

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

**GOVT. COLLEGE HODAL DISASTER MANAGEMENT
PLAN**

Draft TEMPLATE

2014-15



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	Govt. College, Hodal-1211006	
2.	College Code	F204 (As per University)	
3.	Address	Old G.T. Road, Near Punhana Chowk, Hodal District- Palwal, Haryana-121106	
		Telephone	01275-235542
		Fax	
		Email	gchodal@yahoo.com
4.	Name of the Principal	Dr. Mohender Kumar Gupta	
5.	Contact Details	Telephone	01275-228542
		Mobile	09818634845
		Email	mkgupta1965@yahoo.co.in
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details : Sh. Tejpal N.A. N.A.	Email Id: gchodal@yahoo.com tejpalbouddha@gmail.com
7.	Type of College	Co-education.	
		English , Hindi	
8.	College Timings :		
	Science	09:00 to 03:00	
	Commerce	09:00 to 03:00	
	Humanities	09:00 to 03:00	
9.	Total Students	Boys: 677	Total: 1007
		Girls: 330	
10.	Total Streams/ Courses	Students Male	Student Female
	BA	401	267
	BSC	134	38
	B.Com	142	25

11.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female	
	ART	02	02	
	Science	00	00	
	Commerce	03	00	
	Total	05	02	
12.	Non-Teaching Staff	No. Of Male	No. Of Female	
		11	Nil	
	Total	11	Nil	
11.	No. of differently abled persons	Students	Teaching staff	Non teaching staff
	Male	05	Nil	Nil
	Female	02	Nil	Nil
	Total	07	Nil	Nil

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
01	Mohender Kumar Gupta	B+	50	Male	Nil	Nil	Commerce	9467942459	Perm. 769, Sec 7C, Fbd
02	Anil Kumar Dahiya		53	Male	Nil	Nil	Economics	9466667970	Hodal
03	Subedar Singh	B+	52	Male	Nil	Nil	Political Science	9410616351	Agra
04	Tejpal	B+	33	Male	Nil	Nil	Hindi	9991742407	VPO Bhiduki
05	Satya Prakash	A+	30	Male	Nil	Nil	Commerce	9813327720	VPO Bedha Patti
06	Kamayani	B+	31	Female	Nil	Nil	English	9355965350	New extension Colony, Palwal
07	Kavita Saini	B-	34	Female	Nil	Nil	History	9466849747	Sec- 20A FBD
08	Gurnam Singh	AB+	35	Male	Nil	Nil	Geography	9416561950	Akash Nagar Kurukshetra
09	Sanju Aggarwal	B-	39	Female	Nil	Nil	Chemistry	9996277021	Hodal
10	Seema Vashist	B+	26	Female	Nil	Nil	Sociology	9582756401	Sec.- 31, FBD
11	Komal	A+	24	Female	Nil	Nil	Physics	8930461221	Hodal
12	Neelam Singla	B+	48	Female	Nil	Nil	Sanskrit	9466470150	Palwal
13	Balram Chawla		59	Male	Nil	Nil	English	9992566608	Palwal
14	Neelam Sharma	A+	25	Female	Nil	Nil	Math	9992566608	Krishna Colony, Railway Road,Pwl
15	Sangeeta Devi	B+	25	Female	Nil	Nil	Chemistry	9050343832	Palwal
16	Suneel Kumar	B+	25	Male	Nil	Nil	Physics	9991994577	Vpo Bathain Khurd
17	Gyanender Garg	O-	29	Male	Nil	Nil	Computer Instructor	9996666793	Hodal

18	Chander Singh	O+	29	Male	Nil	Nil	Computer Instructor	9996666736	VPO Bahin
19	M.L. Sharma		60	Male	Nil	Nil	Mathematics		

1.1.2 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
01	Nawal Singh	Dy. Supdt.		57	Male	Nil	Nil	8685833196	VPO Banchari
02	Kishan Chand	Clerk		58	Male	Nil	Nil	---	VPO Khambi
03	Mewaram	Restorer		61	Male	Nil	Nil	9813081801	VPO Hassanpur
04	Naveen Kumar	Lab. Attendant		54	Male	Nil	Nil	9354997307	Hodal
05	Suresh Chand	Lab. Attendant	B+	52	Male	Nil	Nil	9254893171	Hodal
06	Dharambir	Library Attendant		56	Male	Nil	Nil	9728862374	VPO Gorota
07	Chanchal	Clerk	B+	26	Female	Nil	Nil	8930267006	VPO Bamnikhera
08	Attar Singh	Mali		44	Male	Nil	Nil	9671910784	Hodal
09	Devkant	Mali	B+	29	Male	Nil	Nil	9050408810	Hodal
10	Naresh	Chowkidar		36	Male	Nil	Nil	9671424548	Hodal
11	Mukesh	Chowkidar	Ab+	31	Male	Nil	Nil	9813687885	
12	Gulab Singh	Peon	B-	30	Male	Nil	Nil	9728126735	VPO Dakora
13	Mahesh Chand	Peon	AB+	30	Male	Nil	Nil	9050275473	VPO Bhiduki
14	Maninder Kumar	Sweeper		29	Male	Nil	Nil	8221008491	Hodal

15	Deepak	Sweeper	B+	32	Male	Nil	Nil	9050052109	Vpo Sondhad
16	Samsuddin	Computer attendant	A+	34	Male	Nil	Nil	9813329255	Vpo Chhainsa
17	Bhudar Singh	Chowki dar	B	56	Male	Nil	Nil		Hodal

1.2 18 College Building Details

1	Number of buildings in the College compound	Basement	No												
		Storey	Double												
2	Year of Construction (Give details if constructed in parts)	Building Taken over with date 20/02/1980													
3	Play Ground Area	245 x 162 square Yards													
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	Home Science lab	Music Room
	Ground Floor	03	00	01	00	01	02	02	03	02	02	01	02	00	00
	1 st Floor	04	00	00	00	01	01	00	01	00	00	00	00	00	00
	Total	07	00	01	00	02	03	02	04	02	02	01	02	00	00
			Map												

		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	06	00	01	00	01	02	02	03	02	02	01	01	02	01
	Total	06	00	01	00	01	02	02	03	02	02	01	01	02	01
5	Location of Laboratories a. Chemistry Lab b. Physics Lab c. Biology Lab d. Computer Lab e. Medical Room (Location and no. Of beds)	At the Ground floor of Science block (Room No.18) At the Ground floor of Science block (Room No.19) Right side of Staff Room.													
6		Science Block Map													

10	Location of 1. Medical Room/ Dispensary 2. Canteen/ Cafeteria 3. Staff Parking 4. Student Parking 5. Play ground 6. NSS Office 7. NSC Office 8. Security office	Room No. 40 Nil Nil Nil Behind Science Block Room No. 06 Nil Nil
11	Playground size and open ground	245 x 162 Square Yard
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
	Nil	Nil	Nil	Nil	Nil

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
	nil	Nil	Nil	nil	nil

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
Nil	Nil	Nil	Nil	Nil

2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Medium	Main Road
Flood	Nil	Nil
Earthquake	Nil	Nil
Building collapse	High	Some Parts of Building, Declared by the Govt.
Epidemic / Contagious disease	Nil	Nil
Fire	Low	Due to use of Chemical
Heat Wave	Nil	Nil
Cold Wave	Nil	Nil
Industrial / Chemical hazard	Nil	Nil
Stampede	Nil	Nil
Animal Bite	Nil	Nil
Snake Bite	High	Due to open Area
Food Poisoning	Nil	Nil
Others (specify)	Nil	Nil
College strikes	Nil	Nil

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Office, Chemistry Lab
2.	Other fuel (petrol/diesel/kerosene etc.)	Store
3.	Chemical bottles	Chemistry Lab
4.	Main Electrical Boards	Near Generator Room
5.	Hanging Electrical Wires	Main Wire Crossing over the College
6.	Suspended Ceilings	
7.	Unfixed Almirah/cabinets	Computer Lab, Clerk office, Library, Staff Room, NSS Room, Science Lab, Geo Lab, Principal office
8.	Unfixed wall Frames	
9.	Doors/ Windows	As per rooms
10.	Open drains/ gutter	
11.	Trees	Inside & Play Ground
12.	Defected staircases	Nil
13.	Severely cracked walls	Nil
14.	Others (specify)	
	Outside College	
1	Trees	In Front , Play Ground & in front of Library, open campus
2	Power Lines	Nil
3	Towers	Nil
4	Others (specify)	

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	Nil	
2.	Old age people if any	Nil	
3.	Students with special medical concerns	Nil	
4.	Teaching/Non-teaching staff with ill health	Nil	

5.	Others (specify)	Nil
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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)	NA	NA	NA	NA	NA
NSS (Yes)	18	32	50	Sh. Tejpal	9991742407
Scout & Guide(Yes/No)	NA	NA	NA	NA	NA

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.
01	Sh. Satya Prakash	First Aid	Teacher	Medium	9813327720

Blood Donation Camps organized at college:

- A. Details of incharge- **Dr. Subedar Singh**
- B. Details of Blood donors- **43 Unit Blood Collected**

Details of Health Checkup Camps organized at college:

- C. Details of incharge- Kavita Saini

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	Cotton, anti-Biotic Lotion, Gen Medicine	Sh. Satya Prakash	9813327720
2.	Fire Extinguishers	In Chemistry Lab,	Sh. Suresh Chand	9254493171
3.	Sprinkler System			
4.	Ladder (Nos. and Length)	01	Attar Singh	9671910784

5.	Rope (Nos. and Length)	01	Sh. Satya Prakash	9813327720
6.	Stretchers	Nil		
7.	Torches	02	Naresh & Bhudar	
8.	Hammers	Nil		
9.	Generators / UPS	01	Mrs. Kamayani	9355965350
10.	Floor Carpets/ Daris	02	Mrs. Kavita Saini	9466849747
11.	Blankets	Nil		
12.	Others			

B. Communication Set up

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

C. Transport Facilities

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

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	500 M	01275-235836	Near Punhana Chowk
2	BDPO/ MC of the area	500M		Near Punhana Chowk
3	Police Station/Police Post	02	01275-235623	Rajjev Gandhi Chowk, Hodal
4	Fire Station	01		Water works Colony, Hodal
5	Primary Health Centre (PHC)		01275-235576	
6	Community Health Centre (CHC)		01275-235576	
7	Hospital (Public)	1.5	01275-235576	Ram Nagar, Hodal
8	Hospital (Private)	25 M	9468000692	In front of College
9	Ambulance Services	25 M	9050502755	In front of College
10	District Control Room	?		
11	Other Colleges	300 M	9813854478	Near Bus stand, Hodal
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	
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. M.K. Gupta	Principal	Chairperson	9818634845	Permanent
02	Dr. Subedar Singh	Assistant Prof.	Vice Chairperson	9410616351	Permanent
03	Sh. Tejpal	Assistant Prof.	Member	9991742407	Permanent
04	Sh. Satya Prakash	Assistant Prof.	Member	9813327720	Permanent
05	Anju Sorout	B.Sc. III	Member	9992961252	Hodal
06	Dharam wati	B.A. III	Member	8059560634	Bhulwana
07	Balram	B.Sc. II	Member	9812169306	Nagal Jat
08	Mukesh Kumar	B.A., II	Member	9050507656	Hodal

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	Principal (Chairman)	Male	Associate Professor	9818634845	Permanent
2	Anil Kumar Dahiya	Male	Associate Professor	9466667970	Permanent
3	Subedar Singh	Male	Assistant Professor	9410616351	Permanent
4	Balram	Male	Student	9812169306	Nagal Jat

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	Mrs. Kamayani	Female	Assistant Prof.	9355965350	Permanent
2	Sh. Deepak	Male	Sweeper	9050052109	Hodal
3	Sh. Maninder Kumar	Male	Sweeper	8221008491	Hodal

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	Sh. Satya Prakash	Male	Assistant Prof.	9813327720	Hodal
2	Sh. TejPal	Male	Assistant Prof.	9991742407	Hodal

3	Sh. Naresh	Male	Chowkidar		Hodal
4	Balram	Male	Student	9812169306	Hodal

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	Sh. Satya Prakash	Male	Assistant Prof.	9813327720	Hodal
2	Sh. TejPal	Male	Assistant Prof.	9991742407	Hodal
4	Balram	Male	Student	9812169306	Hodal

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	Sh. Satya Prakash	Male	Assistant Prof.	9813327720	Hodal
2	Dr. Kavita Saini	Female	Assistant Prof.	9466849747	Permanent

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	Sh. TejPal	Male	Assistant Prof.	9991742407	Permanent
2	Dr. Kavita Saini	Female	Assistant Prof.	9466849747	Permanent
3	Sh. Naresh	Male	Chowkidar		Permanent
4	Sh. Bhudar	Male	Chowkidar		Permanent
5	Sh. Kishan Chand	Male	Clerk		Permanent

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	Anil Kumar Dahiya	Male	Associate Professor	9466667970	Hodal
2	Subedar Singh	Male	Assistant Professor	9410616351	Hodal
3	Sh. TejPal	Male	Assistant Prof.	9991742407	Hodal
4	Sh. Deepak	Male	Sweeper	9050052109	Hodal
5	Sh. Maninder Kumar	Male	Sweeper	8221008491	Hodal

10. Bus/Road Safety Team

Composition

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

Roles and responsibilities:

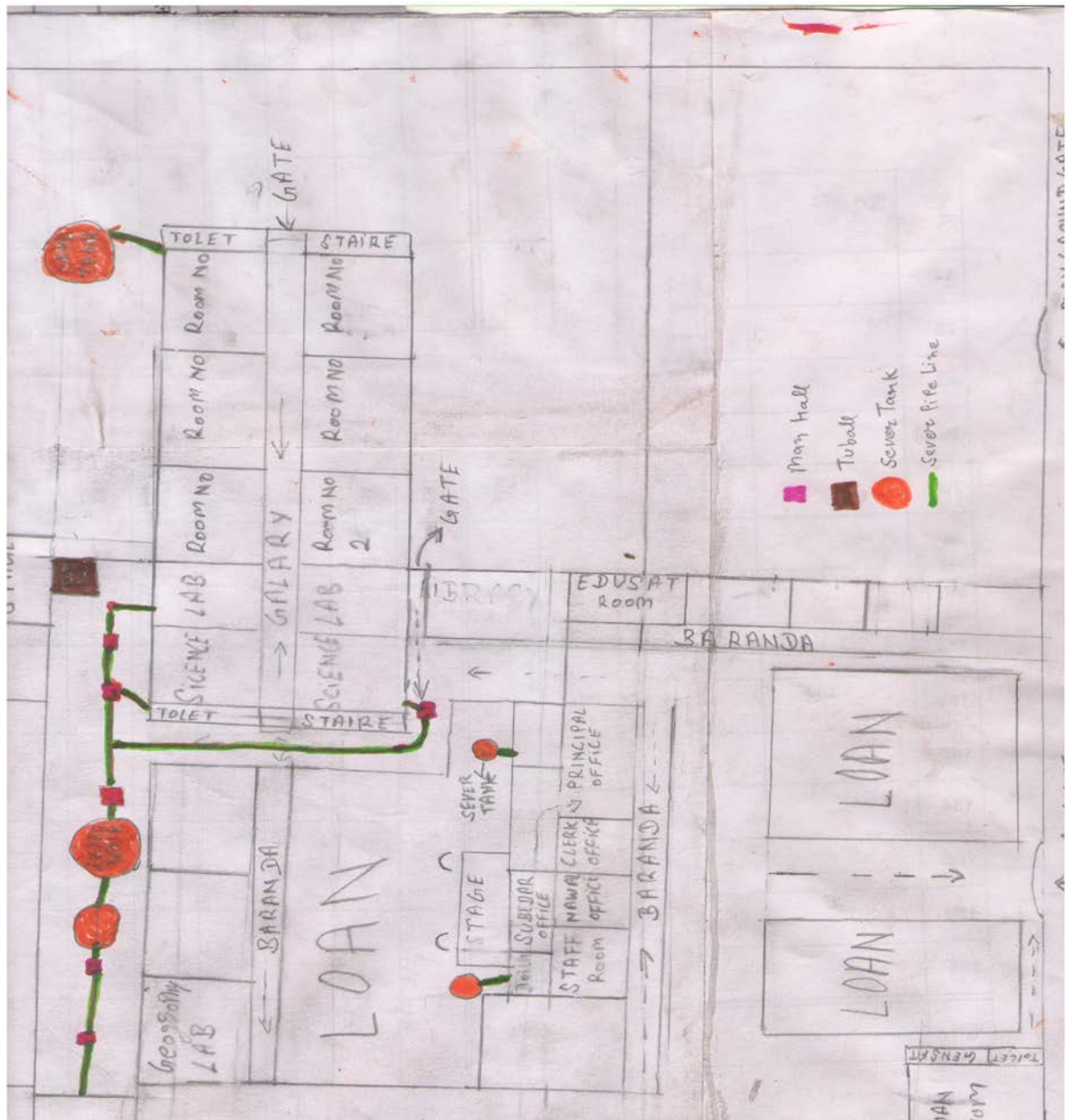
- Maintenance of first aid kits in college buses
- Pull over to side of road, if possible in open
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/College authorities
- Ensure special need students are assisted
- Assist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

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Suresh Chand (Bus Pass Incharge)	Male	Lab. Attendant	9254493171	Hodal

3. 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



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: - **Yes**
2. Are they in working condition:- **Yes**
3. Are students and teachers trained to use fire extinguishers:- **No**

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) **No**
10. Are there Water Buckets in the college? (specify in Number) : - **Yes (5)**
11. Is emergency fire fighting training and SOP disseminated to the students & teachers
No
12. Are do's and don'ts displayed at appropriate locations **No**
13. Are emergency contact numbers displayed at appropriate locations **No**
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 **Yes**
17. Are the Fire Safety Norms followed in the college **No**
18. Is fire safety audit conducted annually **No**
(Attach fire safety audit report)

B. Electrical Safety Assessment

1. Is the central shutdown system in place:- **Yes**
2. Has the MCB system been installed:- **YES**
3. Are the wires coated with insulating material- **YES**
4. Are receptacles installed to cover live wires?:- **No**
5. Are electrical equipments and wires checked and replaced (if required) at every six months:- **Yes**
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?: -**Yes**
7. Is the earthing properly done in the college?:- **Yes**
8. Is any defective electrical equipment in use in the college?: -**No**
Specify:
9. Are there any lives wires lying or tangled in open?:- **No**
10. Is any plug point used for multiple loads?:- **No**

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?:- **Yes**
2. Are cabinets/*almirahs* properly fixed to the wall?:- **Yes**
3. Are these cabinets/*almirahs* empty on the top?:- **Yes**
4. Are desk placed with proper distance between them for easy movement?:- **Yes**
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?:- **Yes**
6. Are fans and lights secured with ceiling?:- **Yes**
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering? :- **Yes**

D. Structural Safety assessment

1. How old is College building?:- **Taken Over in the year 1980.**
2. Is building structure earthquake resistant?:- **No**
3. Is there any portion in the building which shows sign of cracks? :- **Yes**
If yes, specify the locations
4. Are the Building Safety Norms followed in the college? : -**No**
5. Has the building safety audit conducted by the structural engineer?:- **No**
(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