

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

**COLLEGE DISASTER MANAGEMENT PLAN**

**Name of College: S.D P.G College Panipat**

**2014-15**

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**CENTRE FOR DISASTER MANAGEMENT**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

**GURGAON**

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## 1. College Profile

### 1.1 College Details

1.	Name of the College	S.D P.G College Panipat	
2.	College Code	G.T Road.Panipat	
3.	Address	G.T Road,Panipat	
		Telephone	01802637491
		Fax	01802632854
		Email	sdpgcollagepanipat@yahoo.com
4.	Name of the Principal	Dr.Anupam Arora	
5.	Contact Details	Telephone	0180-2632854
		Mobile	9991014075
		Email	sdpgcollagepanipat@yahoo.com
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :	Email Id:
		9416652531	
		9466575793	
		9416176844	
7.	Type of College	Co-ed.	
		English / Hindi	
8.	College Timings :	Science	9:00 am-4:00pm
		Commerce	9:00am-2:15pm
		Humanities	9:00am-2:15pm
9.	Total Students	Boys:3090	Total: 4976
		Girls: 1886	
10.	Total Streams/ Courses	Students Male	Student Female
		MA	56
		MSC	175
		MBA	

	MCA				
	M. Com	27		105	
	LLB				
	BA	923		479	
	BSC	805		607	
	B.Com	1037		430	
	BBA	125		25	
	Mass. Communication				
	BCA	118		09	
11.	Teaching Staff (Subject/ Department)	No. of Male	No. of Female		
12.	Total				
13.	Non-Teaching Staff	No. Of Male	No. Of Female		
		11	-		
	Total	11	-		
11.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	02	-	-
		<b>Female</b>	-	-	-
		<b>Total</b>	02	-	14. -

**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, Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1.	DR. RAHUL JAIN	B+VE	33	M	-	-	ZOOLOGY	9813359499	HUDA SEC-17
2.	MUKESH GUPTA	O+VE	51	M	-	-	PHYSICS	9466364238	54-DVN PNP
3.	D NAGESH	A+VE	55	M	B.P.	-	BOTANY	9416252451	
4.	PARVEEN	B+VE	30	F	-	-	CHEMISTRY	8295999742	HUDA SEC-18
5.	NAVEEN GOYAL	B+VE	50	M	-	-	COMMERCE	9416989678	106-B BSC PNP
6.	PAWAN SINGLA	B+VE	50	M	-	-	COMMERCE	9416681711	1920 SEC-12 HUDA PNP
7.	SANJAY CHOPRA	B+VE	37	M	-	-	MATHS	9466088346	BEHIND KISHORE
8.	VK GILL	O-VE	34	M	-	-	ENGLISH	9466575793	BANSI COLONY
9.	SANTOSH KUMARI	B+VE	44	F	B.P.	-	ENGLISH	9466653494	#30 BISHAN SARUP
10.	DEEPIKA ARORA	B+VE	31	F	-	-	COMMERCE	9034066335	RA-688 SADAP
11.	DR. MUKESH	O-VE	46	M -	-	-	MATHS	9416176543	#2265, HBC, SEC-13-17
12.	DR. GAVI BALA	A+VE	58	F	-	-	ENGLISH	9813482810	A-136 VAMUNA
13.	SAVITA SIHMAR	B+VE	37	F	B.P. , SUGAR EDILEDSV	-	ECONOMICS	9416911630	MODEL TOWN PNP
14.	HARVINDER	A-VE	56	F	-	-	ECONOMICS	9812102633	9, BHAHI COLONY
15.	GEETA PRUTHI	O+VE	52	F	B.P.	-	HOME SCIENCE	9812131774	776, SEC-12 HUDA PNP
16.	SARITA	O+VE	53	F	-	-	ENGLISH	8222042220	I THEPMAI
17.	DR. PRIYANKA CHANDAN	B+VE	37	F	-	-	ZOOLOGY	9896203788	721, MODEL TOWN PNP

18.	DR. KUSUM LOTA	B-VE	53	F	-	-	HINDI	9255966634	1006 SEC-12 PND
19.	MRS. SUSHMA	B+VE	50	F	B.P.	-	ECONOMICS	9729087158	KRISHNA NACAD
20.	DR. SANGEETA CIPTA	O+VE	51	F	-	-	HISTORY	7206095085	27, ADARSH NACAD
21.	MONIKA KHUDANA	O+VE	36	F	-	-	ENGLISH	7206443880	13, ADARSH NACAD
22.	DR. RAKESH CARC	O+VE	36	M	-	-	COMMERCE	9991177280	210-R, M.T. PND
23.	NARENDER KALSHIK	O+VE	52	M	B.P.	-	ENGLISH	9416921579	B- 021 ANSAI
24.	DR. BAL KISHAN SHARMA	B+VE	57	M	B.P.	-	HINDI	9416405605	D1-5822, ANSAI
25.	ANNU AHUJA	B+VE	49	F	-	-	ENGLISH	9729219089	121, VIRAT NACAD
26.	DR. SK SHARMA	O-VE	42	M	-	-	ENGLISH	8295000741	2743P, BK-F ANSALS
27.	BHARTI GUPTA	-	51	F	B.P. , THYROID	-	HINDI	9466455655	2990 NHBC PND
28.	PAWAN KUMAR	B+VE	26	M	-	-	COMMERCE	7206214556	3348, DESPA I
29.	DR. S N SHARMA	A+VE	59	M	DIABETIC	-	COMMERCE	9416221253	636 HUDA, SEC 11
30.	DR. PARVEEN KATVAI	B+VE	51	M	-	-	CHEMISTRY	9813057567	228, SEC-12
31.	DR. GOYAL	B+VE	56	M	-	-	CHEMISTRY	9466772311	40-A, AGCARSON
32.	DR. RAVI SHARMA	O+VE	33	M	-	-	BOTANY	9468368018	F-2743K, ANSAI
33.	RAJ KUMAR SINGLA	AB+VE	50	M	-	-	PHYSICS	9466455843	9, AGCARSON
34.	DR. RP SAINI	B+VE	45	M	-	-	POL. SCIENCE	9416652531	50, NEW BS COLONY
35.	DR. INDU	O+VE	45	M	-	-	POL. SCIENCE	9996632585	1108, RISHAN
36.	DR. REKHA RANI	O+VE	29	F	-	-	PHYSICS	9466516723	743/8, NEW RAMESH

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



## 1.2 College Building Details

1	Number of buildings in the College compound	Basement	( No)												
		Storey	06 (2 storey)G.F.F.F 01(3Storey)G.F,F.S.F												
2	Year of Construction (Give details if constructed in parts)	1969,1987,1990,1998,2003,2007,2009													
3	Play Ground Area														
4	<b>Block Details</b>	<b>Arts Block</b>													
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab.</b>	<b>Library</b>	<b>Drinking water points</b>	<b>Home Science lab</b>	<b>Music Room</b>
	Ground Floor	06	02	01	-	01	01	-	06	06	-	-	04	02	01
	1 <sup>st</sup> Floor	05	01	-	-	-	-	-	-	-	-	-	-	-	-
	2 <sup>nd</sup> Floor														
	3 <sup>rd</sup> Floor														
	<b>Total</b>														
			<b>Map</b>												



		<b>Science Block</b>													
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab.</b>	<b>Library</b>	<b>Drinking water points</b>	<b>Science lab</b>	<b>Fire Extinguishers</b>
	<b>Ground Floor</b>	04	02	-	-	01	02	04	04	02	06	01	02	04	06
	1 <sup>st</sup> Floor	06	02	-	-	01	01	02	-	-	01	-	-	02	02
	2 <sup>nd</sup> Floor	06	02		-	-	1	1	-	-	-	-	-	-	-
	3 <sup>rd</sup> Floor	06	02	-	-	1	1	-	-	-	-	-	-	-	-
	<b>Total</b>														
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 style="text-align: center;">GROUND FLOOR</p> <p style="text-align: center;">GROUND FLOOR</p> <p style="text-align: center;">FIRST FLOOR</p> <p style="text-align: center;">GROUND FLOOR/FIRST FLOOR</p> <p style="text-align: center;">GROUND FLOOR</p> <p style="text-align: center;">OPD ONLY</p>													
6		<b>Science Block Map</b>													

7	<b>Commerce Block</b>													
	<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab.</b>	<b>Library</b>	<b>Drinking water points</b>	<b>Language Lab</b>	<b>Conference Room</b>
<b>Ground Floor</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>--</b>	<b>01</b>	<b>01</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>01</b>
1 <sup>st</sup> Floor	<b>8</b>	<b>2</b>	<b>2</b>	<b>--</b>	<b>01</b>	<b>01</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>
2 <sup>nd</sup> Floor														
3 <sup>rd</sup> Floor														
<b>Total</b>														
8	<b>Hostel</b>													
	<b>Room</b>	<b>No. of beds</b>	<b>Toilets</b>	<b>Fire Extinguisher/ first aid kit</b>	<b>Computer area</b>	<b>Gym</b>	<b>Mess</b>	<b>Staff</b>						
<b>Ground Floor</b>	<b>11</b>	<b>33</b>	<b>08</b>	<b>02</b>	<b>--</b>	<b>--</b>	<b>01</b>	<b>04</b>						
1 <sup>st</sup> Floor	<b>16</b>	<b>50</b>	<b>08</b>	<b>02</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>						
2 <sup>nd</sup> Floor														
<b>Total</b>														
9	<b>Auditorium:</b>													
	<b>Incharge Name and contact number</b>													
	<b>Sitting</b>	<b>No. of</b>	<b>No. of fire</b>	<b>No. of window</b>	<b>Staircas</b>	<b>Fire</b>	<b>Toilets</b>							

		Capacity	exits	extinguishers	s	e	Exits	
	Ground Floor	300	02	02	06	02	--	01
	Ist Floor	100	02	02	02	--	--	--
	2 <sup>nd</sup> floor							
10	Location of							
	1. Medical Room/ Dispensary	Ground Floor						
	2. Canteen/ Cafeteria	Ground Floor						
	3. Staff Parking	Ground Floor Near Main Gate						
	4. Student Parking	Ground floor near main gate						
	5. Play ground	One near main gate ,2 <sup>nd</sup> in front of administrative block,girls wing						
	6. NSS Office	1 <sup>st</sup> floor						
	7. NSC Office	2 <sup>nd</sup> floor						
	8. Security office	Ground floor						



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

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

Sr. No.	Disaster/Accidents/ strike	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured
1.	Water logging	12-07-2008	-	-
2.				
3.				
4.				
5.				
6.				

### 2.2 Possible Hazards:

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

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

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside College</b>	
1.	Gas cylinders	Chemistry lab
2.	Other fuel (petrol/diesel/kerosene etc.)	Generator room
3.	Chemical bottles	Chemistry lab
4.	Main Electrical Boards	Generator room
5.	Hanging Electrical Wires	Campus
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	<b><u>Office</u></b>
8.	Unfixed wall Frames	-
9.	Doors/ Windows	<b><u>Office</u></b>
10.	Open drains/ gutter	<b><u>Campus</u></b>
11.	Trees	<b><u>Playground</u></b>
12.	Defected staircases	<b><u>No</u></b>
13.	Severely cracked walls	<b><u>No</u></b>
14.	Others (specify)	<b><u>No</u></b>
	<b>Outside College</b>	<b>=</b>
1	Trees	<b><u>No</u></b>
2	Power Lines	<b><u>Near collage gate</u></b>
3	Towers	<b><u>No</u></b>
4	Others (specify)	<b>=</b>

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	<b><u>03</u></b>	
2.	Old age people if any		
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health		
5.	Others (specify)		

## 2.5 Capacities

### 2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	38	16	54	Prof.V.K.Gill	9466575793
NSS (Yes/No)	80	40	120	Prof.R.P Saini	9416652531
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.	Dr.Ravi Kumar	First Aid	Teacher	-	9468368018
2.	Dr.Rahul	-do-	Teacher	-	9034959499

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

A. Details of incharge:- Dr.R.P Saini

B. Details of Blood donors :-

#### **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	Medical kit	Dr.Ravi Kumar	94683368018
2.	Fire Extinguishers	25	Office	
3.	Sprinkler System	-		

4.	Ladder (Nos. and Length)	03	Electrician	
5.	Rope (Nos. and Length)	02	Electrician	
6.	Stretchers	-	-	
7.	Torches	02	Electrician	
8.	Hammers	02	Electrician	
9.	Generators / UPS	02	Electrician	
10.	Floor Carpets/ Daris	04	Office	
11.	Blankets	03	Chowkidar	
12.	Others			

### B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	03
2	Wireless sets (if nearby Police Station)	-
3	Landline telephone	02
4	Internet Facility	10
5	Fax	-
6	Other	-

### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	-
2	4 wheelers (personal)	10
3	2 wheelers (personal)	20
4	Other vehicles	-

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	03	-	Civil Magistrate



2	BDPO/ MC of the area	-	-	-
3	Police Station/Police Post	02		City police Station
4	Fire Station	02		
5	Primary Health Centre (PHC)	-		
6	Community Health Centre (CHC)	-		
7	Hospital (Public)	01		Civil Hospital
8	Hospital (Private)	01		Sanoli road,PNP
9	Ambulance Services	01		
10	District Control Room	-		
11	Other Colleges	02	2695733,2382359	I.B collage,Arya collage PNP
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	Residential Address
1	Dr.S.N.Sharma	Vice-Principal	Vice-Principal	9416221253	#636 HUDA sector-11 PNP
2	Dr.Ravi kumar	Asst.Prof.	Member	9468368018	#2743 Subham city PNP
3	Mrs.Santosh	Asst.Prof.	Member	9466653494	#30 New Bishon sarup
4	Mrs .Sushila	Asst.Prof.	Member	9416176844	S.D Collage Campus
5	Dr.R.P.Saini	Asst.Prof.	Member	9416652539	# New Bishon sarup,PNP
6	Sh.V.K Gill	Asst.Prof.	Member	9466575793	V.P.O Israna,Panipat.

### 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	Dr.Indu Bala	F		9354832585	#1108 Bishon Sarup Colony ,Panipat
2	Ms.Sikha	F		8930434912	#1884 Sect-18 Hudd PNP
3	Ms.Ahuja	F		9729219089	# 349-L.M.T. PNP

#### 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.I.C.Goel	M		9729790749	# 40 A agersen colony,Panipat
2	Prof.R.K.Singla	M		9466455843	#9 Agrsen colony Panipat
3	Prof.V.K.Gill	M		9466575793	V.P.O Israna,Panipat

4	Prof.Susila	F		9416176844	S.D.College wazeem resi.PNP
5	Prof.Pawan Kumar	M		7206214556	V.P.O Manana,PNP

## 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	Dr.parveenkatyal	M		9813057567	#228A HUDA sec-12 Panipat
2	Dr.mukesh punia	M		9416176543	#2265 sec-17 Panipat
3	Dr.Nagesh	M		9416252451	#2995 sec-11-12 Panipat
4	Prof.parveen Kumar	m		9671032001	#287 NFL Township,PNP
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	Dr.R.P saini	M		9416652531	#50 new Bishon sarup colony,PNP.
2	Prof.V.K.Gill	M		9466575793	V.P.O Israna
3	Prof.Sushila	F		9416176844	S.D.College waseem resi.PNP
4	N.C.C STUDENT	M			
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.Nagesh	M		9416252451	#2895 sec-11-12 N.H.B.C PNP
2	Dr.Priyanka	F		9896203788	#721M.T. PNP
3	Prof.Ravi Kumar	M		9468368018	2743-F Block Ansal City,PNP

4	Dr.Rahul	M		9813359489	271/3 Gharunda
5					

## 8. Coordination Team

### Composition

- Members from CDMC
- NCC/NSS/Scouts & Guides Coordinator.
- College security guards

### Roles and responsibilities:

- Over all coordination of activities under CDMC
- Facilitate and coordinate with other teams.
- To avoid chaos during disasters.
- Systematically move the students to the safety zone.
- If it is an earthquake situation, make them wait in the classrooms and instruct them to be under the table till the tremors are over.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Dr.S.N.SHARMA	M		9416221253	#636 HUDA Sec -17 PNP
2	DR.R.P.SAINI	M		9416652531	#50 BISHAN SARUP PNP
3	MRS. SUSHILA	F		9416176844	S.D.COLLEGE PNP
4	SH.V.K.GILL	M		9466575793	V.P.O ISRANA
5					

## 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. S.N. SHARMA	M		9416221253	#636 SECTOR – 17 PANIPAT
2	DR. R.P. SAINI	M		9416652531	#50 BISHAN SARUP PANIPAT
3	DR. RAKESH GARG	M		8222077280	#210 MODEL TOWN PANIPAT
4					
5					

#### 10. Bus/Road Safety Team

##### Composition

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

##### Roles and responsibilities:

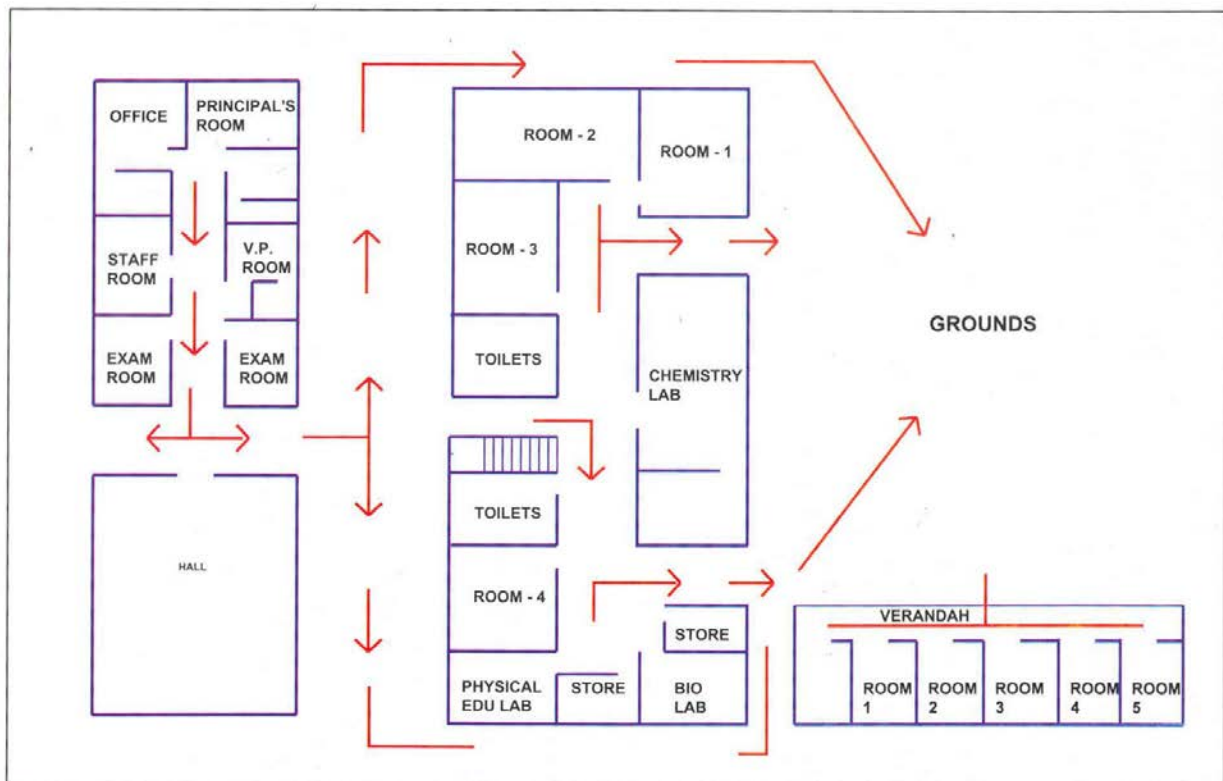
- Maintenance of first aid kits in college buses
- Pull over to side of road, if possible in open
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/College authorities
- Ensure special need students are assisted
- Assist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

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1					
2					
3					
4					
5					

#### 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**



#### 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 (Y/N)**

1. Are fire extinguishers installed in the college? YES
2. Are they in working condition? YES
3. Are students and teachers trained to use fire extinguishers? YES

4. Are they located at appropriate positions (hazardous locations)? YES
5. Are they placed at appropriate height (accessible height)? YES
6. Are instructions indicated on extinguishers? YES
7. Is the language of instructions understood by students and teachers? YES
8. Is hydrant point in the college? NO
9. Are there Sand Buckets in the college? (specify in Numbers) 5
10. Are there Water Buckets in the college? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the students & teachers?  
YES
12. Are do's and don'ts displayed at appropriate locations?
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?
17. Are the Fire Safety Norms followed in the college?
18. Is fire safety audit conducted annually? NO  
(Attach fire safety audit report)

**B. Electrical Safety Assessment (Y/N)**

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 (Y/N)**

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 (Y/N)**

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