No	8813568460	Vill. Kherwali, P.O Kandaiwala, Distt Panchkula
17	Mr. Krishan	Chowkidar	-	-	Male	No	No	9729907238	V.P.O. Shahzadpur Distt Ambala
18	Mr. Mahtab Singh	Chowkidar		-	Male	No	No	9466633991	
19	Ms. Shahina Chauhan	Computer Instructor	-	29 Yrs	Female	No	No	9991039496	HP, Distt Sirmor, Nahan
20	Ms. Heena	Lab Attendant	--	24 Yrs	Female	No	No	8901037907	P.O. Ramgarh, Distt Panchkula

1.2 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No) --- No												
		Storey	02												
2	Year of Construction (Give details if constructed in parts)	2011													
3	Play Ground Area	80 X 100 Mtrs													
4	Block Details	Arts 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	Music Room
	Ground Floor	4	2	12	01	03	02	01	01	01	No	01	01	No	No
	1 st Floor	--	--	-	--	-	-	-	-	-	-	-	-	-	-
	2 nd Floor	--	--	-	--	-	-	-	-	-	-	-	-	-	-
	3 rd Floor	--	--	-	--	-	-	-	-	-	-	-	-	-	-
	Total	4	2	12	01	03	02	01	01	01	No	01	01	No	No
		Map – Attach													

		Science 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 st Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2 nd Floor	1	-	4	-	03	02	04	01	01	02	--	01	02	--
	3 rd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	1	-	4	-	03	02	04	01	01	02	--	01	02	--
5	Location of Laboratories a. Chemistry Lab b. Physics Lab c. Biology Lab d. Computer Lab e. Medical Room (Location and no. Of beds)	- IInd Floor - IInd Floor - No - Second Floor -- No													
6	Science Block Map – Attach														

7		Commerce Block													
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Language Lab	Conference Room
	Ground Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	1 st Floor	5	-	03	-	03	02	06	01	01	-	-	01	01	--
	2 nd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3 rd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	5	--	03	--	03	02	06	01	01	--	--	01	01	---
8		Hostel													
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Computer area	Gym	Mess	Staff						
	Ground Floor	-	-	-	-	-	-	-	-						
	1 st Floor	-	-	-	-	-	-	-	-						
	2 nd Floor	-	-	-	-	--	-	-	-						
	Total	-	-	-	-	-	-	-	-						
9		Auditorium:													
		Incharge Name and contact number													
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets							
	Ground Floor	-	-	-	-	-	--	--							

	Ist Floor	-	-	-	-	-	--	--
	2 nd 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	No Ground Floor Opposite of the Building Opposite of the Building Left Side of the Building Ground Floor – Room No 12 ----- -----						
11	Playground size and open ground	80 X 100 Mtrs						
12	College Maps	1. Attach College Location Map (showing major landmarks) - Yes 2. Attach College Building Map (showing College campus and building layout)- Yes 3. Attach College Floor Maps (showing floor wise layout)-* Yes						

1.2.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Sh. Gurcharan Singh Dehiya	56	Male	Sr. Liberian	Ortho Pedically (P.H)

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

Sr. No.	Name	Age	Sex	Standard and Section	Type of medical concern
1	Mrs. Davinder Kaur	35 Yrs	Female	Asstt. Professor	Thyrid

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 e	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	Low	
Flood	Low	
Earthquake	Low	
Building collapse	Low	
Epidemic / Contagious disease	Low	
Fire	Low	
Heat Wave	Low	
Cold Wave	Low	
Industrial / Chemical hazard	Low	
Stampede	Low	
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 Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Canteen
2.	Other fuel (petrol/diesel/kerosene etc.)	---
3.	Chemical bottles	Physics Lab
4.	Main Electrical Boards	01
5.	Hanging Electrical Wires	Nil
6.	Suspended Ceilings	Nil
7.	Unfixed Almirah/cabinets	Nil
8.	Unfixed wall Frames	Nil
9.	Doors/ Windows	Nil
10.	Open drains/ gutter	Nil
11.	Trees	Nil
12.	Defected staircases	Nil
13.	Severely cracked walls	Nil
14.	Others (specify)	==
	Outside College	
1	Trees	Nil
2	Power Lines	Nil
3	Towers	Nil
4	Others (specify)	==

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	01	----
2.	Old age people if any	----	----
3.	Students with special medical concerns	Nil	Nil
4.	Teaching/Non-teaching staff with ill health	Nil	Nil
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	--	--
NSS (Yes/No)	Yes	Yes	Yes	Sh. Kashmir Singh	9466369842
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.
1	Dr. Kapoor Singh	First Aid	Teacher	-	8901110717
2	Sh. Partap Singh	Sports	Teacher	---	9416345324

Blood Donation Camps organized at college: Govt. College Barwala (PKL)

A. Details of incharge - Mrs. Mamta Goyal

B. Details of Blood donors – 40 Units

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	First Aid Kit Box	Dr. Kapoor Singh	8901110717
2.	Fire Extinguishers	----	---	---
3.	Sprinkler System	----	---	---
4.	Ladder (Nos. and Length)	----	---	---
5.	Rope (Nos. and Length)	----	---	---
6.	Stretchers	----	---	---
7.	Torches	----	---	---
8.	Hammers	----	---	---
9.	Generators / UPS	----	---	---
10.	Floor Carpets/ Daris	----	---	---
11.	Blankets	----	---	---
12.	Others	--	---	--

B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	No
2	Wireless sets (if nearby Police Station)	No
3	Landline telephone	02
4	Internet Facility	Yes
5	Fax	Yes
6	Other	--

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	Nil
2	4 wheelers (personal)	10
3	2 wheelers (personal)	50
4	Other vehicles	Nil

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	25	0172-2568313	Panchkula
2	BDPO/ MC of the area	02		Barwala
3	Police Station/Police Post	02	01733-256840	Barwala
4	Fire Station	25		Panchkula
5	Primary Health Centre (PHC)	02		Barwala
6	Community Health Centre (CHC)	--	-	-
7	Hospital (Public)	02	9417095466	Barwala
8	Hospital (Private)	--	--	--
9	Ambulance Services	02	9417095466	Barwala
10	District Control Room	25		Panchkula
11	Other Colleges	25	0172-2573316	Panchkula
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. Anita Singh	Principal	Chairperson	9417192787	# 504, GH-33, Sect 20, PKL
2	Mrs. Kamlesh Sharma	Senior Professor	Vice Chairperson	9417048972	# C 25, Kendriya Vihar Society, Sect

					14, PKL
3	Dr. Kapoor Singh	Asstt. Professor	Nodal Officer	8901110717	# 148, KV-02, Sect 25, PKL
4	Mr. Anil Saini	Asstt. Professor	Member	9416540776	# 578/4, Hooda, Naraingarh
5	Dr. Veena Rani	Asstt. Professor	Member	9417867991	# 1693/2, Sect 33 D, Chd
6	Mr. Partap Singh	Asstt. Professor	Member	9416345324	C/o Sh. Rajinder Sharma , Vill. SunderPur, Barwala
7	Sh. Kashmir Singh	Asstt. Professor	Member	9466369842	DCM Street, Tohana
8	Dr. Poonam Gill	Asstt. Professor	Member	9996324775	# 1163, Sect 04, PKL
9					
10					
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
1	Mrs. Kamlesh Sharma	Female	Asstt. Prof	9417048972	# C 25, Kendriya Vihar Society, Sect 14, PKL
2	Mr. Partap Singh	Male	Asstt. Prof	9416345324	C/o Sh. Rajinder Sharma , Vill. SunderPur, Barwala
3	Dr. Raj Bala	Female	Asstt. Prof	9888842233	# 25, Defence Colony, Bultana , Zirakpur

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	Dr. Kapoor Singh	Male	Asstt. Prof	8901110717	# 148, KV 02, Sect 25, PKL
2					

3					
4					
5					

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	Mr. Anil Saini	Male	Asstt. Prof	9416540776	# 578/4, Hooda, Naraingarh
2					
3					
4					
5					

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. Kashmir Singh	Male	Asstt. Prof	9466369842	DCM Street, Tohana
2	Mr. Partap Singh	Male	Asstt. Prof	9416345324	C/o Sh. Rajinder Sharma , Vill. SunderPur, Barwala
3					
4					
5					

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	Dr. Kapoor Singh	Male	Asstt. Prof	8901110717	# 148, KV 02, Sect 25, PKL
2	Mrs. Geeta Bhatia	Female	Asstt. Prof	9815616370	# 443/11, PKL
3					

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.Kashmir Singh	Male	Asstt. Prof	9466369842	DCM Street, Tohana
2	Dr. Poonam Gill	Female	Asstt. Prof	9996324775	# 1163, Sect 04, PKL

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	Dr. Kapoor Singh	Male	Asstt. Prof	8901110717	# 148, KV 02, Sect 25, PKL
2					

10. Bus/Road Safety Team

Composition

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

Roles and responsibilities:

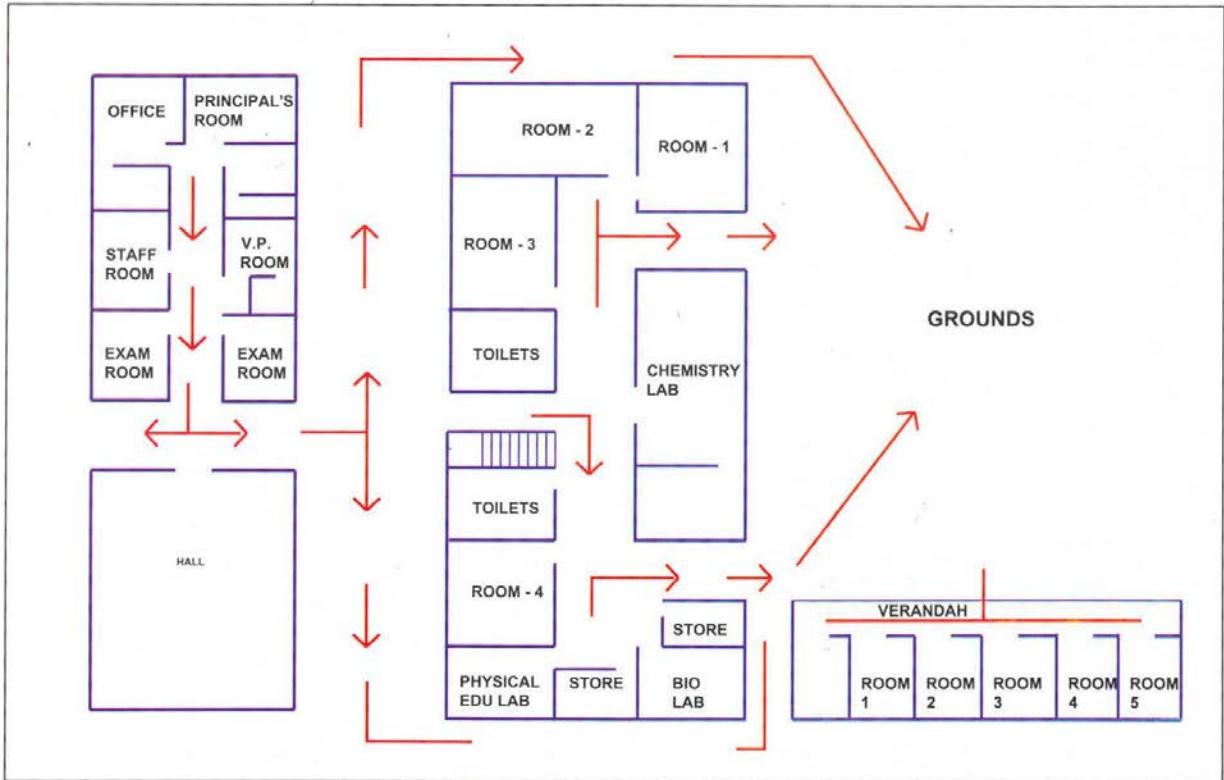
- Maintenance of first aid kits in college buses
- Pull over to side of road, if possible in open
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/College authorities
- Ensure special need students are assisted
- Assist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

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Hari Ram Kaushik	Male	Asstt. Prof	9466764945	# 2847/2, Sect 47, C , Chandigarh
2					

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- Attach



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?-- No
3. Are students and teachers trained to use fire extinguishers? -- No
4. Are they located at appropriate positions (hazardous locations)? - No
5. Are they placed at appropriate height (accessible height)?- No
6. Are instructions indicated on extinguishers? -- No
7. Is the language of instructions understood by students and teachers?- No
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?- 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?- 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? - 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) - No

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

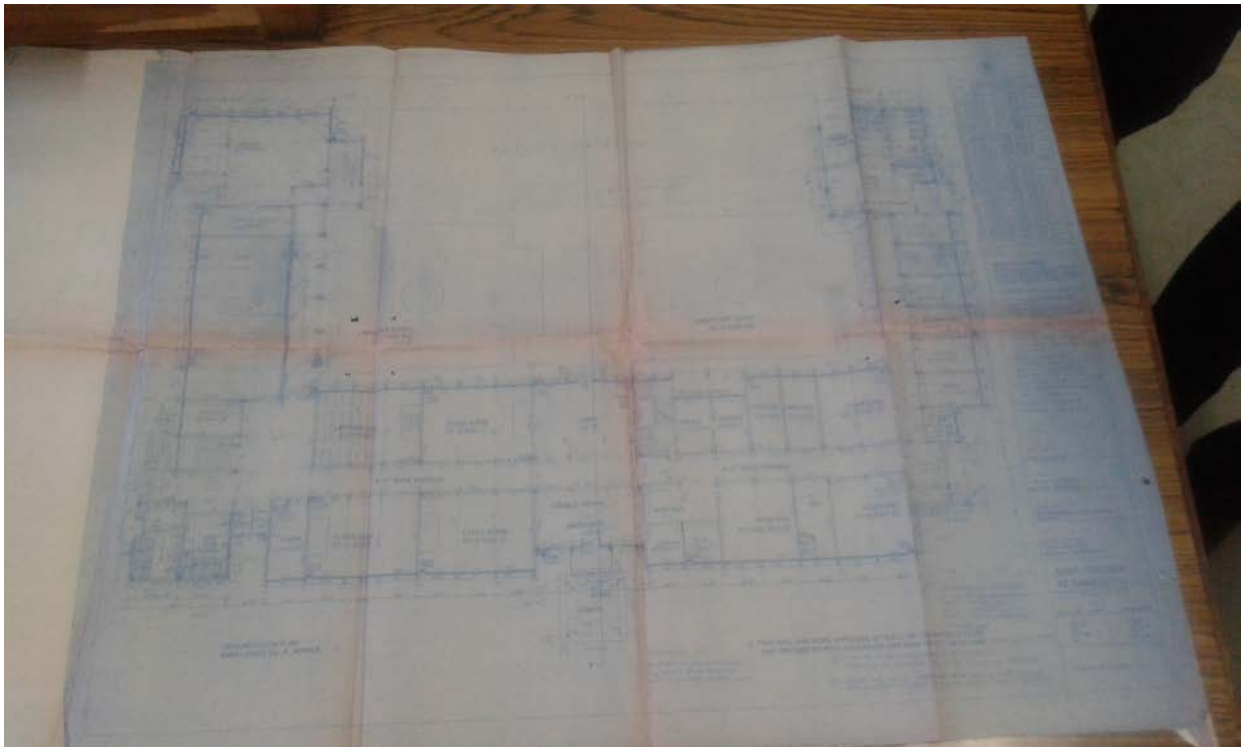
1. How old is College building? – 04 Yrs
2. Is building structure earthquake resistant? - Yes
3. Is there any portion in the building which shows sign of cracks?
If yes, specify the locations - No
4. Are the Building Safety Norms followed in the college? - Yes
5. Has the building safety audit conducted by the structural engineer?- No
(Attach building safety audit report)

Annexure

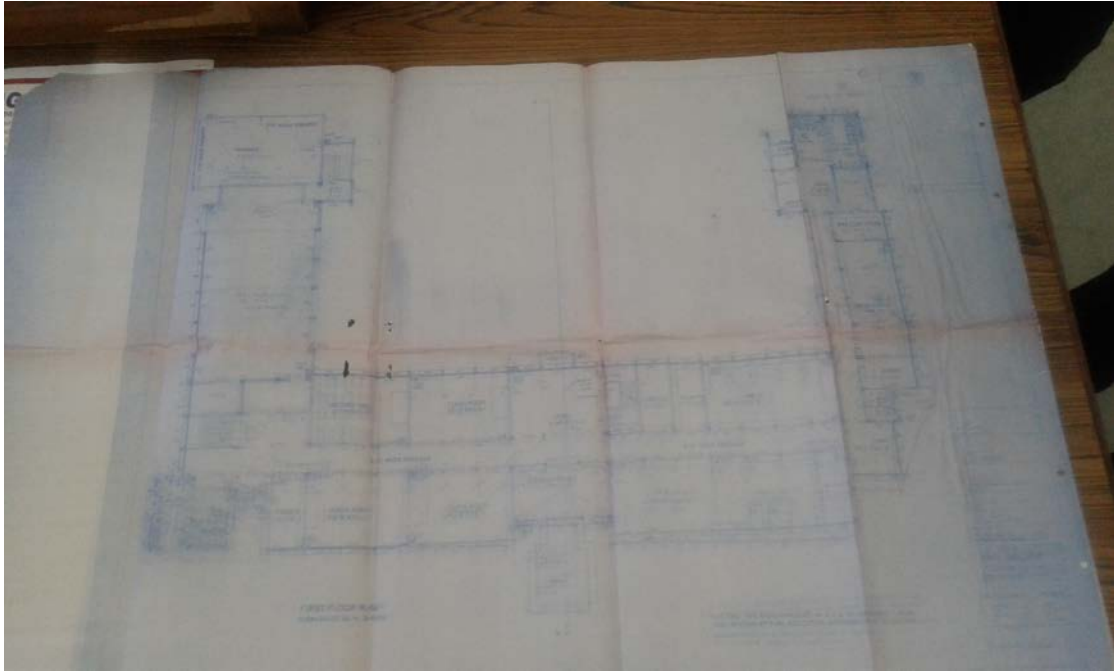
- H. Incident Response System for college
- I. List of Volunteer blood donors in college like students or staff members with contact details
- J. College evacuation maps
- K. Emergency contact numbers for district administration
- L. Contact numbers of all IRS members
- M. List of teaching and non teaching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

Evacuation Maps

Ground Floor Map



First Floor Map



Second Floor Map

