

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana



COLLEGE DISASTER MANAGEMENT PLAN

Govt. College, Hisar

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

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1. College Profile

1.1 College Details

Govt. College, Hisar was established in 1950 in Hisar district with a motive of providing higher education to students of the surrounding area. It is affiliated to Kurukshetra University, Kurukshetra. In 1976, this college was transferred in the present campus which contains hostel facility for girl students, a big library and Science Laboratories with all kind of modern facilities. The campus is divided into five blocks-Administrative Block, Arts Block, Science Block, Commerce Block and Library.

1.	Name of the College	Government College, Hisar	
2.	College Code	41	
3.	Address	Government College, Rajgadh Road, Hisar	
		Telephone	01662-239988 (O) 01662-236384 (O)
		Fax	01662-224805 (F)
		Email	principal_gc_hisar@yahoo.co.in
4.	Name of the Principal	DR. SNEH NANDA	
5.	Contact Details	Telephone	01662-239988 (O)
		Mobile	9466639493 (M)
		Email	principal_gc_hisar@yahoo.co.in
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator: Army Wing Air Force Wing Physical Education Lecturer	Name :	Contact No.:
		Sh. Rajender Shevada	9416491597
		Sh. Rajpal Sangwan	9416476208
		Sh. Vinod Prakash	9466728082
		Dr. Baljeet Singh	8816039967
		Dr. Jagbir Boora	9466288096
7.	Type of College	Co-ed.	
		English / Hindi	
8.	College Timings :	Science	9 am to 4:30 pm
		Commerce	9 am to 4:30 pm
		Humanities	9 am to 4:30 pm
9.	Total Students	Boys: 2760	Total: 5326

		Girls: 2566		
10.	Total Streams/ Courses	Male	Female	Total
	MA	143	306	449
	M. Com	20	90	110
	BA	1368	916	2284
	BSC	862	832	1694
	B.Com	367	422	789
11.	Teaching Staff	Male: 53	Female: 50	
	Total	103		
12.	Non-Teaching Staff	Male: 30	Female: 3	
	Total	33		

**STUDENTS' DATA IN GOVERNMENT COLLEGES, HISAR FOR THE
SESSION 2014-15**

S. No.	Name of COURSE	Seats Allotted	No. of students admitted		
			Boys	Girls	Total
1	B.A. I	720	461	324	785
	B.A. II	720	389	241	630
	B.A. III	720	266	206	472
2	B.A. I Eng. Hon's	55	26	19	45
	B.A. II Eng. Hon's	55	21	15	36
	B.A. III Eng. Hon's	55	17	18	35
3	B.A. I Geo. Hon's	40	29	11	40
	B.A. II Geo. Hon's	40	23	10	33
	B.A. III Geo. Hon's	40	21	6	27
4	B.A. I Eco. Hon's	55	27	20	47
	B.A. II Eco. Hon's	55	23	22	45
	B.A. III Eco. Hon's	55	28	13	41
5	B.Com. I	240	96	165	261
	B.Com. II	240	106	138	244
	B.Com. III	240	122	98	220
6	B.Sc. I (Med.)	160	67	108	175
	B.Sc. II (Med.)	160	45	100	145
	B.Sc. III (Med.)	160	43	67	110
7	B.Sc. I (Biotech.)	40	30	9	39
	B.Sc. II (Biotech.)	40	16	16	32
	B.Sc. III (Biotech.)	40	24	10	34

8	B.Sc. I (Non Med.)	240	151	119	270
	B.Sc. II (Non Med.)	240	107	158	265
	B.Sc. III (Non Med.)	220	127	120	247
9	B.Sc. I (Comp. Sc.)	80	64	17	81
	B.Sc. II (Comp. Sc.)	80	61	18	79
	B.Sc. III (Comp. Sc.)	60	30	32	62
10	B.Sc. I (Comp. Appl.)	50	42	8	50
	B.Sc. II (Comp. Appl.)	50	35	10	45
	B.Sc. III (Comp. Appl.)	50	26	14	40
11	M.A. I (Eng.)	50	15	25	40
	M.A. II (Eng.)	50	9	28	37
12	M.Sc. I (Geo.)	50	13	37	50
	M.Sc. II (Geo.)	50	22	25	47
13	M.A. I (Sanskrit)	35	16	19	35
	M.A. II (Sanskrit)	35	8	14	22
14	M.A. I (Pol. Sc.)	50	21	29	50
	M.A. II (Pol. Sc.)	50	18	23	41
15	M.A. I (Eco.)	50	8	41	49
	M.A. II (Eco.)	50	9	35	44
16	M.Com. I	50	10	42	52
	M.Com. II	50	6	42	48
	TOTAL	5570	2678	2472	5150

1.2 College Building Details

1	Storey	Two and three story													
2	Year of Construction	1976													
3	Block Details	Administration Block													
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Lab	Girls common room
	Ground Floor	1	13	-	-	2	2	2	2	1	-	1	1	-	-
	1 st Floor	-	3	-	-	1	1	-	-	-	-	-	-	-	1
	Total	1	16	-	-	3	3	2	2	1	-	1	1	-	1
4	Block Details	Arts Block													
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Lab	Music Room
	Ground Floor	6	7	-	1	1	2	1	1	-	2	-	1	1	-
	1 st Floor	7	3	1	-	1	2	-	-	-	-	-	4	2	
	Total	13	10	1	1	2	4	1	1	-	2	-	1	5	2
	Block Details	Science Block													
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Science lab	Fire Extinguishers
		Ground Floor	3	2	-	-	1	2	1	1	-	-	1	3	3
		1 st Floor	1	3	-	-	1	2	2	-	-	1	-	4	4
		2 nd Floor	1	3	-	-	1	2	-	-	-	-	-	7	3
Total		5	8	-	-	3	6	3	1	-	1	-	1	14	10

5	Commerce Block														
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Language Lab	Conference Room
	Ground Floor	8	2	-	-	1	2	-	1	-	-	-	-	-	-
	1 st Floor	6	2	-	-	-	-	-	1	1	1	-	-	-	-
Total	14	4	-	-	1	2	-	2	1	1	-	-	-	-	
6	Girls Hostel														
		Room	No. of beds	Toilets + Bathroom	Fire Extinguisher/ first aid kit	Computer area	Gym	Mess	Staff						
	Ground Floor	20	100	8+8	02/ 01	-	1	1	7						
7	Auditorium:														
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets							
	Ground Floor	200	4	-	1	-	-	-							
8	Location of														
	1. Medical Room	Commerce Block-first floor													
	2. Canteen	Outside main building													
	3. Staff Parking	Near entrance													
	4. Student Parking	Near entrance													
	5. Play ground	Outside main building													
	6. NSS Office	Science Block-ground floor													
	7. NCC Office	Arts Block-ground floor													

1.2.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Sh. ML Goel	56	m	UG, PG	Blindness

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	Ms. Kiran Miglani		F	UG	Under treatment for multiple fracture
2	Ms. Leena Kajal		F	UG	Retinal Problem

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	H
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, hostel mess, home science lab, canteen
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical bottles	Chemistry lab
4.	Main Electrical Boards	In every block
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	Yes
3	Towers	-
4	Others (specify)	-

2.3 Capacities

2.3.1 Skilled/Trained Human Resource

Trained Volunteers	Total	Name of the coordinator	Contact No. of the coordinator
NCC	Army wing : 58 Air Wing: 72	Sh. Rajpal Sangwan Sh. Vinod Prakash	9416476208 9466728082
NSS	237	Sh. Rajender Shevada	9416491597

2.3.2 Resource Inventory

A. Equipments within College and also nearby college :

Sr. No.	List of Items	Details of the item	Person Incharge
1.	First Aid Kits	15	Dr. Jyoti Mongia
2.	Fire Extinguishers	10	Lab incharges
3.	Sprinkler System	-	-
4.	Ladder (Nos. and Length)	-	-
5.	Rope (Nos. and Length)	-	-
6.	Stretchers	-	-
7.	Torches	2	-
8.	Hammers	-	-
9.	Generators / UPS	1	Dr. Satpal
10.	Floor Carpets/ Daris	20	
11.	Blankets	2	
12.	Sound System	2	

B. Nearest Resources

1.	Commissioner	01662-254240, 233267
2.	D.C.	01662-232045, 232304
4.	S.P.	01662-232307, 232306
5.	A.D.C.	01662-232692, 225151
6.	C.T.M.	01662-233243
7.	S.D.M.	01662-232798
8.	Police Station (Civil Lines)	01662-248101
9.	Police Chowki HAU	01662-289279
10.	Police Control Room	01662-233178, 100
11.	Civil Hospital	01662-278153
12.	Fire Service	01662-275050
13.	CMO (Office)	01662-278157
14.	Haryana Roadways, Hisar	01662-233485

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	Contact No
1	Dr. Sneha Nanda	Chairperson	9466639493
2	Sh. Rajender Shevada	Vice Chairperson	9416491597
3	Sh. Rajpal Sangwan	Member	9416476208
4	Sh. Vinod Prakash	Member	9466728082
5	Dr. Baljeet Singh	Member	8816039967
6	Dr. Jagbir Boora	Member	9466288096
7			
8			
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	Sex	Contact No.
1	Sh. Rajender Shevada	M	9416491597
2	Pooja Rani	F	
3	Sonika	F	
4	Naman Kumari	F	
5	Somwati	F	

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	Contact No.
1	Sh. Rajpal Sangwan	M	9416476208
2	Sunita Devi	F	

3	Bansi Lal	M	
4	Bhuvesh Rattan	M	
5	Ajay	M	

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	Contact No.
1	Sh. Vinod Prakash	M	9466728082
2	Krishna	F	
3	Shrishti	F	
4	Neha	F	
5	Sweetey Rani	F	

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	Contact No.
1	Dr. Baljeet Singh	M	8816039967
2	Ankit Sura	M	
3	Vikash	M	
4	Deepak	M	
5	Vikram	M	

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	Contact No.
1	Dr. Jagbir Boora	M	9466288096
2	Neetu Rani	F	
3	Ekta	F	
4	Ankita Sangwan	F	
5	Karuna	F	

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	Contact No.
1	Dr. Sneh Nanda	F	9466639493
2	Sandeep Kumar	M	
3	Deepak	M	
4	Sonu	M	
5	Ramkush	M	

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	Contact No.
1	Sh. Vinod Prakash	M	9466728082
2	Pradeep Chand	M	
3	Neha	F	
4	Sweety Rani	F	
5	Pooja Rani	F	

10. Bus/Road Safety Team

Composition

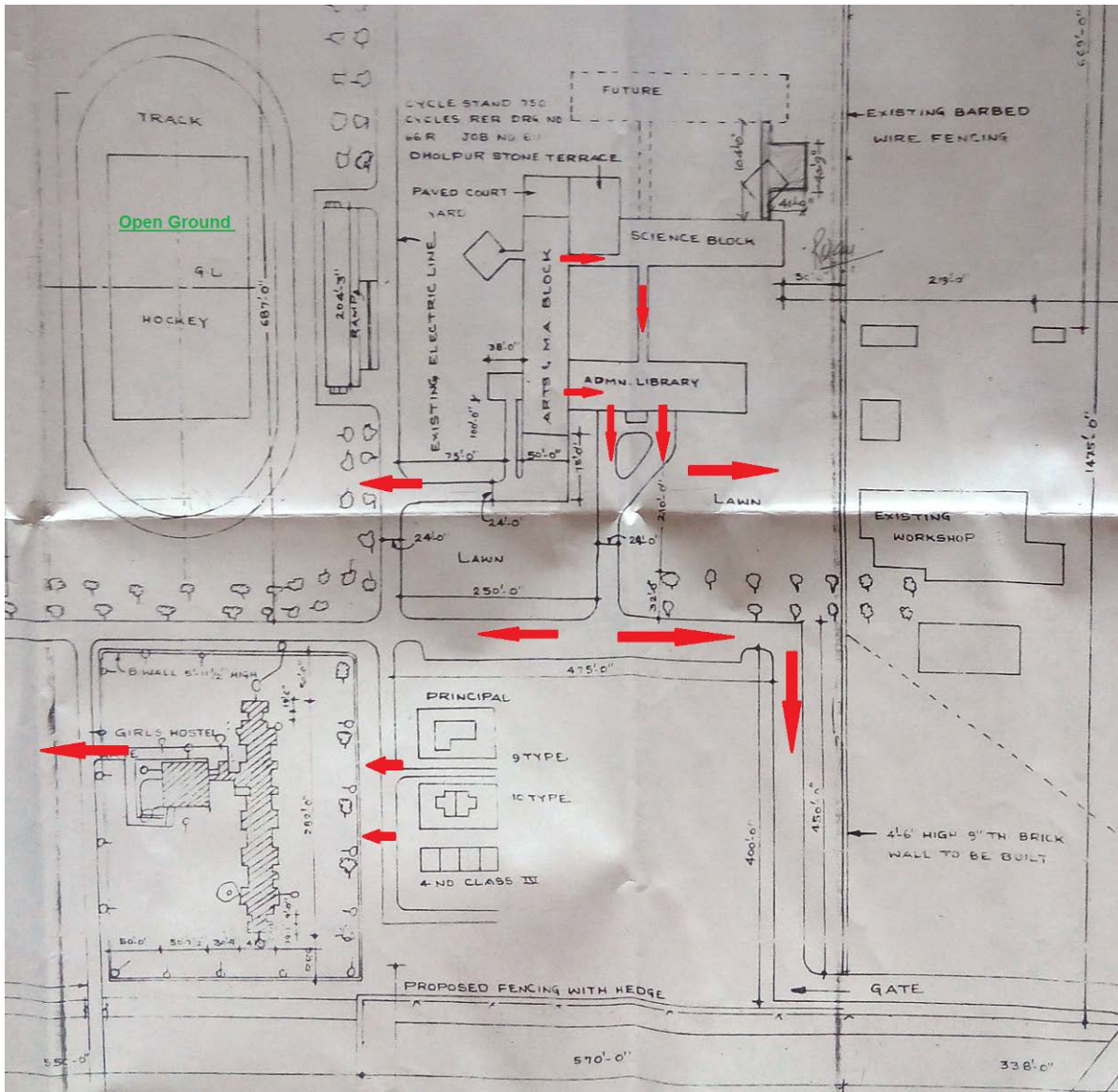
- Teacher (traveling in respective buses).
- Student getting down at last stop.

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	Contact No.
1	Sh. Rajpal Sangwan	M	9416476208
2	Naman Kumari	M	
3	Somwati	F	
4	Neetu Rani	F	
5	Ekta	F	

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 lives 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 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?

Staff List 2014 as on 11.03.2015

Dept.		Sh/Smt/Kum./Dr.		Geography		
Botany	1	Nirmla Bishnoi			58	Bhupinder Singh
	2	Jyoti Mongia			59	R.K. Mehla
	3	Seema Bishnoi			60	Ram Singh
	4	Sushila Sangwan			61	Parvin Godara
Biotech	5	Kaur Singh			62	Sarjit Singh
Chemistry	6	L.B. Arya			63	Dalbir Singh
	7	Ram Pratap			64	Surender Kumar
	8	R.S.Kajal			65	D.S. Gill
	9	Versha Chawla			66	Rajender Sevda
	10	Meena Rani			67	Nihal Singh
	11	Sonal Bishnoi			68	Randhir Singh
Commerce	12	S.P. Singh			69	Ravinder Beniwal
	13	Ishwar Singh			70	Balwan
	14	Mohini Sharma			71	S. Phogat
	15	M.P. Bansal		Mass Comm.	72	Kusum
	16	Ramesh Kumar			73	Chitra
Computer Sci.	17	Rekha Saluja		Mathematics	74	B.S. Siwach
	18	Sarita			75	Rajpal Sangwan
	19	Minakshi Kalra			76	Seema
	20	Sudesh Rani			77	Suman Chaudhry
	21	Parveen Kumar			78	R. K Dahiya
	22	Vinod Prakash			79	Raman Kumar
Defence St.	23	M.S.Manjhu		Music (I&V)	80	Mudita Verma
	24	Sant Ram Vats			81	Kiran Khyalia
	25	Sharda Bishnoi			82	Renuka Gambhir
Economics	26	Kiran Bhukal		Physical Edu.	83	Baljit Singh
	27	Satbir Singh			84	Jagbir Singh Boora
	28	Ram Chander		Physics	85	P.S. Rohila
	29	Joginder Singh			86	Dalip Singh
				Political Sci.	87	M.L. Goyal
					88	Durga
English	30	Makhan Singh			89	Sudikshna Bamel
	31	K.C. Sharma			90	Krishna Goyal
	32	S.K. Sharma		Psychology	91	Shanti Kundu
	33	Khem Chand			92	Jyoti Yadav
	34	Surekha Rani	on Deputation		93	Surender Bajia
	35	Shashi Bansal		Sanskrit	94	J.S. Chahal
	36	Kanwaljit			95	Rajvir Siwach
	37	Sushil Bishnoi		Sociology	96	Raj Kumar Khyalia
	38	Kiran Miglani		Zoology	97	Ajay Choudhary
	39	Vandna Bishnoi			98	Anjali Gulati
	40	Vivek Bharti			99	Vivek Saini
	41	Anita Hooda			100	Sarita
	42	Nitika			101	Nirmala Rathee
	43	Paviter Mohan			102	Anupam Sehra
	44	Priya Dutta			103	Asha Kiran Jain
	45	Vandana Goyal				
	46	Asha Saharan				

	47	Maman Singh				
Hindi	48	Sunil Kundu				
	49	Suman Kaushik				
	50	Deepmala				
	51	Sunita Kharub				
	52	Kamlesh Duhan				
	53	Sunil Kumar				
Home Sci.	54	Leena Kajal				
	55	Saroj Bishnoi				
History		Sudershan				
	56	Chaudhry				
	57	Balbir				

Non Teaching Staff				
Sr. No.	Name	Designation	Ph. No.	Department
1	Rajender Poonia	Librarian	9416632525	Library
2	Devender Pall	Dy. Supp.	9416153700	Office Room no. 18
3	Himanshu Sharma	Clerk	9255904328	Office Room no. 16
4	Anand Singh	Clerk	9467159337	Office Room no. 16
5	Devender Datt	Clerk	9466859319	Deputation Barwala
6	Kamlesh Sharma	S.L.A.	9034001101	Botany and Zoology Department
7	Mohinder Singh	S.L.A.	9255204062	Geography Department
8	Karnail Singh	J.L.A.	9416352811	Physics Department
9	Jai Bhagwan	J.L.A.	9466633931	Psychology Department
10	Satyawan Singh	T.P		Music Department
11	Raj Kumar	L.A.	9992121145	Botany Department
12	Ram Kumar	L.A.	9992121918	Physics Department
13	Gulab Singh	J.L.A.	9050120502	Zology Department
14	Harish Kumar	L.A.	9416495482	Computer Sc. Department
15	Suraj Bhan	L.A.	01669-690246	Physics Department
16	Leela Vati	L.A.	9466533931	Defence Studies Department
17	Ashutosh	L.A.	9416585887	
18	Ram Kumar Sharma	L.A.	9466403970	Fee Clerk
19	Om Parkash	L.A.	9728405154	Geography Department
20	Gobind Ram	L.A.	9253748361	Principal Office
21	Prem Singh	L.A.	9466440085	Mass Communication and Biotech
22	Prithvi Singh	L.A.	8901129108	Chemistry Department
23	Balbir	L.A.	8053789316	Chemistry Department
24	Satbir Sharma	L.A.	9050947890	Diary Dispatch Work Office
25	Sita Devi	Peon	9255512208	Principal Office
26	Gulab Singh	Peon	9812160646	Library
27	Suraj Mal	Mali		Phy. Edu.
28	Sat Pal	Peon	9466748170	Office
29	Rajender Singh	Chowkidar	9813166550	
30	Suresh Kumar	Chowkidar	9991532677	
31	Lakhmi	Chowkidar	9416171139	
32	Santosh Kumari	Sweeper		Hostel
33	Rajpal Singh	Sweeper	9729481981	Principal office /College
34	Ram Chander	Sweeper	9992172508	College

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: