

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana



COLLEGE DISASTER MANAGEMENT PLAN

Govt. College, Barwala

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

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1. College Profile

1.1 College Details

Keeping in view the educational needs of the area, this prestigious Institution was opened by Haryana Government in August, 2008 with a prime motive of providing higher education to students of the surroundings areas. This College is providing education in Under Graduate Courses in Arts, Commerce and Computer Application. It is affiliated to Kurukshetra University, Kurukshetra. It is a matter of great pride and honour that in such a short span of time, this co-educational Institution has made a remarkable headway not only in the field of academics but also registered its outstanding presence in the area of sports and cultural activities.

1.	Name of the College	Government College, Barwala	
2.	Address	Government College, Barwala	
		Telephone	01693-244155 (O)
		Fax	01693-244155 (F)
		Email	gcbarwala08hisar@gmail.com
3.	Name of the Principal	Santosh Malik	
4.	Contact Details	Telephone	01693-244155 (O)
		Mobile	9215672720 (M)
		Email	gcbarwala08hisar@gmail.com
5.	<u>Nodal Officers for Disaster Management:</u>	Name : Santosh Malik	Contact No.: 9215672720
6.	Type of College	Co-ed.	
		English medium/Hindi medium	
7.	College Timings :	9 am to 4:30 pm	
8.	Total Students	Girls: 486	Total: 948
		Boys: 462	

Class wise students, session 2014-15

Sr. No	Subject/Stream	Total
1	B.A. 1 st Year	178
2	B.Com 1 st Year	178
3	BCA 1 st Year	35
4	B.A. 2 nd Year	139
5	B.Com 2 nd Year	143
6	B.A. 3 rd Year	107
7	B.Com 3 rd Year	146

8	BCA 2nd Year	22
	Total	948

List of Teaching & Non-Teaching Staff

Regular Teaching Staff List Session 2014-15

Sr. No.	Name	Subject	Station
1.	Dr. J.Sangwan	Political Science	G.C.Barwala(Hisar)
2.	Mrs. Suman Kumra	Maths	G.C.Barwala(Hisar)
3.	Mrs. Surekha Somavat	English	G.C.Barwala(Hisar)
4.	Dr. B.S.Kundu	Geography	G.C.Barwala(Hisar)
5.	Sh. Anil Kumar	Computer Science	G.C.Barwala(Hisar)
6.	Sh. Dalbir Singh Gill	History	G.C.Barwala(Hisar)
7.	Mrs. Sona Devi	Computer Science	G.C.Barwala(Hisar)
8.	Sh. Amit Khirbat	Computer Science	G.C.Barwala(Hisar)

1.2 College Building Details

Labs

Computer Labs

Description	Space
Computer lab	12x15 sq. ft.

Library

Description	Space
Lib	15x21 Sq. ft.

Class Rooms

Description	Space
1	18x30 sq. ft.
2	18x21 sq. ft.
4	18x21 sq. ft.
3	18x30 sq. ft.
5	18x21 sq. ft.
6	18x24 sq. ft.

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	M
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	-
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical bottles	-
4.	Main Electrical Boards	Main Building
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	-
3	Towers	-
4	Others (specify)	-

2.3 Capacities

2.3.1 Skilled/Trained Human Resource

Trained Volunteers	Total
NCC	-
NSS	110

A. Nearest Resources

Nearest Hospital

Name	Distance	Contact person	Contact No.	Av. response time
CHC, Barwala	3 km	SMO	102, 01693-242071	10 to 20 minutes
Nearest Police station				
Police Station, Barwala	3 km	Insp. Anil Kumar	100, 01693-242031 096508-60599	10 minute
Nearest Fire station				
Fire Brigade Station, Barwala	4 km	Krishan Chander	101, 01693-244300 9416750410	10 to 20 minutes

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
1	Mrs. Santosh Malik	Chairperson
2	Anil Mehta	Vice Chairperson
3	Dr. J. Sangwan	Member
4	Mrs. S. Kumra	Member
5	Sh. Anil Kumar	Member
6	Dr. B. S. Kundu	Member
7	Sh. Dalbir Singh	Member
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	Class
1	Reetu	B.Com II
2	Keshar	B.Com II
3	Laxmi devi	B.Com II
4	Pooja	B.Com II
5	Anju	B.Com II

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	Class
1	Ajay	B.Com II
2	Anup Singh	B.Com II
3	Seenu	B.Com II
4	Sushil Kumar	B.Com II
5	Rohit	B.Com II

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	Class
1	Neetu	B.Com II
2	Bhagyeshree	B.Com II
3	Sonia	B.Com II
4	Aampi	B.Com II
5	Vinod Kumar	B.Com II

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	Class
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1	Punit	B.Com II
2	Suman Rani	B.Com II
3	Anju	B.Com II
4	Mandeep	B.Com II
5	Shubham	B.Com II

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	Class
1	Praveen	B.Com II
2	Sonu	B.Com II
3	Mohit Jain	B.Com II
4	Babita	B.Com II
5	Pooja	B.Com III

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	Class
1	Manisha	B.Com III
2	Sandeep	B.Com III
3	Sunny	B.Com III
4	Naveen	B.Com III

9. Water and Sanitation Team**Composition**

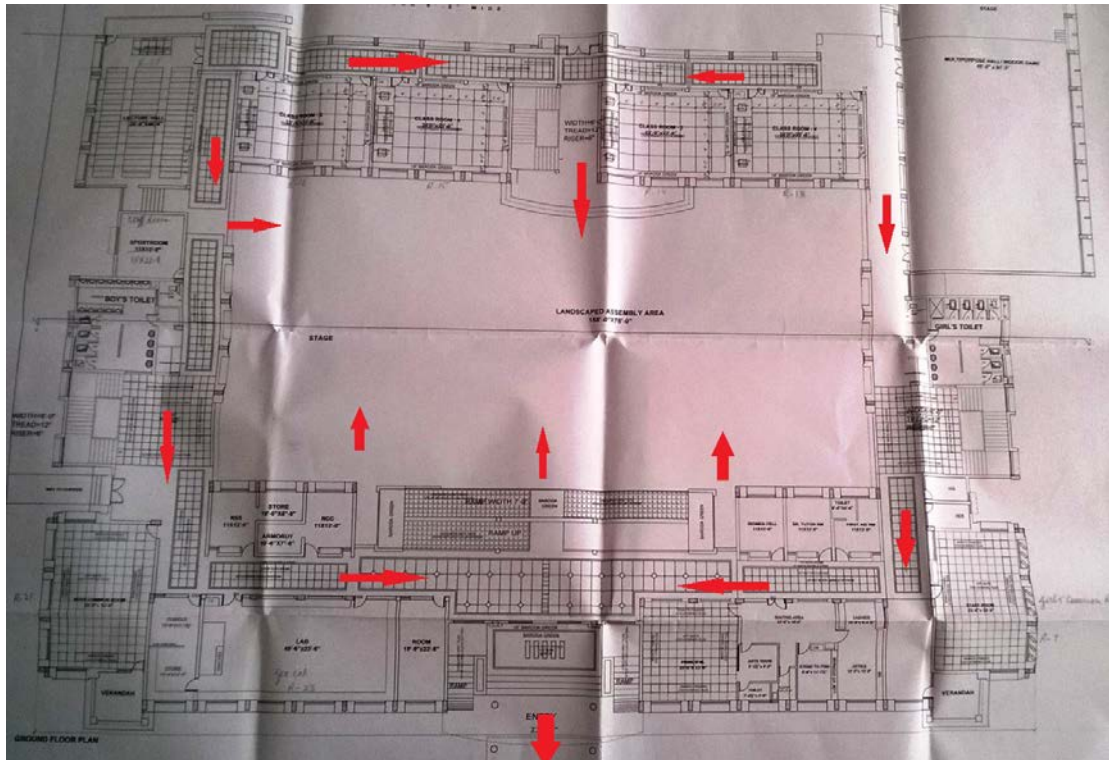
- Member of Building maintenance committee
- NCC/NSS/Scouts & Guides students.
- All fourth class staff members

Roles and responsibilities:

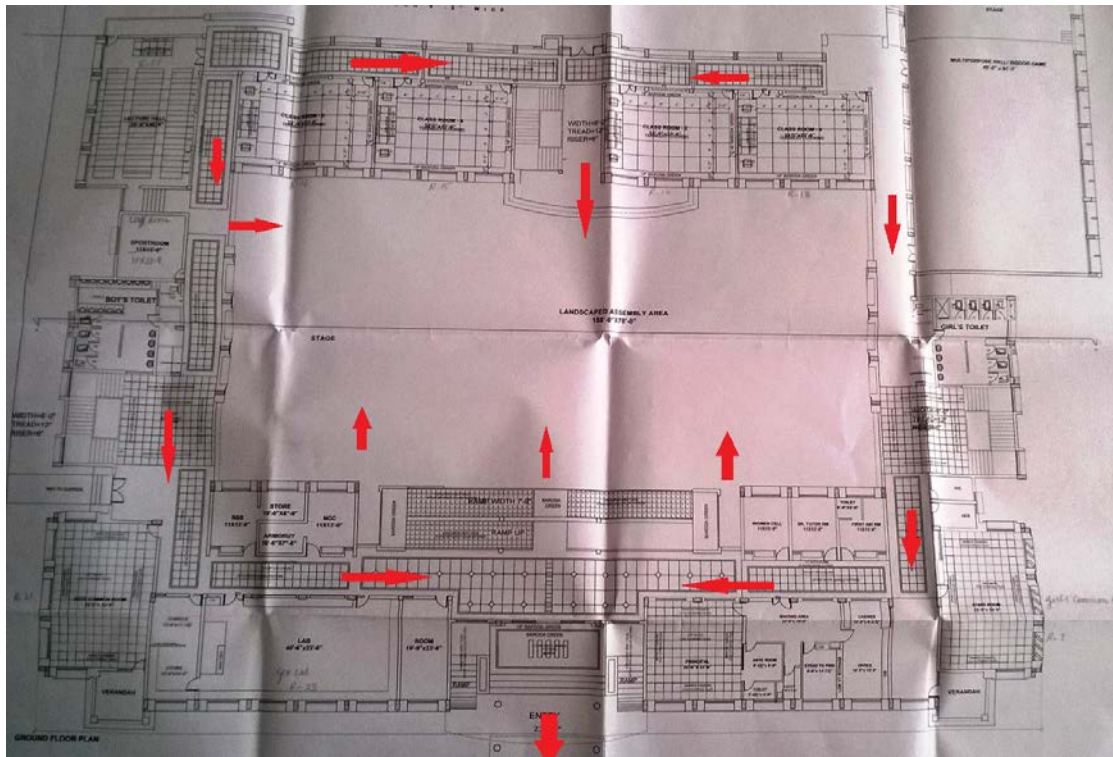
- To ensure safe drinking water to everybody.
- Proper maintenance of the available water resources.
- Cleanliness of the College and surrounding campus.
- Use of mosquito repellent chemicals.
- Ensure hygienic toilets

Sr No.	Name	Class
1	Rohtash	B.Com III
2	Rajat kumar	B.Com III
3	Preeti	B.Com III
4	Deepak	B.Com III
5	Rani Devi	B.Com III

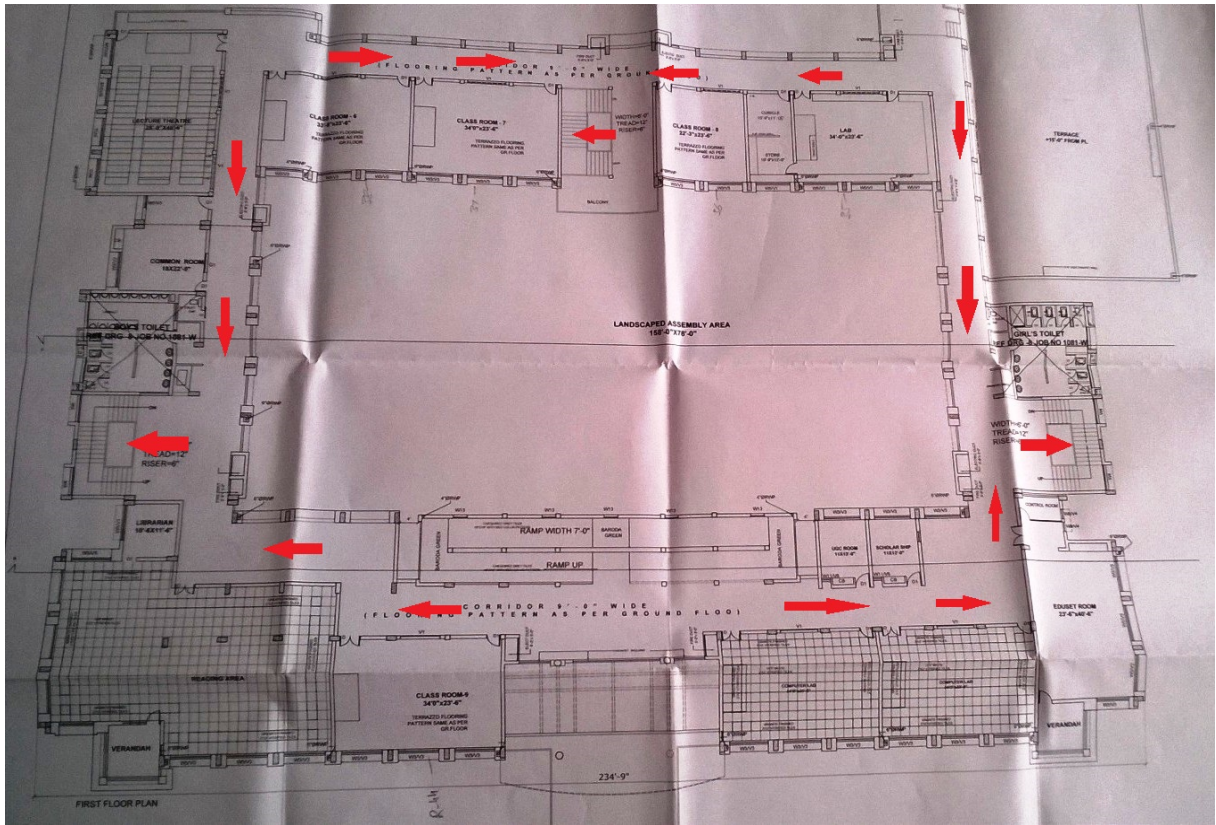
4. Evacuation Plan



Ground Floor Plan



First Floor Plan



Second Floor 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 live 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 desks 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?

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

- | | |
|--|---|
| <input type="checkbox"/> Congestion in hallways | <input type="checkbox"/> Communication problems |
| <input type="checkbox"/> Alarm not heard | <input type="checkbox"/> Phone problems |
| <input type="checkbox"/> Employees unsure of what to do/doesn't | <input type="checkbox"/> Chaos |
| <input type="checkbox"/> Staff unsure of responsibilities / response | <input type="checkbox"/> Long time to evacuate building |
| <input type="checkbox"/> Unable to lock doors | <input type="checkbox"/> Personnel not serious about drill |
| <input type="checkbox"/> Windows left open | <input type="checkbox"/> Improper or unavailable supplies |
| <input type="checkbox"/> Doors left open | <input type="checkbox"/> Confusion |
| <input type="checkbox"/> Lights left on | <input type="checkbox"/> Doors or Exits blocked |
| <input type="checkbox"/> Personnel not accounted | <input type="checkbox"/> Delay in Medical response |
| <input type="checkbox"/> Personnel run towards lifts | <input type="checkbox"/> Delay in Fire service response |
| <input type="checkbox"/> Lifts are shut down. | <input type="checkbox"/> Delay in Security response |
| <input type="checkbox"/> Difficulties with evacuation of disabled personnel. | <input type="checkbox"/> Interagency miscommunications |
| | <input type="checkbox"/> Command, Control & Coordination problems |
| | <input type="checkbox"/> Other: |

Mitigation / Plans for Improvement

- | | |
|--|--|
| <input type="checkbox"/> Additional training for emergency response teams members. | <input type="checkbox"/> Cooperative planning with responders |
| <input type="checkbox"/> Additional staff training | <input type="checkbox"/> Revised emergency response procedures |
| <input type="checkbox"/> Address need for additional equipment/resources | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Improved emergency supplies | |