

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana



COLLEGE DISASTER MANAGEMENT PLAN

Govt. College, Hansi

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

INDEX

1. College Profile
 - 1.1. College Details
 - 1.2. College Building Details
 - 1.3. Details of Students
 - 1.4. Details of Courses
 - 1.5. Details of Staff
2. Hazard Risk, Vulnerability and Capacity (HRVC) Assessment
 - 2.1. Risk Analysis
 - 2.2. Identification of Potential Non-Structural Hazards
 - 2.3. Capacities
 - 2.3.1. Skilled/Trained Human Resource
 - 2.3.2. Nearest resources
3. Response Mechanism
 - A. College Disaster Management Committee (CDMC)
 - B. Teams Under CDMC
 1. Building Safety Committee
 2. Anti Ragging Committee
 3. Early warning, Communication & Awareness Generation Team
 4. Evacuation Team
 5. Fire Safety Team
 6. Search and Rescue Team
 7. First Aid Team
 8. List of volunteer blood donors
 9. Water and Sanitation Team
 10. Coordination Team
4. Evacuation Plan
5. Mock Drill
6. Assessment check list

1. College Profile

1.1 College Details

N.M. Govt. College, Hansi was initially started in 1968 as a private Arts College (Affiliated to Punjab University, Chandigarh) teaching up to Bachelor's Classes named as Nehru Memorial College, Hansi, which was situated on National Highway No. 10 about 3 K.M away from Hansi Town towards Delhi. It was reaffiliated to Kurukshetra University, Kurushetra in 1974 as it had started as a new University. Commerce classes were also started in 1977. This college had proved to be a boon to the students of all villages around Hansi town.

It was taken over by Haryana Govt. on 15.2.1980 and renamed as N.M. Govt. College, Hansi. Govt. decided to construct a new college building, as the old building was declared unsafe in 1984. A new campus had come into existence on 1.9.1988 on the Barwala By-pass road about 2 K.M from Hansi Bus stand. In the beginning, only a science block was constructed and the college started its classes of Arts and Commerce faculties in the new building w.e.f the session 1988. The Science classes (10+1 and 10+2) started in 1990, but were discontinued in 1996 as shifted to Schools. Then B.Sc (Non-Medical) classes were started in 1997.

1.	Name of the College	Government College, Hansi	
2.	Address	Government College, NH-10, Hansi	
		Telephone	01663-259204 (O)
		Fax	01663-259234 (F)
		Email	gc_hansi@rediffmail.com
3.	Name of the Principal (incharge)	Sh. Indraj Singh	
4.	Contact Details	Telephone	01662-277190 (O)
		Mobile	9466172727
		Email	gc_hansi@rediffmail.com
5.	<u>Nodal Officers for Disaster Management:</u>	Name : Sh. Indraj Singh	Contact No.: 9466172727
6.	Type of College	Co-ed.	
		English medium/Hindi medium	
7.	College Timings :	9 am to 4:30 pm	
8.	Total Students	Girls: 531	Total: 2218
		Boys: 1687	

Class wise students, session 2014-15

No. of Courses Offered	Students Enrolled		
	Male	Female	
B.A.-I	354	87	441
B.A.-II	255	48	303
B.A.-III	202	34	236
B.COM-I	140	41	181
B.COM-II	151	35	186
B.COM-III	145	39	184
BSC.-I	108	66	174
BSC.-II	87	69	156
BSC.-III	35	42	77
BCA-I	40	9	49
BCA-II	16	0	16
BCA-III	23	8	31
BBA-I	50	10	60
BBA-II	7	2	9
BBA-III	21	4	25
M.Com-I	29	18	47
M.Com-II	24	19	43
G. Total	1687	531	2218

List of Teaching & Non-Teaching Staff

Sr. No.	Name	Designation	Mobile no.
1	Mr. Indraj Singh	Asso. Prof.	9466172727
2	Mrs. Savita Maan	Asso. Prof.	9896133553
3	Mr. Subhash Poonia	Asso. Prof.	9416263097
4	Dr. Pardeep Verma	Asso. Prof.	9416407120
5	Mr. Devender Lamba	Asso. Prof.	9416146548
6	Mr. Krishan Kumar	Asso. Prof.	9416930155
7	Mr. Devender Malik	Asso.Prof.	9466535019
8	Dr. Raj Kumar	Asso.Prof.	9466534624
9	Mr. Shamendra Singh	Asstt.Prof.	9416218626
10	Mr. Kishan Pal	Asstt.Prof.	9466472439
11	Mr. karambir Singh	Asstt.Prof.	9466246157
12	Mrs. Nutan Yadav	Asstt.Prof.	9416928182
13	Mrs. Renu Yadav	Asstt.Prof.	9896736303
14	Mrs. Sumitra Sangwan	Asstt.Prof.	9896323377
15	Mrs. Suman Lata	Asstt.Prof.	9466535015
16	Mrs. Seema Rani	Asstt.Prof.	9812184558
17	Mr. Mahinder Singh	T.W.I.	9466532345

18	Mr. Ram Phal Singh	Dy. Supdt.	9416364788
19	Mr. Anil Kumar	Assistant	9813504595
20	Mr. Sunny	Clerk	9466623350
21	Mr. Raj kumar	Jr. Lib. (On Dep.)	8295864759
22	Mr. Ram Kumar	J.L.A.	9813733955
23	Mr. Budh Ram	L.A.	9812533847
24	Mr. Subhash Chander	L.A.	9812085570
25	Mr. Virender Singh	L.A.	9416784839
26	Mr. Subhash Chand	L.A.	9354518135
27	Mr. Yudvir Singh	L.A.	9728262842
28	Mr. Om Pati	Peon	9728842491
29	Mr. Ram Bhagat	Mali	9728918111
30	Mr. Puran Chand	Chowkidar	9812246558
31	Mr. Prittam	Chowkidar	9467134445
32	Mr. Khallu Ram	Chowkidar	9050121468

Guest Lecturers			
1	Manoj Kumar	Gst. Lect.	9466825712
2	Sushila	Gst. Lect.	9050025687
3	Kapil Malik	Gst. Lect.	9812982476

1.2 College Building Details

Rooms Categories

Rooms

Description	Space
29	30×13
104	33'x9"x25'(G.F.)
105	33'x9"x25'(G.F.)
107	33'x9"x25'(G.F.)
108	33'x9"x25'(G.F.)
201	50'x30'(F.F.)
204	33'x9"x25'(F.F.)
205	33'x9"x25'(F.F.)
208	33'x9"x25'(F.F.)
209	33'x9"x25'(F.F.)
301	50'x30'(S.F.)
304	33'x9"x25'(S.F.)
305	33'x9"x25'(S.F.)
308	33'x9"x25'(S.F.)
309	33'x9"x25'(S.F.)
30	31×13

35	-	36×22
101	-	50'x30'(G.F.)
32	-	24×22
36	-	36×22

Hall

Description		Space
2	-	50x45

Labs

Computer Labs

Description		Space
21	-	36x22
35	-	36×22
32	-	24x25
304	-	33x25
305	-	33x25
39	-	23×22
38	-	36×22
40	-	36×22
22	-	36x22
28	-	31×13

Library

Description		Space
41	-	50×50

Playground

Description		Space
Foot Ball	-	100×64 M.
Track	-	200 M
Khabbadi	-	121/2×10 M
Badminton	-	44'×20'
Basket Ball	-	28×15 M
Hand Ball	-	40×20 M
Kho-Kho	-	29×16 M

Common Rooms

Description		Space
6	-	22×22

Departmental Rooms

Description		Space
32	-	12×14
12	-	11x23
13	-	11x23

14	-	11x23
206	-	11x23
207	-	11x23
4	-	11x23
11	-	11x23
34	-	11x23
33	-	12x14
306	-	11x23
EDUSAT		
Description		Space
24	-	36x22
Smart Class Room		
Description		Space
201	-	50'x30'(F.F.)
301	-	50'x30'(S.F.)
Staff Rooms		
Description		Space
109	-	24x15

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
NCC	33
NSS	201

A. Nearest Resources

Nearest Hospital				
Name	Distance	Contact person	Contact No.	Av. response time
Civil Hospital, Hisar	4 km	SMO	102	15 to 20 minutes
Nearest Police station				
Police Station, Sadar, Hansi	3 km	Incharge	100 01662-275010	10 minute
Nearest Fire station				
Fire Brigade Station, Barwala Road, Hisar	3 km	Devender Nanda	101, 254010	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	Designation in CDMC	Contact No
1	Mr. Indraj Singh	Asso. Prof.	Chairperson	9466172727
2	Mrs. Savita Maan	Asso. Prof.	Vice Chairperson	9896133553
3	Mr. Subhash Poonia	Asso. Prof.	Member	9416263097
4	Dr. Pardeep Verma	Asso. Prof.	Member	9416407120
5	Mr. Devender Lamba	Asso. Prof.	Member	9416146548
6	Mr. Krishan Kumar	Asso. Prof.	Member	9416930155
7	Mr. Devender Malik	Asso.Prof.	Member	9466535019
8	Dr. Raj Kumar	Asso.Prof.	Member	9466534624
9	Mr. Shamendra Singh	Asstt.Prof.	Member	9416218626
10	Mr. Kishan Pal	Asstt.Prof.	Member	9466472439

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	Contact No.
1	Ajay Singh	9991990695
2	Amit	8199073823
3	Anil	9812066897
4	Harish	9992719343
5	Karan Juneja	9729164974

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	Contact No.
1	Karmvir Singh	9728474791
2	Mandeep Kumar	9812252509
3	Manjeet Kumar	8607686121
4	Manjeet Singh	9416217028
5	Mukesh	8930015649

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	Contact No.
1	Pardeep Dalal	9728534558
2	Pawan	9812831131
3	Praveen	9812481667
4	Pravesh Jangra	9896469913
5	Rajbir Singh	9728146817

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	Contact No.
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1	Sanjay	9812041246
2	Sonu Kumar	8950142774
3	Sukhbir	9812855948
4	Sumit Kumar	7206809990
5	Sunil Kumar	9468349054

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	Contact No.
1	Vikram Singh	9996167159
2	ASHOK	9991113568
3	BALRAM	8685806993
4	DINESH KUMAR	9728532571
5	KARAMVIR	9728251250

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	Contact No.
1	KULBIR SINGH	9992163170
2	MANDEEP	8396839899
3	MOHPAL	8199017010
4	Manjeet Singh	9812660495
5	SUSHIL	9992017557

9. Water and Sanitation Team

Composition

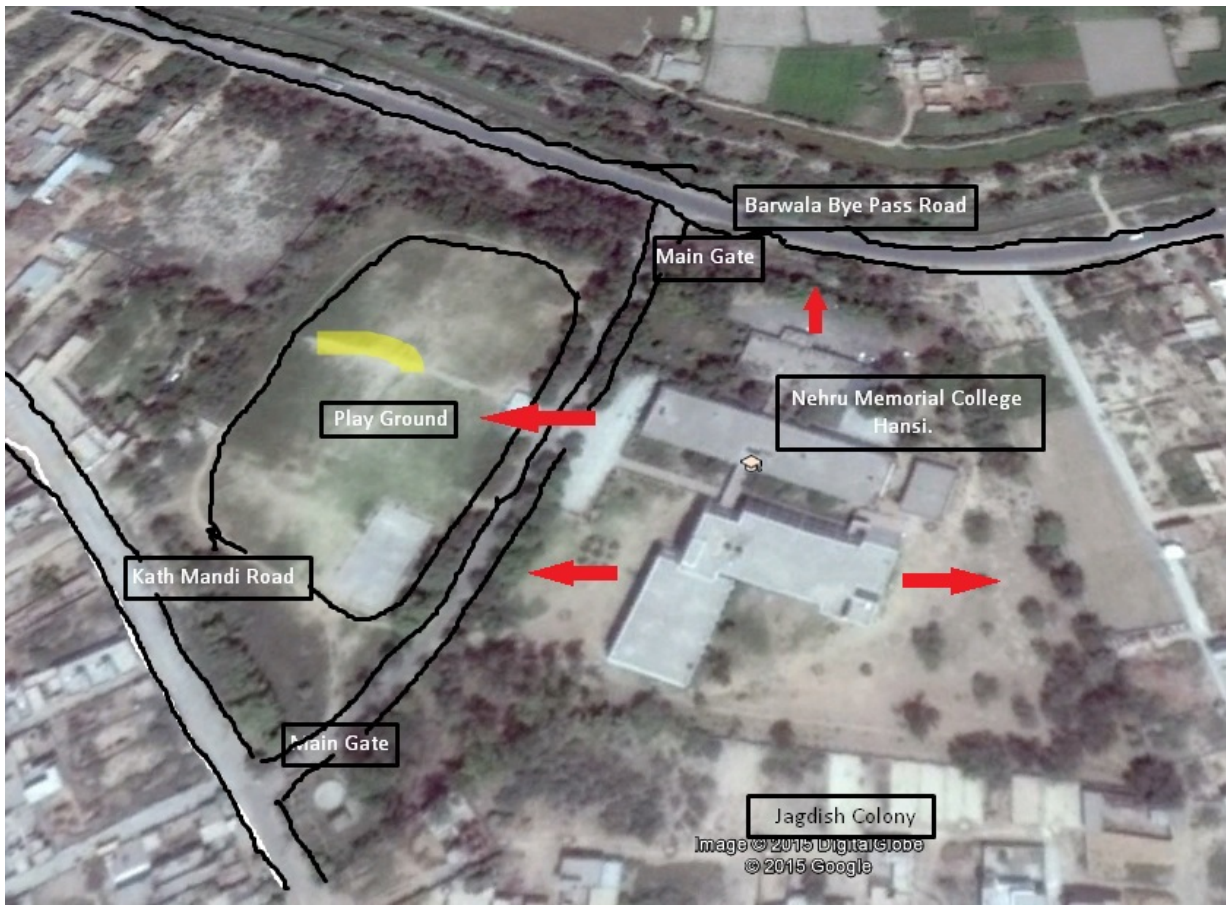
- Member of Building maintenance committee
- NCC/NSS/Scouts & Guides students.
- All fourth class staff members

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	Contact No.
1	TEJBIR	9728211563
2	VIKAS KUMAR	9728137639
3	VIKRAM	8684054277

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

- Congestion in hallways
- Alarm not heard
- Employees unsure of what to do/doesn't
- Staff unsure of responsibilities / response
- Unable to lock doors
- Windows left open
- Doors left open
- Lights left on
- Personnel not accounted
- Personnel run towards lifts
- Lifts are shut down.
- Difficulties with evacuation of disabled personnel.

- Communication problems
- Phone problems
- Chaos
- Long time to evacuate building
- Personnel not serious about drill
- Improper or unavailable supplies
- Confusion
- Doors or Exits blocked
- Delay in Medical response
- Delay in Fire service response
- Delay in Security response
- Interagency miscommunications
- Command, Control & Coordination problems
- Other:

Mitigation / Plans for Improvement

- Additional training for emergency response teams members.
- Additional staff training
- Address need for additional equipment/resources
- Improved emergency supplies

- Cooperative planning with responders
- Revised emergency response procedures
- Other: