

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana



COLLEGE DISASTER MANAGEMENT PLAN

Govt. College, Adampur

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

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1. College Profile

1.1 College Details

FGM GC Adampur Established in 1981 in the sacred memory of a known philanthropist and father of country's late Prime Minister Shri Rajiv Gandhi, Feroze Gandhi Memorial Post Graduate College, Adampur is located in the southern outskirts of the township (Mandi Adampur) on Bhadra road. The township forms a part of the district of Hisar in Haryana and it is at a distance of about 40 km from the city of Hisar and some 200 km away from Delhi. It can be easily approached from all directions. Delhi – Bhatinda railway line is connected to the town, while the National Highway no.10, which passes through Agroha Mod is just 18 km away. Agroha is famous historic mound and it once used to be the kingdom of Maharaja Aggarsain. To say it in other words, it is the birth place of Aggarwal community in the country.

FGM Govt. College is a premier institute of higher learning in this rural-belt of the state, providing quality education not only to the students of the nearby area, but also to those of the adjoining state of Rajasthan. Apart from the teaching of M.Sc. (Geography) and M.A. (Hindi), both through Semester Systems, the college have streams in arts, commerce and science up to graduation levels. There are well equipped and well furnished laboratories for Physics, Chemistry, Botany, Zoology, Bio- technology, Computer Sc., Defence Studies, Geography, Psychology, Home Science and soft skills. The Library of the college is also quiet rich and it has books and other reading material on almost all subjects of all concerned faculties.

1.	Name of the College	Government College, Adampur	
2.	Address	Government College, Bhadra Road, Adampur	
		Telephone	01669-242153 (O)
		Fax	01669-243918 (F)
		Email	gc_hansi@rediffmail.com
3.	Name of the Principal (incharge)	Sh. Ved Pal	
4.	Contact Details	Telephone	01669-242153 (O)
		Mobile	9812370667 (M)
		Email	gc_hansi@rediffmail.com
5.	<u>Nodal Officers for Disaster Management:</u>	Name : Sh. R.K. Godara	Contact No.: 9416544063
6.	Type of College	Co-ed.	
		English medium/Hindi medium	
7.	College Timings :	9 am to 4:30 pm	

8.	Total Students	Girls: 616	Total: 2291
		Boys: 1675	

Class wise students, session 2014-15

Name of the courses	Girls	Boys	Total
BA-I	135	400	535
BA-II	90	273	363
BA-III	66	209	275
B COM-I	69	172	241
B COM-II	41	149	190
B COM-III	48	114	162
B Sc-Med-I	32	71	103
B Sc-Med-Bio-I	12	20	32
Comp Sc-I	7	66	73
B Sc-II Bio	7	6	13
N MED	12	29	41
Comp Sc	16	22	38
B Sc-III Bio	3	6	9
N MED	11	13	24
Comp Sc	4	15	19
BBA-III	2	19	21
MA P	16	24	40
MA-I	18	17	35
M Sc-P	17	24	41
M Sc-F	10	26	36
	616	1675	2291

List of Teaching & Non-Teaching Staff

Sr. No.	Name	Subject	Designation
1.	Shashi Bala	Music(V)	Assistant Professor
2.	Neelam Mandal	Botany	Assistant Professor
3.	Ashok Beniwal	Geography	Assistant Professor
4.	Ashok Kumar	Mathematics	Assistant Professor
5.	Seetu Rana	Mathematics	Assistant Professor
6.	Neha Bishnoi	Commerce	Assistant Professor
7.	Sanju Chaudhary	Computer Science	Assistant Professor
8.	Dr. Yashwant Singh Sangwan	Computer Science	Assistant Professor
9.	Kuldeep Singh	Computer Science	Assistant Professor
10.	Dr. Sumita Chahal	Psychology	Assistant Professor
11.	Atam Prakash	English	Assistant Professor
12.	Krishan Singh Noonina	Geography	Assistant Professor
13.	Ram Bhagat	Economics	Assistant Professor
14.	Latesh	Home Science	Assistant Professor

15.	Baljit Singh	Economics	Assistant Professor
16.	Dr. Aruna	Psychology	Assistant Professor
17.	Jaiveer Yadav	Psychology	Assistant Professor
18.	Dr. Subhash Phogat	Philosophy	Assistant Professor
19.	Azad Kumar	Defence Studies	Assistant Professor
20.	Dr. Sneh Lata	Defence Studies	Assistant Professor
21.	Kuldeep Singh	Geography	Assistant Professor
22.	Banarsi Dass	Sociology	Assistant Professor
23.	Gulshan Kumar	Geography	Assistant Professor
24.	Ramesh Kumar Chahar	History	Assistant Professor
25.	Dr. Manoj Kumar	Geography	Assistant Professor
26.	Naveen Nirmal	Geography	Assistant Professor
27.	Asha Lata	Geography	Assistant Professor
28.	Anup Singh	Geography	Assistant Professor
29.	Subhash Chander	Geography	Assistant Professor
30.	Joginder Singh	Sanskrit	Assistant Professor
31.	Sudesh Bala	Physical Education	Assistant Professor
32.	Satyender Kumar	Chemistry	Assistant Professor
33.	Dr. Sunil Kumar	Chemistry	Assistant Professor
34.	Sweety Monga	Chemistry	Assistant Professor
35.	Savita Rani	Chemistry	Assistant Professor
36.	Shiv Rattan	Commerce	Assistant Professor
37.	Divija Kumari	English	Assistant Professor
38.	Seema Bhangar	English	Assistant Professor
39.	Savita Nain	English	Assistant Professor
40.	Sudesh Sharma	English	Assistant Professor
41.	Kamlesh Devi	Hindi	Assistant Professor
42.	Geeta Rani	Mathematics	Assistant Professor
43.	Jyoti Bala	Mathematics	Assistant Professor
44.	Lakshbir Singh	Mathematics	Assistant Professor
45.	Nagander Singh Tomer	Mathematics	Assistant Professor
46.	Dr. Savita	Mathematics	Assistant Professor
47.	Ram Singh	Physics	Assistant Professor
48.	Namita Sabharwal	Physics	Assistant Professor
49.	Neelam Rani	Physics	Assistant Professor
50.	Vivek Goyal	Zoology	Assistant Professor

1.	Chhotu Ram	Non-Teaching	Chokidar
2.	Devi Lal	Non-Teaching	Chokidar
3.	Satish Kumar	Non-Teaching	Clerk
4.	Rajesh Kumar	Non-Teaching	Dy. Supdt.
5.	Rajender (B) Singh	Non-Teaching	JLA
6.	Shakuntla Devi	Non-Teaching	JLA
7.	Subhash Chander	Non-Teaching	Junior Librarian

8.	Raj Kumar Yadav	Non-Teaching	Junior Librarian
9.	Jhindu Ram	Non-Teaching	Lab Attendant
10.	Sube Singh	Non-Teaching	Lab Attendant
11.	Shiv Charan Yadav	Non-Teaching	Lab Attendant
12.	Rajender Singh Kohli	Non-Teaching	Lab Attendant
13.	Dalip Singh	Non-Teaching	Lab Attendant
14.	Ram Kumar	Non-Teaching	Library Attendant
15.	Jagdish Kumar	Non-Teaching	Mali
16.	Sunder Lal	Non-Teaching	Mali
17.	Rajender Singh	Non-Teaching	Peon
18.	D.P Sharma	Non-Teaching	SLA
19.	Sheo Bai	Non-Teaching	Sweeper
20.	Chotha Ram	Non-Teaching	Sweeper

1.2 College Building Details

Rooms Categories

Hall

Canteen			
	Description	Specification	Space
1	-	-	38' *38'
2	-	-	25' *22'

Labs

	Description	Specification	Space
	Computer Lab –I	-	36' * 14'
	Zoology	-	46' *22'
	Geography-I	-	35' *22'
	Geography-II	-	23' *22'
	Def. Studies-I	-	23' *22'
	Computer Lab-II(for Job Oriented Course)	-	33' *12'
	Chemistry	-	22' *23'
	Biotech	-	22' *23'
	Botany	-	46' *22'
	Physics	-	22' *23'

Library

	Description	Specification	Space
	Reading room	-	46' *22'
	Stack room	-	46' *22'
	Store II	-	29' * 11'
	Store I	-	11' *9'
	Reference book room	-	11' *9'

Playground

Description	Specification	Space
1	Badminton court open	44'*22'
5	kho-kho	20' *20'
4	multigym ,	wrestling mats complete
3	handball	40' *20'
2	kabaddi	12.5' * 10.5'

Rooms

Class Rooms		
Description	Specification	Space
9	-	22' *22'
18	-	60'*14'
20	-	34'*22'
23	-	34'*22'
24	-	24'*22'
25	-	24'*22'
26	-	24'*22'
27	-	24'*22'
32	-	22'*14'
36	-	22'*14'
37	-	22'*14'
38	-	22'*14'
40	-	24'*22'
41	-	46'*22'
42	-	24'*22'
43	-	24'*22'
46	-	24'*22'
47	-	35'*22'
55	-	23'*14'
59	-	34'*22'
60	-	34'*22'
61	-	24'*22'
62	-	34'*22'
63	-	34'*22'
69	-	22'*14'
72	-	22'*14'
2Science block	-	46'*14'
10	-	22'*14'
4	-	46'*14'
5	-	22'*10'
6	-	46'*14'
7	-	46'*14'
13	-	34'*14'
10	-	22' *22'
14	-	23'*14'

11	-	20'*14'
16	-	23'*14'
Common Rooms		
Description	Specification	Space
1	-	24' *10'
EDUSAT		
Description	Specification	Space
Edusat room	-	29' * 22'
Staff Rooms		
Description	Specification	Space
Staff room	-	14' * 12'
Staff Quarters		
Staff Qtr		
Description	Specification	Space
Principal Residence	-	80 ' *130'
-	-	48 '* 130'
Class –IV residence total-06	-	17' *56'
Lecturer residence kothi no-3	-	41 ' * 130'

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

2.1 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)
Road Accidents	L
Flood	L
Earthquake	H
Building collapse	H
Epidemic / Contagious disease	M
Fire	H
Heat Wave	L
Cold Wave	L
Industrial / Chemical hazard	L
Stampede	L
Animal Bite	L
Snake Bite	L
Food Poisoning	L
Others (specify)	-
College strikes	M

2.2 Identification of Potential Structural/Non Structural Hazards

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

Inside College		
1.	Gas cylinders	Chemistry lab, canteen
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical bottles	Chemistry lab
4.	Main Electrical Boards	Main Building
5.	Hanging Electrical Wires	-
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	Offices and library
8.	Unfixed wall Frames	-
9.	Doors/ Windows	All rooms
10.	Open drains/ gutter	-
11.	Trees	Outside building
12.	Defected staircases	-
13.	Severely cracked walls	-
14.	Others (specify)	-
Outside College		
1	Trees	Yes
2	Power Lines	-
3	Towers	-
4	Others (specify)	-

2.3 Capacities

2.3.1 Skilled/Trained Human Resource

Trained Volunteers	Total	Nodal Officer
NCC	Army Wing, Boys :- 53 Army Wing, Girls :- 51	Sh. Azad Kumar Dr. Sneha Lata
NSS	350	Dr. Gulshan Kumar

A. Nearest Resources

Nearest Hospital				
Name	Distance	Contact person	Contact No.	Av. response time
Ambulance General Hospital Adampur	3 km	SMO	102	15 to 20 minutes
Nearest Police station				
Police Station, Adampur	3 km	Insp. Lalit Kumar	100 01669-242090	10 minute
Nearest Fire station				
Fire Brigade Station, Adampur	3 km	Sh. Bhup Singh, AFSO	101, 01669-242152	10 to 20 minutes

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 in CDMC
1	Sh. Ved Pal, Principal	Chairperson
2	Sh R K Godara	Vice Chairperson
3	Sh Anusuiya Bishnoi	Member
4	Sh K S Noonina	Member
5	Smt Sudesh Bala	Member
6	Sh Atam Prakash	Member
7	Sh Ashok Beniwal	Member
8	Sh Baljit Singh	Member
9		
10		

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	Class
1	Vinod	BA-1 st
2	Deepu	BA-1 st
3	Ravi	BA-1 st
4	Ram Das	BA-1 st
5	Ravi Kumar	BA-1 st

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	Class
1	Ajay kumar	BA-1 st
2	Amit Kumar	BA-1 st
3	Ajit Verma	BA-1 st
4	Rajesh Kumar	BA-1 st
5	Sandeep Kumar	BA-1 st

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	Class
1	Manish Kumar	BA-1 st
2	Sunil Kumar	BA-1 st
3	Vinod Singh	BA-1 st
4	Bharat	BA-1 st
5	Satish	BA-1 st

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	Class
1	Surrender Singh	BA-1 st

2	Baljeet Singh	BA-1 st
3	Randeep Repaswal	B Com-2 nd
4	Sachin	BA-2 nd
5	Sunil Kumar	BA-2 nd

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	Class
1	Kewal Prakash	BA-2 nd
2	Sunil Kumar	BA-2 nd
3	Kuldeep Singh	BA-2 nd
4	Sunil	BA-2 nd
5	Vinod	BA-2 nd

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	Class
1	Shamsher	BA-2 nd
2	Anil	BSc-2 nd
3	Kailash	BA-2 nd
4	Vinod Singh	BA-1 st
5	Bharat	BA-1 st

9. Water and Sanitation Team

Composition

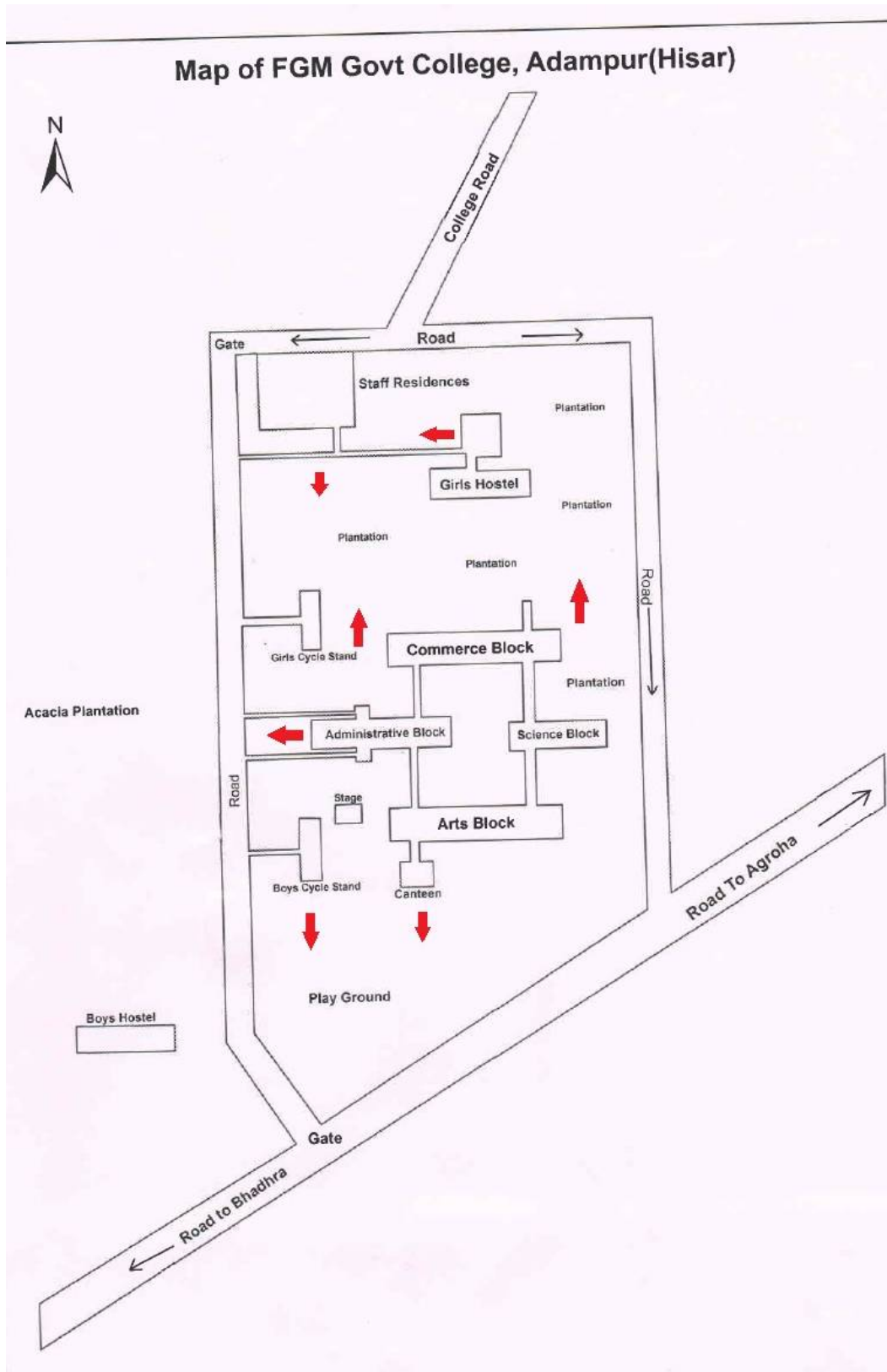
- Member of Building maintenance committee
- NCC/NSS/Scouts & Guides students.
- All fourth class staff members

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	Class
1	Ram Das	BA-1 st
2	Ravi Kumar	BA-1 st
3	Kewal Prakash	BA-2 nd
4	Sunil Kumar	BA-2 nd
5	Kuldeep Singh	BA-2 nd

4. Evacuation Plan



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.

6. 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?
9. Are there any live wires lying or tangled in open?
10. Is any plug point used for multiple loads?

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 desks 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?

Emergency Mock Drill Reporting Format

Person Completing the Format/ Designation		Date
Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate
Type of Drill	Notification / Alert Method	Weather Conditions
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Other:	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
Participants		Situation at Start of Drill:
<input type="checkbox"/> Authorities <input type="checkbox"/> Safety Personnel <input type="checkbox"/> Employees/Staff <input type="checkbox"/> HOD <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Police <input type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input type="checkbox"/> Before Lunch Hours <input type="checkbox"/> During Lunch Hours <input type="checkbox"/> After Lunch Hours <input type="checkbox"/> Peak working Hours
Participants have previously trained on emergency procedures.		Employees previously trained on emergency procedures this year?
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Command System as per IRS used?	Incident Commander/Designation	
<input type="checkbox"/> Yes <input type="checkbox"/> No		

Problems Encountered

- | | |
|--|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Congestion in hallways<input type="checkbox"/> Alarm not heard<input type="checkbox"/> Employees unsure of what to do/don't<input type="checkbox"/> Staff unsure of responsibilities / response<input type="checkbox"/> Unable to lock doors<input type="checkbox"/> Windows left open<input type="checkbox"/> Doors left open<input type="checkbox"/> Lights left on<input type="checkbox"/> Personnel not accounted<input type="checkbox"/> Personnel run towards lifts<input type="checkbox"/> Lifts are shut down.<input type="checkbox"/> Difficulties with evacuation of disabled personnel. | <ul style="list-style-type: none"><input type="checkbox"/> Communication problems<input type="checkbox"/> Phone problems<input type="checkbox"/> Chaos<input type="checkbox"/> Long time to evacuate building<input type="checkbox"/> Personnel not serious about drill<input type="checkbox"/> Improper or unavailable supplies<input type="checkbox"/> Confusion<input type="checkbox"/> Doors or Exits blocked<input type="checkbox"/> Delay in Medical response<input type="checkbox"/> Delay in Fire service response<input type="checkbox"/> Delay in Security response<input type="checkbox"/> Interagency miscommunications<input type="checkbox"/> Command, Control & Coordination problems<input type="checkbox"/> Other: |
|--|--|

Mitigation / Plans for Improvement

- | | |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Additional training for emergency response teams members.<input type="checkbox"/> Additional staff training<input type="checkbox"/> Address need for additional equipment/resources<input type="checkbox"/> Improved emergency supplies | <ul style="list-style-type: none"><input type="checkbox"/> Cooperative planning with responders<input type="checkbox"/> Revised emergency response procedures<input type="checkbox"/> Other: |
|---|--|