

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

COLLEGE DISASTER MANAGEMENT PLAN

TEMPLATE

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

1. College Profile

1.1 College Details

1.	Name of the College	Govt. College Sector-14, Gurgaon	
2.	College Code/Id	129	
3.	Address	Mehrauli Gurgaon Road, opposite Kalyani Hospital, Gurgaon	
		Telephone	0124-2320783
		Fax	0124- 2223222
		E-mail	gcgggn@gmail.com
4.	Name of the Principal	Smt. Indu Jain	
5.	Contact Details	Telephone	0124-2320783
		Mobile	
		E-mail	
6.	Nodal Officers for Disaster Management: NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details: Sangeeta Bhatia, Giani Devi Anjana Anand Shobha Narang	E-mail id:
7.	Type of College	Girls College	
8.	College Timings	9.00 AM to 4.00 PM	
	Science	-DO	
	Commerce	-DO	
	Humanities	-DO	
9.	Total Students	Boys: 07 Girls: 7236	Total: 7245
10.	Total Streams/Courses	Students Male	Students Female
	MA	09	340
	M.Com	00	130
	BA	00	635+1477
	B.Sc	00	1595+
	B.Com	00	1322
	BBA	00	290
		00	
	BCA	00	308
11.	Teaching Staff (Subject/Department)	No. of Male	No. of Female
	Botany	-	-
	Chemistry	-	-
	Physics	-	-
	Zoology	-	-

	Microbiology	-	-
	Bio-Tech	-	-
	Computer	1	-
	Commerce	2	3
	English	1	8
	Mass. Communication	-	1
	Geography	1	2
	Hindi	-	1
	History	-	2
	Home Science	-	-
	Def Studies	-	-
	Music Vocal	-	-
	Music Instrumental	-	-
	Philosophy	-	-
	Physical Education	-	-
	Political Science	-	1
	Psychology	1	1
	Public Administration	-	-
	Punjabi	-	-
	Sanskrit	-	-
	Maths	1	-
	BTM	-	1
	Eco	3	-
	Total	10	20
12.	Non-Teaching Staff	No. of Male	No. of Female
	Deputy Supdt.	1	-
	Assistant	1	-
	Clerk	-	-
	TWI	-	-
	Steno	-	-
	JLA	1	-
	LA	2	-
	Chowkidar	2	-
	Peon	-	-
	Mali	-	-
	T/Player	-	-
	Sr. Librarian	-	-
	Restorer	-	-
	Lib A	1	-
	SLA	-	-
	Computer Inst.	-	2

	Waterman	-	-		
	Total	7	2		
13.	No. of differently abled persons		Students	Teaching Staff	Non-Teaching Staff
		Male	00	02	01
		Female	00	01	00
		Total	00	03	01

1.1.1 Details of Teaching Staff-Permanent and contractual (add additional sheet if needed):

Sr. No.	Name Sarv. Sh./Smt.	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1.	Vinay Kumar	A+	52	M	No	No	U.G.	8826210404	
2.	Mohd. Rafiquer	B+	51	M	No	No	U.G.	9811098211	
3.	Lokesh Sharma	O-	46	M	No	No	U.G. & P.G.	7838675249	
4.	Dilbag Singh	O+	49	M	No	No	U.G.	9911655990	
5.	Anita Bahl	O+	51	F	No	No	U.G.	9891436997	
6.	Indu Rathee	B+	33	F	No	No	U.G.	9911600909	
7.	Sandeep Maan	B+	40	M	No	No	P.G.	9868447249	
8.	Gagnesh	B+	37	M	No	No	P.G.	9717520548	
9.	Mukesh Kumar	O+	42	M	No	No	U.G. & P.G.	9868145990	
10.	Poonam Yadav	AB+	54	F	No	No	U.G.	9810802391	
11.	Krishna Kumari	O+	-	F	No	No	U.G.	9871370567	
12.	Anjana Anand	B+	37	F	No	No	U.G.	9582216604	
13.	Pooja Khosla	A+	52	F	No	No	U.G. & P.G.	9911388092	
14.	Rajvir Singh	B+	57	M	No	No	U.G. & P.G.	9350859065	
15.	Anjulata Gaur	B+	56	F	No	No	U.G.	9350859065	
16.	Sangeeta Bhatia	O+	33	F	No	No	P.G.	8826004125	
17.	Pushpa Yadav	O+	53	F	No	No	U.G. & P.G.	9818691368	
18.	Yogita	B+	36	F	No	No	U.G. & P.G.	9810937367	
19.	Usha	A+	52	F	No	No	U.G.	9416346046	
20.	Amita Gupta	O+	57	F	No	No	U.G. & P.G.	9560901114	
21.	Indu Rao	O+	44	F	No	No	U.G. & P.G.	9911188241	
22.	Sunita Sheoran	B+	55	F	Brest Cancer	No	U.G.	9811438621	
23.	Anita Popli	B+	57	F	BP- Thyroid	No	U.G. & P.G.	9911002905	
24.	Neha nesote	B+	48	F	No	No	P.G.	9999335544	
25.	Vijeta Narwal	B-	48	F	No	No	P.G.	9958008929	
26.	Anju Chowdary	A+	49	F	No	No	U.G. & P.G.	8130861565	
27.	Randhir Singh	B+	50	M	Diabetic	No	U.G.	9810348562	

28.	Madhu Raj	O+	55	F	No	No	U.G.	9810784161	
29.	Sunita Dhak	B+	45	F	No	No	U.G.	9911399412	
30.	Saloni Verma	O+	49	F	No	No	U.G. & P.G.	9818371333	
31.	Ajay Kumar	B+	55	M	Diabetic	No	U.G. & P.G.	7042300418	
32.	Anjana Nagpal	B+	39	F	No	No	U.G.	9999005955	
33.	Sudesh	B+	50	F	No	No	P.G.	9818550445	
34.	Hari Singh Yadav	A+	53	M	No	No	U.G. & P.G.	9711159447	
35.	Sunder Singh	B+	42	M	No	No	U.G.	9891702811	
36.	Virender Antil	A+	49	M	BP	No	U.G.	9711576781	
37.	Satyender Singh	O+	34	M	No	No	U.G.	9999067642	
38.	Jitendar	O+	42	M	No	No	U.G.	9654717320	
39.	Sunita Dhillon	A+	54	F	No	No	U.G.	9868482822	
40.	Usha	A+	56	F	No	No	U.G.	9871615690	
41.	Sunita Yadav	O-	55	F	No	No	U.G.	9717619631	
42.	Dr. Tejaram	O-	57	M	No	No	U.G.	-	
43.	Anupama Yadav	B+	50	F	BP	No	U.G.	9871619784	
44.	Geetika	-	43	F	BP	No	U.G.	9911654592	
45.	Giani Devi	O+	43	F	No	No	P.G.	8447417009	
46.	Kiran Yadav	B+	34	F	No	No	P.G.	9711729811	
47.	Sarika Jain	AB+	34	F	No	No	U.G.	9899994911	
48.	Pushpa Antil	B+	46	F	No	No	U.G.	9654744800	
49.	Shobha Narang	B-	53	F	No	No	U.G.	9868147647	
50.	Sushma Sharma	B+	55	F	No	No	U.G.	9899381382	
51.	Vedwanti	O+	51	F	No	No	U.G.	9868901982	
52.	Shashi Bala	O-	52	F	BP	No	U.G.	9968432753	
53.	Ranjana Sharma	A+	55	F	BP	BP	U.G.	9871815825	
54.	Pramila Yadav	A-	53	F	No	Heart Patient	U.G.	9968403537	
55.	Kusum Devi	O+	47	F	No	No	U.G.	9968175265	
56.	S. Ahuja	O+	56	F	No	No	U.G.	9818805434	
57.	Madhu Sahni	B+	56	F	No	No	U.G.	9999800244	
58.	Venu Madam	O+	55	F	No	Diabetes, Spine Disc Problem	U.G. & P.G.	9811850002	
59.	Jagpal	B+	53	M	No	No	U.G. & P.G.	8802918059	
60.	Tanushree	B+	39	F	No	Spine Disc	U.G.	9837935650	
61.	Gulshan	B+	46	F	BP	No	U.G.	9899407821	
62.	Renu Hooda	O+	49	F	BP	No	U.G.	9999033333	
63.	Madhu Arora	O+	50	F	No	Handicap	P.G.	9891249576	
64.	Jitender Malik	B+	45	M	No	Total Blind	Music	9868827001	
65.	Manju Rani	B+	34	F	No	Slip Disc	U.G. & P.G.	9910065445	
66.	Sarla	O+	53	F	No	Slip Disc	U.G. & P.G.	9868899369	
67.	Kuldeep Singh Kait	O+	47	M	No	No	P.G.	9971802993	
68.	Suresh Dhanerwal	B+	54	M	No	Asthmatic	U.G.	9911207789	

69.	Vijay Adhlaka	B+	55	M	No	No	U.G.	9868892926	
70.	Shiela Gupta	O+	56	F	No	No	Hostel Supdtt.	9540063337	
71.	Rajesh Kumar	AB+	38	M	No	No	U.G.	9212466778	
72.	Chetna Sehrawat	B-	54	F	No	No	U.G.	9999480205	
73.	Sharmila Yadav	B+	50	F	No	No	U.G.	9350251590	
74.	Sushila	B-	54	F	No	No	U.G.	9528296633	
75.	Sanjeev Kumar	A+	55	M	No	No	U.G.	9871916756	
76.	Kusum Lali	O+	47	F	No	No	U.G.	9968175265	
77.	Geeta	O+	53	F	No	No	U.G.	9810649675	
78.	Anil	O+	49	M	No	No	U.G.	9868889133	
79.	Reeta Gaur	O-	55	F	No	No	U.G.	9871383739	
80.	Kiran Bala	O+	55	F	No	No	U.G.	9871048733	
81.	Priyanka	A+	40	F	No	No	U.G.	9818606967	
82.	Mona Chahan	O-	50	F	No	No	U.G.	9868165986	

1.1.1 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
1.	Subhash Chanda	Dy. Sperintendent	O+	53	M	No	No	9416153700	18- Geeta Colony-II Azad Nagar, Hissar
2.	Chand Kishor	J.L.A.	AB+	57	M	No	No	9582447241	603/71 Shivaji Nagar, Gurgaon
3.	Ram Avtar	L.A.	A+	50	M	No	No	9868141762	875/2 old Najafgarh Road, Gurgaon
4.	Dharam Pal	L.A.	A-	55	M	No	No	9818874695	Village Naurangpur, Gurgaon
5.	Madam Lal	J.L.A.	O+	55	M	Diabetes	No	9911986922	Village Gudhera, P.O. Sherpur, Tehsil Pataudi, Gurgaon
6.	Lal Chand	J.L.A.	-	55	M	No	No	9873000823	V.P.O Pataudi, Suryavihar, Gurgaon
7.	Daya Nand	Daftari	O+	59	M	No	No	8901333121	V.P.O. Khawaspur, Gurgaon
8.	Mahabir Singh	J.L.A.	O+	56	M	No	No	8802109733	V.P.O. Wazirabad, Gurgaon
9.	Dharmender Kumar	Tabla Player	B+	44	M	No	No	9999354944	1494 sec-7, Ext. Gurgaon
10.	Subhasini	J.L.A.	O+	51	F	No	No	9868830560	42/1 Acharyapuri, Gurgaon
11.	Jeet Kumari	L.A.	-	53	F	No	No	9818561626	405/28 Jyoti Park, Gurgaon

12.	Hukum Chand	L.A.	A+	56	M	No	No	9971494505	V.P.O.Dhundhera, Gurgaon
13.	Ajit Singh	L.A.	O+	57	M	No	No	9540647571	H.No. 225/10, Hans Enclave, Gurgaon
14.	Ved Prakash	J.L.A.	B+	57	M	No	No	9891999066	V.P.O.Islampur, Gurgaon
15.	Hari Chand	J.L.A.	A+	55	M	No	No	9958361262	V.P.O.Budhera, Gurgaon
16.	Khub Ram	Sr. Librarian	O+	52	M	No	No	9416697526	Ward No. 3, Rao Sita Ram Colony, Haily Mandi, Gurgaon
17.	Subhash Chand	J.L.A.	B+	53	M	No	No	9868155530	660/1, Gali no. 1 Ashok Vihar, Gurgaon
18.	Meenakshi Arora	Staff Nurse	B-	49	F	No	No	9810269421	421/4 U.E., Gurgaon
19.	Narendra Kumar	L.A.	A+	51	M	No	No	9868171680	H.N.-4, Govt. College, Sector-14, Gurgaon
20.	Sudershan Kumar	L.A.	-	51	M	No	No	9891242260	Wazirabad, Gurgaon
21.	Rajinder Kumar	L.A.	A-	58	M	No	No	8059212099	Lokra, Gurgaon
22.	Parmal Singh	J.L.A.	O+	56	M	No	No	9873556403	V.P.O. Damdama, sohna Block, Gurgaon
23.	Rajpal Singh	L.A.	-	51	M	No	No	9210306176	Village Garhi Khurd, Gurgaon
24.	Prem Sagar	J.L.A.	A+	53	M	No	No	98714436329	H.N.- 4/ 67, Shivaji Nagar, Gurgaon
25.	Rajinder Singh	L.A.	AB+	54	M	No	No	7827287912	-
26.	Jagdish Kumar	L.A.	AB+	45	M	No	No	8053492215	-
27.	Rajesh Kumar	L.A.	A+	50	M	No	No	9968071164	H.N.- 28Ashok Nagar, Gurgaon
28.	Amar Pal	Chowkidaar	O+	54	M	No	No	9313887459	V.P.O. Rithauj, Gurgaon
29.	Shakuntala	L.A.	O+	45	F	No	No	9711964695	278/20 Basai Road, Gurgaon

1.2 College Building Details

1	Number of buildings in the college compound	Basement		Nil												
		Storey		Yes												
2	Year of construction (Give details if constructed in parts)	1959														
3	Play Ground Area	6 Acre														
4	Block Details	Area Block														
		Class Rooms	Office	Teaching Staff Rooms	Non-Teaching Staff Rooms	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab	Library	Drinking Water Points	Home Science Lab	Music Room	
		Ground Floor	24	09	01	00	01	01	01	01	02	01	01	02	01	01
		1 st Floor														
		2 nd Floor														
		3 rd Floor														
		Total	24	09	01	00	01	01	01	01	02	01	01	02	01	01
				Map												
				Attached.												

5.		Science Block														
		Class Rooms	Office	Teaching Staff Rooms	Non-Teaching Staff Rooms	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab	Library	Drinking Water Points	Home Science Lab	Science Lab	Fire Extinguisher
	Ground Floor	1	4	2	2	0	0	3	0	1	2	0	2	0	17	4
	1 st Floor	2	1	0	0	0	1	1	1	1	2	0	1	0	1	0
	2 nd Floor															
	3 rd Floor															
	Total	3	5	2	2	0	1	4	1	2	4	0	3	0	18	4
6.	Location of Laboratories															
	a. Chemistry Lab	Near the college Library														
	b. Physics Lab	Near the college Library														
	c. Biology Lab	Near the college Library														
	d. Computer Lab	Near the college Library														
	e. Medical Room (Location and no. of Beds)	Near College Canteen														
7.		Science Block Map														
		Attached														

	2 nd Floor						
11.	Playground size and open ground	As Per Rules					
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
1.	Dharmendra		M	Tabla Player	Blind
2.	Jitendra Malik		M	Associate Professor	Blind
3.	Vijay Adalikha		M	Associate Professor	Blind
4.	Madhu Arora		F	Associate Professor	Physical Handicap

1.2.2 Details of Persons with Medical Concern (like Asthma, Diabetes, Cardiac Diseases etc.):

Sr. No.	Name	Age	Sex	Standard and Section	Type of Medical Concern
1.	Sunita Sheoran	55	F		Brest Cancer
2.	Anita Popli	57	F		BP- Thyroid
3.	Suresh Dhanerwal	54	M		Asthmatic
4.	Randhir Singh	50	M		Diabetic
5.	Ajay Kumar	55	M		Diabetic
6.	Virender Antil	49	M		BP
7.	Anupama Yadav	50	F		BP
8.	Geetika	43	F		BP
9.	Shashi Bala	52	F		BP
10.	Ranjana Sharma	55	F		BP
11.	Pramila Yadav	53	F		Heart Patient
12.	Venu Madan	55	F		Diabetes, Spine Disc Problem
13.	Gulshan	46	M		BP
14.	Renu Hooda	49	F		BP

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	

2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High /Med /Low)	Possible causes
Road Accidents	Med	
Flood	Low	
Earthquake	Med	
Building collapse	Med	
Epidemic/Contagious disease	Med	
Fire	High	Lack of Fire Extinguishers, Proper Exit Plan
Heat Wave	Med	
Cold Wave	Med	
Industrial /Chemical Hazard	Med	
Stampede	Low	
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/ Non Structural Hazards	Location
	Inside College	
1.	Gas cylinders	4
2.	Other fuel (petrol/diesel/kerosene etc.)	100 Ltrs
3.	Chemical bottles	50 bottles
4.	Main Electrical Boards	3

5.	Hanging Electrical Wires	Nil
6.	Suspended Ceilings	Nil
7.	Unfixed Almirah/cabinets	Nil
8.	Unfixed wall frames	Nil
9.	Doors/Windows	123/207
10.	Open drains/ gutter	Nil
11.	Trees	418
12.	Defected Staircases	Nil
13.	Severely cracked walls	Nil
14.	Others (Specify)	
	Outside	
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	2	1
2	Old age people if any	Nil	Nil
3	Students with special medical concerns	NIL	NIL
4	Teaching/Non-Teaching Staff with ill health	Nil	1
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 (Yes/No)	Nil	3 units of 100 each		Anjana Anand, Giani Devi	Nil
NSS (Yes/No)	Nil	2 units of 50 each		Sangeeta Bhatia, Indu Rathi	Nil
Scout & Guide (Yes/NO)	Nil	Nil	Nil	Nil	Nil

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.
	NIL		NIL		NIL

Blood Donation Camps organized at college: 08

Details of Health Checkup Camps organized at college: 06

2.5.2 Resource Inventory

A. Equipments within College and also nereby college :

Sr. No.	List of Items	Details of the item	Person Incharge	Contact No. the person incharge
1.	First Aid Kits	1	Mrs. Meenakshi Arora	9810269421
2.	Fire Extinguishers	5	Kuldip Kait	9971802993
3.	Sprinkler System	Nil		
4.	Ladder (Nos. and Length)	Nil		
5.	Rope (Nos. & Length)	Nil		
6.	Stretchers	1	Mrs. Meenakshi Arora	9810269421
7.	Torches	1		
8.	Hammers	1		
9.	Generators / UPS	1		
10.	Floor Carpets / Daris	10		
11.	Blankets	Nil		
12.	Others	Nil		

B. Communication Set up

Sr. No.	Type of System	Total No.
1	Alarm/ Mike/ Sound System	0
2	Wireless sets (if nereby Police Station)	0
3	Landline Telephone	1 (0124-2320783)
4	Internet Facility	Yes
5	Fax	Yes (0124- 2223222)
6	Other CCTV Cameras	15

C. Transport Facilities

Sr. No.	Type of Vehicle	Total No.
1	College Bus (with capacity)	00
2	4 wheelers (personal)	00
3	2 wheelers (personal)	00
4	Other Vehicles	00

D. Nearest Resources

Sr. No.	Nearest Resource	Distance in Kms	Contact No.	Address
1.	SDM of the area	2		
2.	BDPO/ MC of the area	1		
3.	Police Station / Police Post	0.5		
4.	Fire Station	3		
5.	Primary Health Centre (PHC)	1		
6.	Community Health Centre (CHC)	1		
7.	Hospital (Public)	1		
8.	Hospital (Private)	0		
9.	Ambulance Services	0		
10.	District Control Room	2		
11.	Other Colleges	2.5		
12.	NGO	0		

3. 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 updating 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 Defense volunteers and volunteers from NGOs for support in conducting the mock drills.

Earthquake drill:

1. Ring the emergency Siren.
2. Practice drop, cover and hold.
3. Once evacuation starts, evacuate classroom in less than 1 minute without pushing and falling.
4. Evacuate College in less than 4 minutes using different exits.
5. Look out for friends.
6. Stay away from weak areas / structures.
7. Perform head counts when reach at assembly area.
8. Help those who need assistance (*identification of task force in advance for rescue of children with disabilities*)

Fire Drill:

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

4. Assessment check list

A. Fire Safety Assessment

Sr. No.	Fire Assessment	Status
1.	Are fire extinguishers installed in the College?	NO
2.	Are they in working condition?	NO
3.	Are students and teachers trained to use fire extinguishers?	Yes
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?	NO
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)	YES /8
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?	NO
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

B. Electrical Safety Assessment

Sr. No.	Electrical Safety Assessment	Status
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?	NO
6.	Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?	NO
7.	Is the earthing properly done in the college?	YES
8.	Is any defective electrical equipment in use in the college? Specify:	NO
9.	Are there any lives wires lying or tangled in open?	NO
10.	Is any plug point used for multiple loads? Specify at how many points:	YES

C. Non Structural Safety assessment

Sr. No.	Non Structural Safety assessment	Status
1.	Are the cabinets/ <i>almirahs</i> placed away from exit doors?	YES
2.	Are cabinets/ <i>almirahs</i> properly fixed to the wall?	NO
3.	Are these cabinets/ <i>almirahs</i> 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?	NO

D. Structural Safety assessment

Sr. No.	Structural Safety assessment	Status
1.	How old is College building?	Approx 56 years old
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	Cycle Stand
4.	Are the Building Safety Norms followed in the college?	NO
5.	Has the building safety audit conducted by the structural engineer?(Attach building safety audit report)	YES

Annexure I

a. Roles and Responsibility of College Disaster Management Committee (SDMC)

- Help College in preparation & evaluation of DM 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.

b. Composition, Roles and Responsibility of Teams

The following composition of teams is suggested list. The team should have 1-2 teachers, 4-6 students and representative from community.

1. Early warning, Communication & Awareness Generation Team

Composition

- 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 school.
- 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.

2. Evacuation Team

Composition

- All class teachers.
- Class monitors & hall monitor.

Roles and responsibilities:

- Identify safer locations and routes.
- Prepare College location map and floor maps of the College
- Prepare evacuation plan in consultation with school
- Practice Duck, Cover & Hold at first sign of earthquake.
- Evacuate in an orderly manner, in buddy system, with monitor leading & teacher bringing the last buddies along designated evacuation route.

3. Fire Safety Team

Composition

- Teachers (2)
- 1-2 parents (from fire services/ Defence/Para Military services/civil defence)
- Students trained in fire safety.

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.

4. Search and Rescue Team

- Composition**
- Sports/PT teacher
 - NCC/NSS/Scouts & Guides Teacher.
 - Fire Services representative
 - Civil Defence Trainer.
 - 1-2 parents (from uniformed forces)
 - Able bodied students

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.

5. First Aid Team

- Composition**
- Colledoctor.
 - CollegeNurse.
 - St. John/Red Cross volunteers.
 - Anganwadi workers/ANM
 - 1-2 parents (doctors)
 - Students 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.

6. Coordination Team

- Composition**
- Members from SDMC
 - NCC/NSS/Scouts & Guides Coordinator.
 - CollegeMonitor

Roles and responsibilities:

- Over all coordination of activities under SDMC
- 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.

7. Food, Water and Sanitation Team

- Composition**
- Science Teacher
 - NCC/NSS/Scouts & Guides students.

Roles and responsibilities:

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

8. Bus/Road Safety Team

- Composition**
- Teacher (traveling in respective buses).
 - Student getting down at last stop.
 - One senior most student in bus.

Roles and responsibilities:

- 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.