

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-9, Gurgaon	
2.	College Code/Id	49	
3.	Address	Basai Road, Gurgaon	
		Telephone	0124-2305208
		Fax	-
		E-mail	gpgcsec9@gmail.com
4.	Name of the Principal	Dr. Smt. Sushma Chaudhary	
5.	Contact Details	Telephone	
		Mobile	9971529167
		E-mail	gpgcsec9@gmail.com
6.	Nodal Officers for Disaster Management: NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details: Capt. Raj Kumar 9212719518 Smt. Hem Lata/Dr. Ashok kumar 9999070829/9467717139 Capt. Raj Kumar 9212719518 Dr. Arjun Singh 9868820622	E-mail id: captrajkumar1963@gmail.com hemlatachhikara@gmail.com ashok.ghiloriya@gmail.com captrajkumar1963@gmail.com sector12agurgaon@gmail.com
7.	Type of College	Co-Educational	
8.	College Timings	9.00 AM to 4.00 PM	
	Science	-DO	
	Commerce	-DO	
	Humanities	-DO	
9.	Total Students	Boys: 1897 Girls: 1022	Total: 2919
10.	Total Streams/Courses	Students Male	Students Female
	MA	35	110
	M.Com	29	88
	BA	518	284
	B.Sc	149	46
	B.Com	456	259
	BBA	224	67
	Mass. Communication	9	8
	BCA	258	38
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	1897	10	7
		Female	1022	20	2
		Total	2919	30	9

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	Sushma Chaudhary	O+	51	F	Cervical	Nil	Principal	9971529167	HEX TAX Commune, C-103, Sec-43, GGN
2	Anupma Batra	B+	54	F	Ostio	Nil	English	9871114282	M-101, South City-I
3	Seema Goyal		55	F	Nil	Nil	English	9289660561	Sec- 15 A, GGN
4	Raj Kumar	O+	53	M	Nil	Nil	English	9910882612	Manesar, GGN
5	Hem Lata	O+	41	F	Cervical, Sun Allergy	Nil	English	9999070829	Surbhi Appt. GGN
6	Suman Ahlawat	O-	50	F	Diabetes BP Cancer	Cancer Migrane	English	9911194726	H.No. 169, Sec-9A, GGN
7	Seema Rani	O+	38	F	Low BP	Nil	English	9911162111	801/5A, Patel Nagar, GGN
8	Minakshi Dalal	A+	38	F	Nil	Nil	English	9416302424	153, Sec-40, GGN
9	Anjana Grover	B+	55	F	Diabetes	Nil	English	9813465511	C.P. II, Sohna Road Tower
10	Suman Sandhu	O+	37	F	Nil	Nil	English	9818210005	677, Sec-10, GGN
11	S.L. Gupta	O+	56	M	Nil	Nil	Commerce	9810089528	221-C, Mianwali Colony, GGN
12	Sanjeev Khurana	B+	52	M	Diabetes	Nil	Commerce	9810645695	Sec-15A, Faridabad
13	Tarun Lata	A+	44	F	Nil	Nil	Commerce	9818403951	H.No. 1717, Sec-4, GGN
14	Bharti	O+	34	F	Nil	Nil	Commerce	9999220881	1162, IIND Floor, Sec-9 GGN
15	Poonam Sharma	O+	34	F	Nil	Nil	Commerce	9911784717	452/1, Bhim Garh Kheri, GGN
16	Rakesh Sharma	O-	57	M	Nil	Nil	Economics	9891128781	H.No. 1931, Sec-4, GGN
17	R.K. Ahuja	O+	52	M	Nil	Nil	Economics	9971158658	E-1101, JMD Garden, GGN
18	Manju Bala	O+	55	F	Nil	Nil	Geography	9868641500	H.No. 731, Sec-5, GGN
19	Sudershan Kaur	O+	54	F	Nil	Nil	Geography	9999857990	336, Sec-10 GGN
20	Virender Singh		57	M	High BP	Nil	Geography	9899981804	H.No. 376, Sec-9, GGN
21	Meenu Sharma	A+	42	F	High BP	Nil	History	9210890537	Basera 107, GH-78, Sec-56 GGN
22	Nitasha Joon	B+	40	F	Nil	Nil	History	9818149807	152, Sec-17A, GGN
23	Arjun Singh	B+	52	M	Nil	Nil	Math	9868820622	241, Sec-12A, GGN
24	Ashok Kumar	AB+	36	M	Nil	Nil	Comp. Science	9467717139	GCW, Sec-14, GGN
25	Sonika Dangi	O+	30	F	Phytes	Nil	Psychology	9717288955	317, Sec-10, GGN
26	Gobind Singh	A+	33	M	Nil	Nil	Psychology	9990018069	VPO. Kasan
27	Krishna Malhan	AB+	49	F	Nil	Nil	Hindi	9873965654	Flat NO. 702, Park View Residency GGN
28	Poonam Kapoor	O+	51	F	Nil	Nil	Pol. Science	9899843574	Krishna Nagar, Delhi
29	Shalini Khurana	A+	35	F	Nil	Nil	Mass. Comm.	9810878858	B-003, GGN
30	Anjana Sharma	A+	39	F	Nil	Nil	Tourism	9350029346	Flat-7, Staff Colony, Sec-14
31	Rajesh Kundu	O+	43	M	Nil	Nil	Economics	9958821116	H.No. 365, Sec-10A, GGN

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.	Sh. Brahm Parkash	Overall supervision		56	M	-	-		GC Sec-9, Gurgaon
2.	Sh. Jagdish Kumar	All Official Correspondence, RTI, Court Cases	B+	52	M	-	-	9911328364	GC Sec-9, Gurgaon
3.	Sh. Ram Kanwar JLA	Fee, University Work	B+	52	M	-	-	9711723980	GC Sec-9, Gurgaon
4.	Sh. Nitin	Cash Book, Bill & Funds	B+	29	M	-	-	9811336478	GC Sec-9, Gurgaon
5.	Sh. Nawal	Chowkidar		59	M	-	-		GC Sec-9, Gurgaon
6.	Sh. Mahesh	-do-		58	M	-	-		GC Sec-9, Gurgaon
7.	Sh. Birender	Issue of Books	B+	54	M	-	-	9355890181	GC Sec-9, Gurgaon
8.	Smt. Seema	Computer Instructor	O+	27	F	-	-	9211070014	GC Sec-9, Gurgaon
9.	Smt. Hema	-do-	A+	33	F	-	-	9582586124	GC Sec-9, Gurgaon
10.	Sh. Deepak Kumar	Maintenance of Computer Labs		26	M	-	-	9812195142	GC Sec-9, Gurgaon

1.2 College Building Details

1	Number of buildings in the college compound	Basement	Nil												
		Storey	Double												
2	Year of construction (Give details if constructed in parts)	2003													
3	Play Ground Area	4 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	16	1	10	2	4	3	4	5	5	2	1	5	Nil	Nil
	1 st Floor	5	Nil	5	1	2	3	2	2	2	2	1	1	Nil	Nil
	2 nd Floor	2	Nil	2	Nil	1	1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	3 rd Floor														
	Total	23	1	17	3	7	7	6	7	7	4	2	6	Nil	Nil
			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	Music Room
	Ground Floor	2	Nil	2	2	2	1	3	1	1	Nil	Nil	1	Nil	3	Nil
	1 st Floor															
	2 nd Floor															
	3 rd Floor															
Total	2	Nil	2	2	2	1	3	1	1	Nil	Nil	1	Nil	3	Nil	
6.	Location of Laboratories	Block 'C'														
	a. Chemistry Lab	Block 'C'														
	b. Physics Lab	Block 'C'														
	c. Biology Lab															
	d. Computer Lab	Block 'A'														
	e. Medical Room (Location and no. of Beds)	Nil														
7.		Science Block Map														
		Attached														

8.	Commerce Block														
		Class Rooms	Office	Teaching Staff Rooms	Non-Teaching Staff Rooms	Corridor	Staircase	Store	Toilet (Boys)	Toilet (Girls)	Computer Lab	Library	Drinking Water Points	Language Labs	Conference Room
	Ground Floor	4	Nil	Nil	Nil	1	1	Nil	1-5	1-5	Nil	Nil	3	Nil	Nil
	1 st Floor	4	1	1	Nil	1	1	Nil	1-5	1-5	Nil	Nil	Nil	Nil	Nil
	2 nd Floor	2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	3 rd Floor														
Total	10	1	1		2			10	10			3			
9.	Hostel														
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Comput er Area	Gym	Mess	Staff						
	Ground Floor														
	1 st Floor			NIL				NIL							
	2 nd Floor														
	Total			NIL				NIL							
10.	Auditorium : Multi Purpose Hall														
	In charge Name and Contact Number- NIL														
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets							
	Ground Floor														
	1 st Floor			Nil		Nil									
	2 nd Floor														
11.	Playground size and open ground	4 Acre													
12.	College Maps	<ol style="list-style-type: none"> 1. Attach College Location Map (showing major landmarks) 2. Attach College Building Map (showing College campus and building layout) 3. Attach College Floor Maps (showing floor wise layout) 													

1.2.1 Details of Persons with Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
	NIL			NIL	

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
				See Annexure 1.1.1	

Chapter 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	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/ 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	Nil		Capt. Raj Kumar	9212719518
NSS (Yes/No)	Nil	Nil		Smt. Hem Lata/ Dr. Ashok Kumar	9999070829 9467717139

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	-		
2.	Fire Extinguishers	Nil		
3.	Sprinkler System	Nil		
4.	Ladder (Nos. and Length)	1	Hem Lata	9999070829
5.	Rope (Nos. & Length)	1	Hem Lata	9999070829
6.	Stretchers	Nil		
7.	Torches	Nil		
8.	Hammers	2	Hem Lata	9999070829
9.	Generators / UPS	1	Dr. Ashok	9467717139
10.	Floor Carpets / Daris	4 Daris	Hem Lata	9999070829
11.	Blankets	Nil		
12.	Others			

B. Communication Set up

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

C. Transport Facilities

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

D. Nearest Resources

Sr. No.	Nearest Resource	Distance in Kms	Contact No.	Address
1.	SDM of the area	5		
2.	BDPO/ MC of the area	5		
3.	Police Station / Police Post	2		
4.	Fire Station	5		
5.	Primary Health Centre (PHC)	50 Mtrs		
6.	Community Health Centre (CHC)	50 Mtrs		
7.	Hospital (Public)	50 Mtrs		
8.	Hospital (Private)	-		
9.	Ambulance Services	5		
10.	District Control Room	5		
11.	Other Colleges	5		
12.	NGO	-		

Chapter 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.

Chapter 6. Assessment check list

A. Fire Safety Assessment

- | | | |
|-----|---|-----|
| 1. | Are fire extinguishers installed in the college? | NO |
| 2. | Are they in working condition? | NA |
| 3. | Are students and teachers trained to use fire extinguishers? | NA |
| 4. | Are they located at appropriate positions (hazardous locations)? | NA |
| 5. | Are they placed at appropriate height (accessible height)? | NA |
| 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? | 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 |
| 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 |
| 4. | Are receptacles installed to cover live wires? | NA |
| 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? | NA |
| 7. | Is the earthing properly done in the college? | YES |
| 8. | Is any defective electrical equipment in use in the college? | NO |
| 9. | Are there any lives wires lying or tangled in open? | NO |
| 10. | Is any plug point used for multiple loads? | NO |

C. Non Structural Safety assessment

- | | | |
|----|--|-----------------------------|
| 1. | Are the cabinets/ <i>almirahs</i> placed away from exit doors? | YES |
| 2. | Are cabinets/ <i>almirahs</i> properly fixed to the wall? | NOT ALL |
| 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? | Except Administrative Block |
| 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? | Approximately 12 years |
| 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? | NO |
| 5. | Has the building safety audit conducted by the structural engineer?
(Attach building safety audit report) | YES |

Annexure

- | | | |
|----|---|---------------|
| A. | Incident Response System for college | NIL |
| B. | List of Volunteer blood donors in college like students or staff members with contact details | NIL |
| C. | College evacuation maps | Under Process |
| D. | Emergency contact numbers for district administration | 0124-2332363 |
| E. | Contact numbers of all IRS members | |
| F. | List of teaching and non teaching staff | ALREADY GIVEN |
| G. | Contact details of all team supervisors | ALREADY GIVEN |