

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana



Govt. COLLEGE 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, Jind		
2.	College Code	NA		
3.	Address	Gohana Road, Jind		
		Telephone	01681-245581	
		Fax	01681-249580	
		Email	gcjind@yahoo.com	
4.	Name of the Principal	Sh.R.K.Hooda		
5.	Contact Details	Telephone	01681-245581	
		Mobile	09416720505	
		Email	gcjind@yahoo.com	
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Name	Contact Details	Email Id:
		Sh.Vijay Singh	9466037202	
		Sh. Karnesh	9416105780	
		Smt. Sumita	9416486102	
		Sh. Randhir Singh	9416663173	

7.	Type of College	Boys / Girls / Co-ed.	Co-ed.	
		English / Hindi / Others	Eng& Hindi	
8.	College Timings : Science Commerce Humanities	9.00 – 4.00		
9.	Total Students	Boys: 2819	Total: 3858	
		Girls: 1039		
10.	Total Streams/ Courses	Students Male	Student Female	
	MA	75	191	
	MSC			
	MBA			
	MCA			
	M. Com	26	78	
	LLB			
	BA	1141	85	
	BSC	707	545	
	B.Com	673	49	
	BBA	82	05	
	Mass. Communication	04	71	
	BCA	111	15	

11.	Teaching Staff	No. of Male	No. Of Female		
	(Subject/Department) Eng Hindi Political science Commerce Science History Pub Add Sociology Economic Sanskrit Geography Maths Physical Education Total = 50	31	19		
12.	Non-Teaching Staff	No. Of Male	No. Of Female		
	Library office Total = 32	23	9		
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
		Male	-	-	-
		Female	-	-	-
		Total	-	-	-

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
<u>1</u>	Ms. Pushpa Rani	O+	37	F	<u>N.A</u>	<u>N.A</u>	<u>Pub.Admn</u>	<u>98120-92141</u>	<u>B-9 D.C</u> <u>Colony</u>
<u>2</u>	Mr.Anjana Dhawan	<u>B+</u>	37	F	<u>N.A</u>	<u>N.A</u>	<u>Commerce</u>	<u>9466012270</u>	<u>#29,HB jind</u>
<u>3</u>	Ms.Suman	<u>B+</u>	33	F	<u>N.A</u>	<u>N.A</u>	<u>English</u>	<u>94167 19495</u>	<u>1382-Uchana</u> <u>Estate jind</u>
<u>4</u>	Ms.Kusum	<u>B+</u>	35	F	<u>N.A</u>	<u>N.A</u>	<u>Geography</u>	<u>9996023533</u>	<u>Shiv colony</u> <u>sofidon</u>
<u>5</u>	Mr.Savita Rana	<u>AB+</u>	46	F	<u>N.A</u>	<u>N.A</u>	<u>Economic</u>	<u>9255557288</u>	<u># 2170 U/E</u> <u>jind</u>
<u>6</u>	D.S.Lather	A+	58	M		<u>N.A</u>	<u>English</u>	<u>9255983967</u>	<u>#4279</u> <u>Defence</u>
<u>7</u>	NK Dhull	<u>B±</u>	58	M	<u>N.A</u>	<u>N.A</u>	<u>Mathmaths</u>	<u>9896439939</u>	<u>#1951 U/E</u> <u>Jind</u>
<u>8</u>	O.P.Gupta	<u>A±</u>	49	M	B.P.	<u>N.A</u>	<u>English</u>	<u>9254095100</u>	<u>1295 U/E</u> <u>jind</u>
<u>9</u>	Jai Dev	<u>O±</u>	56	M	B.P.	<u>N.A</u>	<u>Phy. Edu</u>	<u>9416189911</u>	<u>3665,U/E,</u> <u>jind</u>
<u>10</u>	R.H.Saini	<u>O±</u>	57	M	-	-	<u>Hindi</u>	<u>9416633624</u>	<u>Narwa na</u>
<u>11</u>	R.D.Sharma	<u>B+</u>	56	M	Diabetes	<u>N.A</u>	<u>Economic</u>	<u>9255268168</u>	<u>U/E Jind</u>
<u>12</u>	K.K.Duggar	<u>A±</u>	47	M	N.A.	<u>N.A</u>	<u>English</u>	<u>9467821264</u>	<u>3574, U/E</u> <u>Jind</u>
<u>13</u>	Dr.Ranvir Kaushal	<u>B+</u>	49	M	<u>N.A</u>	<u>N.A</u>	<u>History</u>	<u>9812359141</u>	<u>B.8. D.C</u> <u>Colony jind</u>
<u>14</u>	Rohtash Kumar	<u>A±</u>	53	M	<u>N.A</u>	<u>N.A</u>	<u>Pol Sci</u>	<u>94662-54777</u>	<u>878, Kaushik</u> <u>nagar jind</u>
<u>15</u>	Manju Redhu	<u>A±</u>	50	F	N.A	<u>N.A</u>	<u>History</u>	<u>9416717984</u>	<u>878, Kaushik</u> <u>Nagar Jind</u>
	Anju Malik	B+	38	F	N.A	N.A			

1.2 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No) No													
		Storey	04													
2	Year of Construction (Give details if constructed in parts)	1961														
3	Play Ground Area	200mtr.teach														
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	6	-	-	-	-	-	-	01	01	-	-	01	-	-
		1 st Floor	4	-	-	-	-	-	-	01	01	-	-	01	-	-
		2 nd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		3 rd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Total	10							02	02			02		

		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	8	1	-	Yes	4	4	2	2	-	-	2	3	Nail
	1 st Floor	10	-	03	-	Yes	4	4	2	2	2	-	1	3	Nail
	2 nd Floor	4	-	5	-	Yes	4	5	-	-	4	-	-	7	Nail
	3 rd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Total	17	8	9	-	-	12	13	4	4	6		3	13	-
5	Location of Laboratories a. Chemistry Lab b. Physics Lab c. Biology Lab d. Computer Lab e. Medical Room (Location and no. Of beds)	Ground Floor First Floor 2 nd Floor 2 nd Floor N.A.													
6	Map & Location	Science Block Eastern Part of College Building													

7	Commerce Block Details	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	4	-	-	-	Yes	1	1	1	1	-	-	Yes	-	No
		1 st Floor	4	1	1	-	Yes	1	1	1	1	-	-	Yes	-	No
		2 nd Floor	4	1	1	-	Yes	1	1	1	1	-	-	Yes	-	No
		3 rd Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	12	2	2	-	Yes	3	3	3	3	-	-	Yes	-	No		
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 exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets								

	Ground Floor							
	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	Yes Yes, West Corner Yes(Near Main Gate) Yes(Near Main Gate) Yes East Yes East Yes 2 nd floor (Science Block) Main Gate						
11	Playground size and open ground	29*16* m 200 mtr. teach.						
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.	Sh. Shamsher	46	M		Loco
2.	Sh. Labh Singh	40	M		Loco
3.	Vikram	40	M		Loco

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.	Sh. Jaidev	56	M		Paralyses,BP
2.	Sh. RD Sharma	56	M		Diabetes
3.	Smt. Tanasha Hooda	47	F		Diabetes
4.	Sh. Devender Lather	52	M		Heart
5.	Smt. Pushpa Mital	54	F		Diabetes

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	Low	
Flood	Low	
Earthquake	Low	
Building collapse	Low	

Epidemic / Contagious disease	Low	
Fire	Low	
Heat Wave	Low	
Cold Wave	Low	
Industrial / Chemical hazard	Low	
Stampede	Med.	
Animal Bite	Low	
Snake Bite	Low	
Food Poisoning	Low	
Others (specify)	-	
College strikes	Low	

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Chemistry Lab
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical bottles	Chemistry Lab
4.	Main Electrical Boards	Entrances
5.	Hanging Electrical Wires	N.A.
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	-
8.	Unfixed wall Frames	-
9.	Doors/ Windows	-
10.	Open drains/ gutter	-
11.	Trees	-
12.	Defected staircases	-
13.	Severely cracked walls	-
14.	Others (specify)	-
	Outside College	-
1	Trees	-
2	Power Lines	-

3	Towers	-
4	Others (specify)	-

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	03	00
04	Old age people if any	-	-
05	Students with special medical concerns	-	-
06	Teaching/Non-teaching staff with ill health	03	02
07	Others (specify)	-	-

2.5 Capacities

2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	107	70	177	Smt. Sunita	9416486102
NSS (Yes/No)	200	100	300	Sh. Karunesh	9416108780
Scout & Guide(Yes/No)			-	-	-

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.

Blood Donation Camps organized at college:

A. Details of incharge Dr. OP Gupta

Details of Health Checkup Camps organized at college:

2.5.2 Resource Inventory

A. Equipments within College and also nearby college :

Sr. No.	List of Items	Details of the item	Person Incharge	Contact No. of the person in charge
1.	First Aid Kits	Yes	Smt. Jyoti Sharma	9416721206
2.	Fire Extinguishers	NA	-	
3.	Sprinkler System	NA	NA	NA
4.	Ladder (Nos. and Length)	-	-	-
5.	Rope (Nos. and Length)	-	-	-
6.	Stretchers	-	-	-
7.	Torches	-	-	
8.	Hammers	-	-	-
9.	Generators / UPS	02	-	-
10.	Floor Carpets/ Daris	-	-	-
11.	Blankets	-	-	-
12.	Others	-	-	-

B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	-
2	Wireless sets (if nearby Police Station)	-
3	Landline telephone	02
4	Internet Facility	20
5	Fax	01
6	Other	-

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	-
2	4 wheelers (personal)	20
3	2 wheelers (personal)	28
4	Other vehicles	-

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	02		
2	BDPO/ MC of th area	01		
3	Police Station/Police Post	02		
4	Fire Station	02		
5	Primary Health Centre (PHC)	.05		
6	Community Health Centre (CHC)	0.5		
7	Hospital (Public)	0.5		
8	Hospital (Private)	0.5		
9	Ambulance Services	0.5		
10	District Control Room	1		
11	Other Colleges	1		
12	NGO	-		

3. Response Mechanism

A. Roles and Responsibility of College Disaster Management Committee (CDMC)

- Help College in preparation & evaluation of Disaster Management Plan

- Look into structural safety of College
- Work out financial aspects of preparedness & mitigation measures.
- Arrange conduct of Mock Exercises on various types of disasters twice a year.
During disaster, help in coordinating various groups and teams

Suggested list for College Disaster Management Committee

Sr. No.	Designation	Role in CDMC
1.	Principal/Head of the College(Compulsory)	Chairperson
2.	Senior Lecturer/Teacher (Compulsory)	Vice Chairperson
3.	Science Lecturer/ Teacher	Member
4.	Social Science Lecturer/ Teacher (preferably Geography)	Member
5.	Physical Education/ Sports Teacher	Member
6.	NSS Boys ANO	Member
7.	NSS Girls ANO	Member
8.	NCC Boys Coordinator	Member
9.	NCC Girls Coordinator	Member
10.	4 students (NCC, NSS, Scouts and Guides, Head Boy and Head Girl)	Member
11.	Representative from Revenue and Disaster Management Department/District Administration/ Municipal Corporation	Member
12.	Representative from Fire Services (from closest Fire Station)	Member
13.	Representative from Police department (from closest Police Station)	Member
14.	Representative from Health Department (local Doctor)	Member
15.	A warden from Civil Defence	Member
16.	Representative from Panchayat	Member
17.	Representative from NGOs	Member

College Disaster Management Committee

Sr. No.	Name	Designation	Designation in CDMC	Contact No	Residential Address
1	Sh. R.K. Hooda	Principal	Chairperson	9416720505	
2	Dr. S.S. Mor	Associate Professor.	Vice Chairperson	9416496227	
3	Dr. D.S. Lather	Associate Professor.	Member	9467748351	
4	Sh. Vikram Singh	Assistant Professor.	Member	9416488401	
5	Sh. Randhir Singh	Do	Member	9416663173	

6	Sh. Krishan kundu	Do	Member		
7	Smt. Karunesh	Do	Member	9416108780	
8	Sh. Rajender Singh	Do	Member	9729751250	
9	Miss. Sunita	Do	Member	9416486102	
10					
11					
12					
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. Shiv Kumar	M	Astt. Prof.	941692116	Najafgarh
2	Sh. Vikram Danda	M	Do	9416488401	Jind
3	Miss Meenu Indora	F	Student	-	Jind
4	Rajat	M	Student	-	Jind
5	Sh. Vinod	M	Peon	9996057175	Jind

4. Evacuation Team N.A.

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	Mr. Rajinder Singh	M	Asst. Prof.	9729751250	Jind
2	Mr. Vinod	M	Deputy Suptd.	9996057175	Jind
3	Mr. Ved Pal	M	Clerk	-	Jind
4	Mr. Bhagwan Dass	M	-do-	-	Jind
5	Mr. Rajinder	M	Do	-	Jind

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	Mr. D.S.Lather(Chem0	M	Asso. Prof.	9467748351	Jind
2	Mr. Phool Kumar	M	LA	-	Jind
3	Ms. Sarla	F	-do-	-	Jind
4					

5					
---	--	--	--	--	--

2. Search and Rescue Team N.A.

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	Sh. Randhir Khatkar	M	Asst. Prof.	9416663173	-
2	Sh. Rajinder Redhu	M	Do	9729751250	-
3	Smt. Sunita	F	Do	9416486102	-
4	Sh. Rajat	M	Student	-	-
5	Sh. Ajit	M	-do-	-	-

3. First Aid Team NA

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					
2					
3					
4					
5					

4. Coordination Team **NA**

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	Mr. Dr. D.S. Lather	M	Asst.Prof.		
2	Mr. Randhir Singh	M	Asst.Prof		

3	Mr. Vikram Singh	M	Asst. Prof.		
4	Mr. Karunesh	M	Asst. Prof.		
5	Ms. Sunita	F	Do		

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	Sh. Rajinder Singh	M	Astt. Prof.	9729751250	Jind
2	Sh. Rajat	M	Student	-	-
3	Sh. Ajit	M	Student	-	-
4	Miss Meenu Indora	F	Do	-	-
5	Sh. Vinod	M	Peon	-	-

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

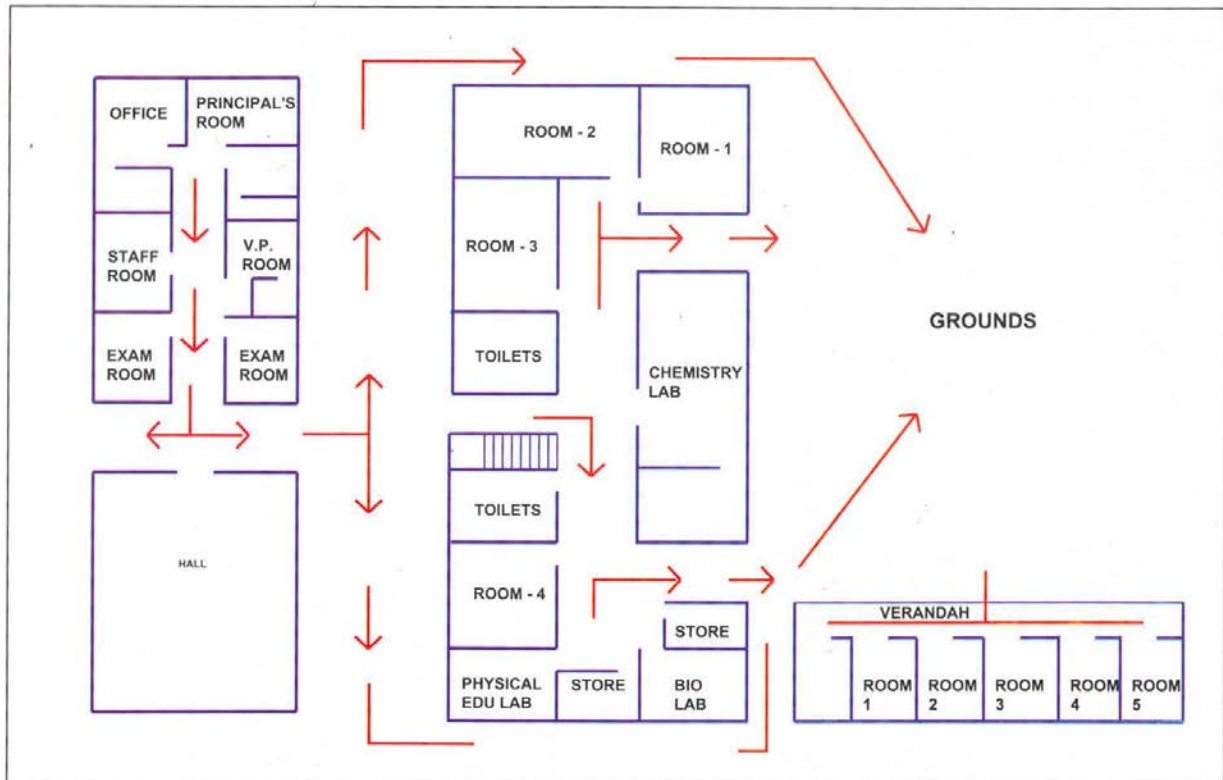
Bus/Road Safety Team

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

4. Evacuation Plan

The evacuation team will identify the safer locations, safe evacuation routes, locations of the equipment like fire extinguishers, fire hydrant points, First-Aid kits etc. in the College and will mark on the floor maps and will prepare floor wise evacuation plan. Display maps prominently at the notice board at each of the floor.

Sample Floor Map showing safe evacuation routes



5. Mock-Drill

Mock drills are the way of testing the College Disaster Management Plan. The mock drill on earthquake, fire, etc. should be conducted once in every six months, and the deficiencies should be assessed for the purpose of updation of the plan. This section of the plan should clearly indicate the steps to be followed to conduct the mock drills and the responsibilities of the teachers, non-teaching staff and students should be delineated. If required, the College should invite the Fire Service Officers, doctors from Health Department, trainers from Red-

Cross Society trained Civil Defence volunteers and volunteers from NGOs for support in conducting the mock drills.

Earthquake drill:

1. Practice drop, cover and hold.
2. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
3. Evacuate College in less than 4 minutes using different exits.
4. Look out for friends.
5. Stay away from weak areas / structures.
6. Perform head counts when reach at assembly area.
7. Help those who need assistance

Fire Drill:

1. Evacuate from classroom.
2. Practice Stop, Drop and Roll in case your clothes catch fire.
3. Cut off electricity from main switch and remove or close down gas connections.
4. Evacuate classroom in less than 1 minute without pushing and falling.
5. In case of heavy smoke, crawl out safely from the classroom.
6. Evacuate College in less than 4 minutes using different exits/fire exits.
7. Look out for friends.
8. Perform head counts when reach at assembly area.
9. Help those who need assistance.

6. Assessment check list

A. Fire Safety Assessment

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)?= NA
5. Are they placed at appropriate height (accessible height)? =No
6. Are instructions indicated on extinguishers? =NA
7. Is the language of instructions understood by students and teachers?= NA
8. Is hydrant point in the college?=Yes
9. Are there Sand Buckets in the college? (specify in Numbers) =No
10. Are there Water Buckets in the college? (specify in Number) = 10
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? =Yes
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?= Yes
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? =No
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? =50 years
2. Is building structure earthquake resistant? = Yes
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? =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