

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

**Govt. COLLEGE SAFIDON DISASTER MANAGEMENT
PLAN**

Draft TEMPLATE (2014-15)



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

Executive Summary:

Disaster Management is one of the most discussed topic these days and hence a lot of effort is put is by government at various level to combat these situations leading to disruption to health life and livelihood. Safety at work place is also a necessary thing, and places like Colleges are more critical for proper functioning of as a part of Education Department. Hence preparedness and planning in colleges is crucial. As administration we are supposed to set example for a culture of safety.

This plan gives roles and responsibility of officers and staff to prepare for their own safety. It stresses on developing our own capacity to handle situation leading to major disruption.

It identifies hazards and related vulnerability so that we can be prepared for known and to have a strategy in place to respond well to the unknown. It emphasis on capacity building of employees working in the College, this would help make College a healthy and safe working environment for all.

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1. College Profile

1.1.1 Rationale

This Plan outlines the procedures to be followed in the event of an emergency situation arising at P.I.G. GCW Jind. The plan offers definitions of the terminology used in emergency planning & methods for overcoming the event with the minimum disruption to the college's operations. The plan gives responsibility for the actions needed to those most qualified to carry them out.

1.1.2 Aim of the College Disaster Management Plan

The aim of the CDMP is to:

1. Ensure the health, safety and welfare of all members of the college community both during and after the event.
2. Preserve the emergency scene for investigations by agencies external to the college.
3. Minimize, as far as is practicable, the disruption to normal College activities.
4. Preserve the viability of the college's operations.
5. Support and assist, as far as possible. A speedy return to normal operations.
6. Define an operational structure to manage a disaster and recovery.
7. Define roles and responsibilities within that structure.

1.2 College Details

1.	Name of the College	GOVT. COLLEGE SAFIDON		
2.	College Code	NA		
3.	Address	JIND ROAD, SAFIDON		
		Telephone	01686 - 262051	
		Fax	01686 – 262051	
		Email	Principal.Safidon@gmail.com	
4.	Name of the Principal	Dr. SANDEEP KANDHWAL		
5.	Contact Details	Telephone	01686 – 262051	
		Mobile	9416062981	
		Email	Sandep kandhwal@gmail.com	
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator (Boys) NCC Coordinator (Girls) Physical Education Instructor	Name	Contact	Email Id:
		Dr.vajir singh	Details	Vikas8282@rediffmail.com
		Dr. Sunita P.O	9466218479	v-kumarhemant@yahoo.com
		Dr. Rajesh	8295144644	Singh,ballu.balbir@yahoo.co
	Boora	9416108168	m	

			9466085600	
7.	Type of College	Boys / Girls / Co-ed.		Girls
		English / Hindi / Others	Eng&Hindi	
8.	College Timings :	9.00 – 4.00		
	Science	-Do-		
	Commerce	-Do-		
	Humanities	-Do_		
9.	Total Students	Boys:1443	Total:	
		Girls: 266	1709	
10.	Total Streams/ Courses	Students Male		Student Female
	MA Hindi,English	24		41
	MSC -	-		-
	MBA -	-		-
	MCA	-		-
	M. Com	-		-
	LLB	-		-
	BA	866		03
	BSC	238		211
	B.Com	285		03
	BBA	-		-
	Mass. Communication	-		-
	BCA	30		-
				08

11.	Teaching Staff	No. of Male	No. Of Female
	(Subject/Department) Eng	11	6
	Hindi		
	Political science		
	Commerce		
	Science		
	History		
	Pub Add		
	Sociology		
	Economic		
	Sanskrit		
	Geography		
	Maths		
	Physical Education		
Total	11	06	

12. A	Non-Teaching Staff	No. Of Male	No. Of Female
		15	-
	Resomee person(Teaching)	17	19
	Computer Teacher		
	Total		

11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	03	-	1
		Female	-	-	-
		Total	03	-	1

1.2.1 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	Balvinder singh	A+	47	M	N.A	N.A	Geography	9466270547	HN0 23/6 Safidon
2	H.K Verma	B+	53	M	Asthma	N.A	Botany	9416108168	Purani mandi Safidon
3	Vikas Lather	B+	32	M	-	-	English	9466218479	Safidon
4	Sudesh Rani	B+	42	F	-	-	Economics	9416612789	Safidon
5	D.R Anjurani	O+	47	F	-	-	Music Vocal	9896548524	Panipat
6	Raghvendra Nath Tripathi	O -	50	M	-	-	Geography	9416483016	Safidon
7	Anil kumar	O+	46	M	-	-	Panjabi	97299-59308	Kaithal
8	Sunita Chopda	A+	37	F	-	-	Commerce	9416139461	Safidon
9	Pardeep kumar	A+	46	M	B/P	-	Eng	9416855833	G.C Safidon
10	Rajender kumar	AB+	45	M	B.P	-	English	9468068680	Safidon
11	Dr. Sandeep	A+	48	M	N.A	N.A	Zoology	9416063981	Safidon
12	Krishna	B+	46	F	Fibro- Mylaria	N.A	Commerce	946646840	Panipat
13	Sonia Sehrawf	AB+	42	F	N.A	-	History	9468252691	Safidon
14	Dr. Chandi ram	O+	51	M	N.A	N.A	Hindi	9466320506	Safidon
15	Smt Neena dayha	B+	50	F	N.A	N.A	Physics	9416152428	Panipat
16	Dr. Balbir singh	O-Ve	42	M	N.A	N.A	Phy. Edu	946600856	Safidon

1.2.2 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
Sr.	Name	Duty they	Blood	Age	Sex	Medical Concerns	Disability	Contact No.	Address
1	Jagdish Lal	Sup	AB+	50	M	-	-	9666040118	#15, Shiv Galaxy Jagdish
2	Yogesh kumar	Clerk	O+	52	M	-	-	9416470065	Safidon
3	Anand kuashik	Sr. J.L.A.	AB+	49	M	-	-	9896270592	W.no2 Safidon
4	Balbir singh	Restorer	AB+	58	M	-	-	9416518293	Y singh pune
5	Opene kumar	J.L.A	B+	44	M	-	-	94168-55975	Safidon
6	Suresh kumar	J.L.A	AB+	52	M	-	-	9467062562	w.no14, G.c.c
7	Rajbir singh	J.L.A	B+	50	M	-	-	9467210032	V. Singhpura
8	Jagdish kumar	Tabla	A+	38	M	-	-	9671796632	c/o Sanjay G.c.c
9	Telu ram	Tabla	A+		M	-	-	9416170158	G.c College
10	Chand singh	l.A	B+	42	M	-	-	9466252960	Safidon
11	Inder singh	Peon	A+VE		M	-	-	9996182485	Safidon
12	Banrsi dass	Peon	B+	58	M	-	-	9991740096	Safidon
13	Jile singh	Sup	O+	48	M	-	-	9466499762	G.os
14	Amar nath	Mali	B+	60	M	-	-	9729390183	Safidon
15	Angrey	Chokidar	O+	55	M	-	-	9056611257	Safidon

16	Mahabir parsad	Chokidar		53	M	-	-	9991457757	Safidon
17	Sushil kumar	La Att.		53	M	-	-	9671700171	Bhusanlana

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

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like	Disability if any	Standard & Subject they Teach	Contact No.	Address
1	Mr. Parveen Kumar	B+	30	M	NO	NO	Commerce	9416101340	Vpo khera
2	Mr. Rajiv Kumar	O+	29	M	NO	NO	Commerce	7206319044	Alvsh
3	Mr. Ashok kumar	O+	29	M	NO	NO	Sanskrit	9467321045	V.p.o
4	Manisha	O+	23	F	NO	NO	Economic	9671- 111120	
5	Mr. Rajesh kumar	A+	38	M	NO	NO	Hindi	9416101872	
6	Shalu	O+Ve	30	F	NO	NO	English	9991317857	
7	Sheel	A+	31	F	NO	NO	Hindi	9017396986	
8	Paudeep Maan	O+Ve	28	M	NO	NO	Comp. Sc	8595990010	
9	Kirti	B+Ve	28	F	NO	NO	Comp. Sc	8295980010	
10	Poonam singla	B+Ve	25	F	NO	NO	Comp. Sc	9802489408	
11	Anil sharma	O+Ve	27	M	NO	NO	Zoology	8059508934	
12	Neha Jain	B+Ve	28	F	NO	NO	Biyology	8901319551	
13	Neeraj	O+Ve	25	F	NO	NO	Botany	9467233424	

14	Vandana	B+Ve	26	F	NO	NO	Chemisly	9813365657		
15	Pooja	A+	25	F	NO	NO	Chemistry	9991002603		
16	Yoginder singh	B+Ve	29	M	NO	NO	Pol. Sci	9992430212		
17	Sandeep singh	B+Ve	27	M	NO	NO	Geography	8901226497		
18	Gurprit singh	O-Ve	26	M	NO	NO	Math	9467658008		
19	Suman devi	O+Ve	36	F	NO	NO	English	9466076807		

Details of Non-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	Shanker	O -	25	M	NO	NO	English	8607015633	Vpo Rampura Safidon
2	Tamanna	B+	26	F	NO	NO	Competu sci	9728360303	Gohana
3	Ruchi Saini	AB+	26	F	NO	NO	Biotech Zoology	8059531146	Safidon
4	Asha Ram	AB+	27	M	NO	NO	Geography	9729962092	Vpo Uchana kolan
5	Dr. Jasbir singh	B+	35	M	NO	NO	History	9416018543	U/E Jind
6	Dalbir singh	B+	38	M	NO	YES	Hindi	9813807544	Israna
7	Nisha	B+	28	F	NO	YES	Geography	9813226546	Seenk
8	Surentev kumar	B+	28	M	NO	NO	Music	9416371714	Nanheva

9	Bijender	B+	26	M	NO	NO	Commerce	9068504377	Hatt Safidon
10	Manju	B+	27	F	NO	NO	Hindi	9671054134	Safidon
11	Dharamver	A+	28	M	NO	NO	Pol sci	9813776651	Karnal
12	Parichay		22	F	NO	NO	Physics	8930457576	Panipat
13	Harsha Bhatia	AB+	26	F	NO	NO	English	8059429290	Safidon
14	Nishu Sharma		24	F	NO	NO	Mathmatics	9671287184	Safidon
15	Sheekha Rani	O+	24	F	NO	NO	Mathematics	8053728458	Safidon

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	Monika	AB+	27	F	NO	NO	Computer	8295093152	Panipat
2	Vikas Bansal	B+	33	M	NO	NO	Computer	9466275812	Safidon

1.2 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No) No													
		Storey	Double storey-03, Single story-02													
2	Year of Construction (Give details if constructed in parts)	1 Arts Block(old) -1976.		4 library Building – 2004												
		2 Arts Block (New) – 2009		5 Mulhi pnepoze hali -2009												
		3 Science Block – 1985		6 Residential Quarters – 2008												
3	Play Ground Area	Yest 400 m Track,6 acre														
4	Block Details	Arts Block (Old)														
		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	6	6	1	-	2	1	1	-	2	2	-	1	1	2
		1 st Floor	6	1	-	-	1	-	1	-	1	-	-	-	-	-
		2 nd Floor														
		3 rd Floor														
		Total	12	7	1	-	3	1	2	-	3	2	-	1	1	2

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	3	4	-	-	1	1	1	1	-	-	-	1	4	1
1 st Floor	4	2	-	-	1	-	1	-	1	2	-	-	2	-
2 nd Floor														
3 rd Floor														
Total	7	6	-	-	2	1	2	1	1	2	-	-	6	-
5	Location of Laboratories													
	a. Chemistry Lab	Ground Floor – Right												
	b. Physics Lab	First Floor												
	c. Biology Lab	Ground Floor – left												
	d. Computer Lab	First Floor												
	e. Medical Room (Location and no. Of beds)	No												
6	Map & Location	Science Block Eastern Part of College Building												

7	Commerce Block Details	Commerce Block														
		ARTS BLOCK (NEW)														
		Class Rooms	Office	Teaching Staff Room	Non-teaching Staff Room	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab.	Library	Drinking water points	Geography Lab	Conference Room	
		Ground Floor	2	-	-	-	1	1	-	1	1	-	-	-	2	-
		1 st Floor	-	-	-	-	-	-	-	1	1	2	-	-	-	-
		2 nd Floor														
		3 rd Floor														
Total	2	-	-	-	1	1	-	2	2	2	-	-	2	-		
8	Hostel Details	Hostel (Not in working position since 2004)														
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Computer area	Gym	Mess	Staff							
		Ground Floor														
		1 st Floor														
		2 nd Floor														
		Total														
9	Auditorium Details	Auditorium:														
		Incharge Name and contact number														
		Sitting Capacity	No. of	No. of fire extinguis	No. of windows	Staircase	Fire Exits	Toilets								

			exits	hers				
	Ground Floor	500	3	-		-	-	1
	Ist Floor							
	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. NSC Office 8. Security office	No Near Boundary wall, Jind road. Right Side of main building, Near Canteen Near main gate. On left Side of main Building Arts Block old, Ground Floor Arts Block old Ground Floor No						
11	Playground size and open ground	400 M track 6 acre						
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: None

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1	Vivek kumar	18	M	BCA-1	Handicap
2	Sumit Derhnal	18	M	BSC- 11(C.S)	„
3	Ashoka Kumar	24	M	MA- (F)	„

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	Krishna Uppal	Female	42	Teaching Staff	Firbo – mylaria
2	H.K Verma	Male	53	„	Asthama

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

2.1 Detailed History of Disaster/Accidents in College : None

Sr. No.	Disaster/Accidents/ strike	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured

2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Med	As College Sitnated on main Road Safidon –Jind Rd.
Flood	Low	As College Boundary on canal side

		of water tank in the camyms
Earthquake	low	-
Building collapse	Low	Arts Building (old) Consrented in 1976
Epidemic / Contagious disease	Low	-
Fire	Low	Chemistry lab, Eletrcity
Heat Wave	Low	-
Cold Wave	Low	-
Industrial / Chemical hazard	Low	Chemistry lab
Stampede	Low	-
Animal Bite	Low	Dog, monkey bite
Snake Bite	Med	Aralability of snake
Food Poisoning	Low	-
Others (specify)	Nil	-
College strikes	Nil	-

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Canteen, Chemistry lab, residential
2.	Other fuel (petrol/diesel/kerosene etc.)	Nil
3.	Chemical bottles	Chemistry lab
4.	Main Electrical Boards	Arts Bulding (old), Science building
5.	Hanging Electrical Wires	Old building
6.	Suspended Ceilings	Old building
7.	Unfixed Almirah/cabinets	Offices , lab, museum
8.	Unfixed wall Frames	-
9.	Doors/ Windows	Classrooms, office ,labs.
10.	Open drains/ gutter	-
11.	Trees	Boundary wall, ground, open area
12.	Defected staircases	-
13.	Severely cracked walls	Old Building

14.	Others (specify)	Inside college boundary wall (Canal side)
	Outside College	-
1	Trees	Boundary wall,ground,open area.
2	Power Lines	-
3	Towers	Nil
4	Others (specify) opendrain,gutter	Near boundary wall (Canal side)

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	04	-
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 (/No)	54	-	54	H.K verma	9416108168
NSS (/No)	100	100	200	Vikas lathee	9466218479
Scout & Guide(/No)	-	-	-	Sudesh verma	9416612789

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc. = None

Sr. No	Name of Person	Expertise in	Teacher/ Student	Standard	Contact No.
1	Dr. Babir singh	First aid, spots	Teacher	-	94660285600

Blood Donation Camps organized at college: 20Aug2014

- A. Details of incharge Vikas lather
B. Details of Blood donors 105

Details of Health Checkup Camps organized at college: Nil

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	1	Bablr singh	9466085600
2.	Fire Extinguishers	1	Chand singh	9466252960
3.	Sprinkler System	-	-	-
4.	Ladder (Nos. and Length)	3	Amarnath	9729390183
5.	Rope (Nos. and Length)	1,100m	Balbir singh	9466085600
6.	Stretchers	-	-	-
7.	Torches	2	Mahavir Angrej Singh	9991457757
8.	Hammers	-	-	-
9.	Generators / UPS	3	R.N. Tripathi	9416483016
10.	Floor Carpets/ Daris	3	Viber Lather Sandep Veerma	9466218479 9416612789
11.	Blankets	-	-	-
12.	Others	-	-	-

B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	Alarm-01
2	Wireless sets (if nearby Police Station)	NA

3	Landline telephone	2
4	Internet Facility	10
5	Fax	01
6	Other	-

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	No
2	4 wheelers (personal)	17
3	2 wheelers (personal)	100
4	Other vehicles	20

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	2.5Km		Rampura Rd Near New BusStand Safidon
2	BDPO/ MC of th area	200M		Jind Rd Safidon
3	Police Station/Police Post	1 Km		Hatt Rd Safidon
4	Fire Station	750 M		Near Bhago devi Hospital, Safidon
5	Primary Health Centre (PHC)	-		-
6	Community Health Centre (CHC)	-		-
7	Hospital (Public)	2 Km		Safidon
8	Hospital (Private)	600 M		Bhago Devi Hospital, Jind Rd Safidon
9	Ambulance Services	2 Km		Civil Hospital Safidon
10	District Control Room	-		-
11	Other Colleges	2 Km		NearOld Bus Stand Safidon

12	NGO	-		-
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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. Sandeep Kandhal	Principal	Chairperson	9416062981	Safidon
2	Smt. Neena jangra	Seinor Leatcer	Vice Chairperson	9416152428	Panipat
3	Balvinder Singh	Geography	Member	9466270547	Safidon
4	Dr. Balbir Singh	Sports	Member	9466085600	Safidon
5	Sh. Vikas lather	NSS Boys	Member	9466218479	Safidon
6	Sh. Sudesh Verma	NSS Girls	Member	9416612789	Safidon
7	Sh. H.K. Veerma	ANO NCC Boys	Member	9416108168	Safidon
8	Sh. Dinesh Kumar	NCC (Student)	Member	925539371	Safidon
9	Sh. Vikas	NCC(Student)	Member	-	Safidon
10	ASI Police Chanle	Anuj Mardi	Member	01686-262083	Safidon
11	SMO Civil Hospital	Safidon	Member	-	Safidon
12	Incharge Fire Service	Safidon	Member	-	Safidon
13					-

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	Sh. Balvinder Singh	M	Teacher	9466270547	# 23/6, Safidon
2	Smt. Anju Rani	F	Teacher	9896548524	Railway Colony, Panipat
3					
4					
5					

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.

Code Amber:

Evacuate the building to the agreed assembly points as laid down in the Evacuation Plan.

Code Green:

All clear, the building is safe to return. The designated deputy will be responsible for issuing the all clear.

Code Red:

In situation where close proximity to the building is deemed unsafe, all assembly points will be evacuated to the collegiate in the play ground. The designated deputy will be responsible for issuing the all clear.

Evacuation Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Balbir Singh	M	Teacher	9466085600	Safidon
2	Non Att. Teacher S				
3					
4					
5					
6					

1. 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.

Fire Safety Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Smt. Neena Jangra	F	Teacher	9416152428	Thermal Panipat
2	Sh. H.K. Veerma	M	Teacher	9416108168	Safidon
3	Sh. Balvinder Singh	M	Teacher	9466270547	Safidon
4	Sh. R.N. Tripathi	M	Teacher	9416483016	Safidon
5	Smt. Krishna uppol	F	Teacher	946646840	Thermal Panipat
6	Sh. Pardeen Kumar	M	Teacher	9416855833	Thermal Panipat

2. 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.

Search and Rescue Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Dr. Balbir Singh	M	Teacher	9466270547	Safidon

2	Sh. H.K. Verma	M	Teacher	9416108168	Safidon
3	Sh. Vikash Lather	M	Teacher	9466218479	Safidon
4	Smt. Sudesh Verma	F	Teacher	9416612789	Safidon
5					

3. 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.

First Aid Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Sh. Balbir Singh	M	Teacher	9466270547	Safidon
2					
3					
4					
5					

4. 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.

Coordination Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Dr. Sandeep Kandhval	M	Teacher	9416062981	Safidon
2	Smt. Neena Jangra	F	Teacher	9416152428	Safidon
3	Sh. Vikash Lather	M	Teacher	9466218479	Safidon
4	Sh. H.K. Verma	M	Teacher	9416108168	Safidon
5	Smt. Sudesh Verma	F	Teacher	9416612789	Safidon
6					

5. 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

Water and Sanitation Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Rajender Singh	M	Teacher	9468068680	Safidon
2	Sh. Bittu	M	Stu. B.Sc I	7876232529	Safidon
3	Sh. Vikash	M	Stu. (NSS)	-	Safidon
4	All IV Class Staff				

1. 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

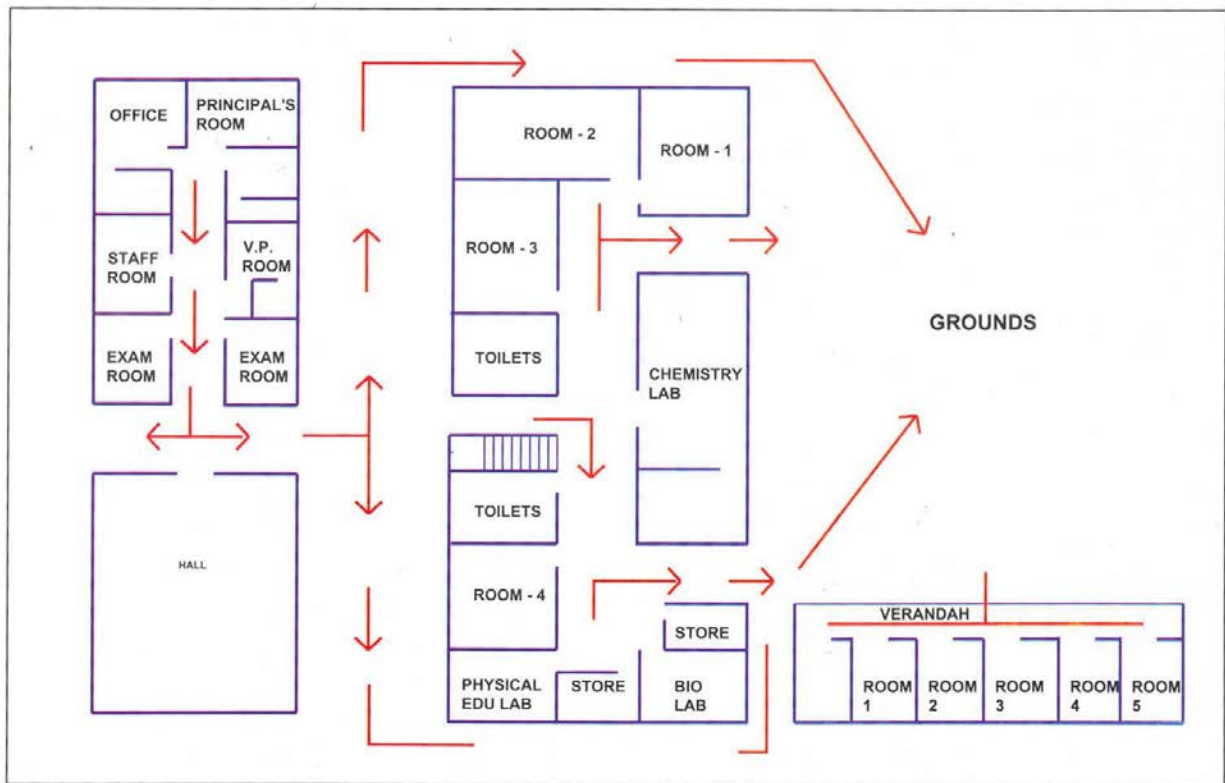
Bus/Road Safety Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Smt. Neena Jangra	F	Teacher	9416152428	Thermal Panipat
2	Smt. Krishna uppol	F	Teacher	946646840	Thermal Panipat
3	Sh. Pardeen Kumar	M	Teacher	9416855833	Thermal Panipat
4	Smt. Anju Rani	F	Teacher	9896548524	Railway Colony, Panipat
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

1. Are fire extinguishers installed in the college? No (only 2 are installed but not located at appropriate height.
2. Are they in working condition? =No
3. Are students and teachers trained to use fire extinguishers?= No
4. Are they located at appropriate positions (hazardous locations)?= No
5. Are they placed at appropriate height (accessible height)? =No
6. Are instructions indicated on extinguishers? =Yes but only two fire extinguishers
7. Is the language of instructions understood by students and teachers?= No
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) = No
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 but all re locked.
16. Do you dispose flammable scrap at proper sight regularly? =No
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 but there are some loose wire also such as in Principal Room , Outside building etc.
4. Are receptacles installed to cover live wires?= Yes
5. Are electrical equipments and wires checked and replaced (if required) at every six months? =No
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? =Not everywhere.
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? =No
2. Are cabinets/*almirahs* properly fixed to the wall? =No
3. Are these cabinets/*almirahs* empty on the top? =Yes
4. Are desk placed with proper distance between them for easy movement? =No
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?= No
6. Are fans and lights secured with ceiling?= yes
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering? =Not properly.

D. Structural Safety assessment

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

(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