

Govt. Industrial Training Institute Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

**GOVT. ITI COLLEGE, PALWAL DISASTER MANAGEMENT
PLAN**

Draft TEMPLATE

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 Courses
 - 1.4. Details of Staff
 - 1.5. Details of Students
2. Hazard Risk, Vulnerability and Capacity (HRVC) Assessment
 - 2.1. Risk Analysis
 - 2.2. Identification of Potential Non-Structural Hazards
 - 2.3. Identification of Vulnerable Population
 - 2.4. Capacities
 - 2.5 Skilled/Trained Human Resource
 - 2.6 Resource Inventory
- 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. Road Safety Team
 11. Coordination Team
- 4 Mock Drill
- 5 Assessment check list

Chapter 1. College Profile

1.1 College Details

1.	Name of the College	Govt. Industrial Training Institute, Palwal	
2.	College Code		
3.	Address	Govt. Industrial Training Institute Alawal Pur Road, Palwal	
		Telephone	01275-252167
		Fax	
		Email	itipalwal@gmail.com
4.	Name of the Principal	Sh. Vinod Kumar Khangwal	
5.	Contact Details	Telephone	01275-252167
		Mobile	9050315091
		Email	
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details : ---- Uday Singh	Email Id: azaduday@gmail.com
7.	Type of College	Boys / Girls / Co-ed.	
		English / Hindi / Others	
8.	College Timings : Science Commerce Humanities	9.00am To 05.00 pm	
9.	Total Students	Boys:481	Total: 508
		Girls: 27	
10.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female
		40	06

	Total 46				
11.	Non-Teaching Staff	No. Of Male	No. Of Female		
		14	02		
	Total				
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	02	01	01
		Female	02	01	00
		Total	04	02	01

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

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	Sh. M.R. Gola	B+	57	M	----	----	NA	9466286455	G ITI Palwal
2	Sh. Itwari Lal	B+	54	M	----	----	Plumber	9050237697	G ITI Palwal
3	Sh. Pohap Singh	A+	52	M	----	----	Electronics	9466645795	-Do-
4	Sh. Subhakaran	B+	53	M	Diabetes	----	Electronics	8010326811	-Do-
5	Sh.Suresh Grover	B+	57	M	----	----	Maths	8813820428	-Do-
6	Sh. Prem Pal Singh	O+	54	M	----	----	Automobiles	9466283744	-Do-
7	Sh. Nawal Singh	B+	45	M	----	----	Maths	9812311050	-Do-
8	Sh. Dharam Dutt	AB+	46	M	Diabetes & BP	P H	Maths	9255126743	-Do-
9	Sh. Samay Singh	B+	30	M	----	----	Sheet Metal	8930875975	-Do-
10	Sh. Jagvir Singh	O+	41	M	----	----	Maths	9991054909	-Do-
11	Sh. Zile Singh	O+	47	M	----	----	Electrician	9813822846	-Do-
12	Sh. Lakshmi Narayan	B+	49	M	----	----	Electrician	9416373804	-Do-
13	Sh. Uday Singh	B+	44	M	----	----	Fitter	9671453883	-Do-
14	Smt. Usha Rani	O+	56	F	----	----	English	9355717525	-Do-
15	Sh. Vijay Singh	B+	43	M	----	PH	Employability Skills	9812383237	-Do-
16	Sh. Rishi Pal	B+	45	M	----	----	Carpenter	9050992444	-Do-

17	Sh. Attam Parkash	B+	35	M	----	----	Steno English	9868344300	-Do-
18	Sh. Shyam	B+	43	M	----	----	Tool & Die	9467942577	-Do-
19	Sh. Bijender Singh	B+	42	M	----	----	Tool & Die	9315862088	-Do-
20	Sh. Harun Khan	B+	40	M	----	----	Turner	9813951976	-Do-
21	Sh. Dharamvir	O+	49	M	----	----	Turner	9416697947	-Do-
22	Sh. Anil Kumar	A+	42	M	----	----	Fitter	9541851703	-Do-
23	Sh. Dilbag Singh	B+	37	M	----	----	Fitter	9068948653	-Do-
24	Sh. Ashok Kumar	A+	39	M	----	----	Fitter	9812508989	-Do-
25	Sh. Naresh Kumar	B+	41	M	----	----	Plumber	8901327532	-Do-
26	Sh. Joginder	B+	32	M	----	----	Welder	9050734400	-Do-
27	Sh. Rakesh Kumar	B+	41	M	----	----	Welder	9354821874	-Do-
28	Sh. Naresh Kumar	B+	39	M	----	----	Tractor Mech.	9467275178	-Do-
29	Sh. Ranbir Singh	A-	39	M	----	----	Tractor Mech.	9467245792	-Do-
30	Sh. Gajraj Singh	A+	42	M	----	----	Mechinist	9991087703	-Do-
31	Sh. Sunder Singh	B+	40	M	----	----	Mechnist	9991500208	-Do-
32	Sh. Jaikishan	B+	43	M	----	----	Mechnist	9416339106	-Do-
33	Sh. Jasbir Singh	B+	50	M	----	----	Mechinist	9813970022	-Do-
34	Sh. Santosh	O+	34	M	----	----	Draftman Civil	9717114102	-Do-
35	Smt. Rajendri	A+	38	F	----	----	COPA	9416930305	-Do-

36	Smt. Seema	B+	38	F	----	----	Electronics	9416373791	-Do-
37	Smt. Kavita	A+	31	F	----	PH	Electronics	9728017468	-Do-
38	Smt. Geeta Sharma	B+	39	F	----	----	Electronics	9416172857	-Do-
39	Sh. Desh Raj	A+	40	M	----	----	Mechinist	8396820495	-Do-
40	Sh. Gajraj	A+	42	M	----	----	Advance Welding	9991774098	-Do-
41	Sh. Rajbir	AB+	39	M	----	----	Surface Finishing	9812058719	-Do-
42	Sh. Shish Pal	B+	26	M	----	----	Fitter	9813225944	-Do-
43	Sh. Neeraj	B+	26	M	----	----	Draftman Civil	9996861210	-Do-
44	Sh. Tekchand	O+	23	M	----	----	Electrician	9050112616	-Do-
45	Sh. Naseem Ahmad	B+	23	M	----	----	Plumber	9813566616	-Do-
46	Sh. Ikram Khan	O+	25	M	----	----	Drawing	9991400976	-Do-

1.1.3 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	Smt. Manisha Arora	Office Supdtt.	B+	50	F	-----	-----	9953541618	G ITI Palwal
2	Sh. Parveen Kumar	Assistant	A+	45	M	Diabetes,BP,HEART	----	9466753501	-Do-
3	Sh. Nardeshwar	Assistant	O+	45	M	----	----	9416457019	-Do-

4	Sh. Sunder Singh	Assistant	B+	50	M	----	----	9416633130	-Do-
5	Sh. Shreechand	Clerk	B+	54	M	----	PH	9991907181	-Do-
6	Sh. Rambir	Clerk	B+	47	M	----	----	9671368334	-Do-
7	Sh. Rajbir Singh	WSA	B+	44	M	----	-----	9813954342	-Do-
8	Sh. Rajbir Sharma	WSA	B+	56	M	----	----	8930318256	-Do-
9	Sh. Subhash	WSA	B+	43	M	----	----	9253723497	-Do-
10	Sh. Jai Parkash	WSA	A+	42	M	----	----	9255589674	-Do-
11	Sh. Murari	WSA	O+	54	M	----	----	----	-Do-
12	Smt Sangeeta	Peon	B+	40	F	----	----	9802641883	-Do-
13	Sh. Dharambir	Peon Cum Chokidar	O+	49	M	----	PH	8607414299	-Do-
14	Sh. Ravinder Singh	--do--	A-	33	M	----	----	7876937292	-Do-
15	Sh. Ombir	--do--	A+	45	M	----	----	8684946045	-Do-
16	Sh. Mohan Singh	--do--	B+	46	M	----	----	9466085680	-Do-

1.2 College Building Details

1	Number of buildings in the College compound	Basement	No												
		Storey	2												
2	Year of Construction (Give details if constructed in parts)	Coe--2011													
3	Play Ground Area	4 acres													
4	Block Details	COE 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	3	1	---	---	2	1	--	1	1	--	--	1	--	--
	1 st Floor	4	--	--	--	1	1	--	1	1	--	--	1	--	--
	2 nd Floor	--	--	--	--	--	--	--	--	--	--	--	--	--	--
	3 rd Floor	--	--	--	--	--	--	--	--	--	--	--	--	--	--
	Total	7	1	--	--	3	2	--	2	2	--	--	2	--	--
			Map												

		Theory 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	6	2--	--	--	2	1	2	1	1	--	1	1	--	--
	1 st Floor	8	--	--	--	2	1	--	1	1	--	--	1	--	--
	2 nd Floor	--	--	--	--	--	--	--	--	--	--	--	--	--	--
	3 rd Floor	--	--	--	--	--	--	--	--	--	--	--	--	--	--
	Total	14	2	--	--	4	2	2	2	2	--	1	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)	<p>N A</p> <p>N A</p> <p>NA</p> <p>Administration Block</p> <p>N A</p>													
6		Theory Block Map													

	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. NCC Office 8. Security office	----- ----- In front of admin block Right side in workshop & admin block & in front of theory wing Between workshop & admin block and Theory block ----- Room-2 old hostel wing Main gate					
11	Playground size and open ground	4 Acres					
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
1	Sh.Vijay Singh	43	M		Diffeculty in walk
2	Smt. Kavita	31	F		--do--
3	Sh. Shree Chand	54	M		--do--
4	Sh. Dharam Bir	49	M		
5	Sh. Dharamdutt	46	M		

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.	Sh. Subhakaran	53	M		Diabetes
2.	Sh. Dharamdutt	46	M		Diabetes,BP
3.	Sh. Praveen Kumar	45	M		Diabetes,BP & Heart

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

2.1 Possible Hazards:

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

2.2 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Welder Section
2.	Other fuel (petrol/diesel/kerosene etc.)	Tractor Mechanic Section
3.	Chemical bottles	---
4.	Main Electrical Boards	Enterance in every block
5.	Hanging Electrical Wires	---
6.	Suspended Ceilings	---
7.	Unfixed Almirah/cabinets	In every block

8.	Unfixed wall Frames	---
9.	Doors/ Windows	---
10.	Open drains/ gutter	---
11.	Trees	In open areas & In front of admin block
12.	Defected staircases	---
13.	Severely cracked walls	---
14.	Others (specify)	---
	Outside College	
1	Trees	No
2	Power Lines	Yes
3	Towers	---
4	Others (specify)	---

2.3 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	1	1
2.	Old age people if any	---	---
3.	Students with special medical concerns	1	1
4.	<u>Teaching/Non-teaching staff with ill health</u>	3	---
5.	Others (specify)		

2.4 Capacities

2.5 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	40	----	40	Sh. Udai Singh	9671453883
NSS (Yes/No)	---	---	---	---	---
Scout & Guide(Yes/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	Sh. Uday Singh	Sports	Teacher		9671453883
2	Sh. Uday Singh	Search & Rescue	Teacher		9671453883

Details of Health Checkup Camps organized at college:

2.6 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		
2.	Fire Extinguishers	8	---	---
3.	Sprinkler System	---	---	---
4.	Ladder (Nos. and Length)	2	Sh. Lakshmi Narayan	9416373804
5.	Rope (Nos. and Length)	---	---	---
6.	Stretchers	---	---	---
7.	Torches	2	---	---
8.	Hammers	20	---	---
9.	Generators / UPS	2	Sh. Naresh Kumar	9467275178
10.	Floor Carpets/ Daris	4	---	---
11.	Blankets	---	---	---
12.	Others	---	---	---

Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	Alarm-1

2	Wireless sets (if nearby Police Station)	---
3	Landline telephone	1
4	Internet Facility	Yes
5	Fax	Yes
6	Other	---

B. Transport Facilities

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

C. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	6		Mini Sectriate
2	BDPO/ MC of th area	2		
3	Police Station/Police Post	3	252100	Near Agra Chowk
4	Fire Station	2	102	Near Bal-Bhawan
5	Primary Health Centre (PHC)	3		
6	Community Health Centre (CHC)	3		
7	Hospital (Public)	3		New Sohna Road
8	Hospital (Private)	1		Guru Nanak Hospital G.T Road
9	Ambulance Services	3	101	
10	District Control Room	6		

11	Other Colleges	.1		
12	NGO	---		

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	Sh. Vinod Kumar	Principal	Chair Person	
2	Sh. Subh Karan	G I	Co chairperson	8810326811
3	Smt. Usha Rani	LT English	Member	9355717525
4	Sh. Nawal Singh	Math	Member	9812311050
5	Sh. Uday Singh	Fitter	Member	9671453883
6	Sh. Kanhaiya	NCC Co-ordinator	Member	-
7	Sh. Rajiv Kumar	Fitter (Student)	Member	-

8	Miss. Babli	DMC (Student)	Member	-
9	Sh. Shyambir	Electrician (Student)	Member	-
10	Sh. Kamal	TDM (Student)	Member	-

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
1	Sh. Vivek Raghav	M	2 nd Year
2	Sh. Satpal	M	1 st Year

3	Sh. Shyam	M	1 st Year
4	Sh. Dharamvir	M	3 rd Year
5	Miss. Priyanka	F	3 rd Year

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.
1	Sh. Jogender	M	Clerk	9050734400
2	Sh. Subhash	M	2 nd year	9253723497
3	Sh. Dharambir	M	2 nd Year	8607414299
4	Smt. Sangita	F	1 st year	9802641883
5	Sh. Ravinder	M	3 rd year	7876937292

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.
1	Sh. Desraj	M	3 rd Year	8396820495
2	Sh. Rishipal	M	3 rd Year	9050992444
3	Sh. Subhash	M	2 nd Year	9253723497
4	Sh. Ravinder	M	2 nd Year	7876937292
5	Sh. Harender	M	2 nd Year	8607272322

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.
1	Sh. Uday Singh	M	3 rd year	-
2	Sh. Kanhaiya	M	1 st year	-
3	Sh. Rajiv	M	3 rd Year	-
4	Sh. Rakesh Kumar	M	2 nd Year	-

5	Sh. Rajkumar	M	1 st Year	-
---	--------------	---	----------------------	---

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.	
1	Sh. Rajan Singh	M	3 rd Year	9671453883	
2	Sh. Kanhaiya	M	3 rd Year	-	
3	Sh. Rajiv	M	1 st Year	-	
4	Sh. Rakesh Kumar	M	1 st Year	-	
5	Sh. Rajkumar	M	1 st Year	-	

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.
1	Sh. Subh Karan	M	2 nd Year	8010326811
2	Sh. Deshraj	M	1 st Year	8396820495
3	Sh. Rishipal	M	1 st Year	9050992444
4	Sh. Jogender	M	2 nd Year	9050734400
5	Sh. Uday Singh	M	3 rd Year	9671453883

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.
1	Sh. M.R Gola	M	1 st Year	9466286455
2	Sh. Naresh Sharma	M	1 st year	8901327532
3	Sh. Uday Singh	M	3 rd Year	9671453883
4	Sh. Subhash	M	3 rd year	9253723497
5	Smt. Sangita	F	3 rd year	9802641883

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

4.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.

5.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?

Specify:

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

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?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desk 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?
(Attach building safety audit report)

Annexure

- A. Incident Response System for college
- B. List of Volunteer blood donors in college like students or staff members with contact details
- C. College evacuation maps
- D. Emergency contact numbers for district administration
- E. Contact numbers of all IRS members
- F. List of teaching and non teaching staff
- G. Contact details of all team supervisors