

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

**COLLEGE DISASTER MANAGEMENT PLAN**

**TEMPLATE**

**2014-15**

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**CENTRE FOR DISASTER MANAGEMENT**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

**GURGAON**

## 1. College Profile

### 1.1 College Details

1.	Name of the College	Govt. College Sidharawali, Gurgaon	
2.	College Code/Id	129	
3.	Address	Govt. College Sidharawali, Gurgaon	
		Telephone	0124-2679624
		Fax	
		E-mail	
4.	Name of the Principal	Smt. Savita Sharma	
5.	Contact Details	Telephone	
		Mobile	9891226010
		E-mail	Savitasharma20157@gmail.com
6.	Nodal Officers for Disaster Management: NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details:  Sh. Sanjeev Kumar Dr. P.K. Malik Dr. Dinesh Kumar	E-mail id:  <a href="mailto:Sk7chaudhary@gmail.com">Sk7chaudhary@gmail.com</a> <a href="mailto:pkmalik@rediffmail.com">pkmalik@rediffmail.com</a> <a href="mailto:drdineshcricket@gmail.com">drdineshcricket@gmail.com</a>
7.	Type of College	Under Graduation	
8.	College Timings	9.00 AM to 4.00 PM	
	Science	NA	
	Commerce	-DO	
	Humanities	-DO	
9.	Total Students	Boys: 618 Girls: 612	Total: 1230
10.	<b>Total Streams/Courses</b>	<b>Students Male</b>	<b>Students Female</b>
	MA	-	-
	M.Com	-	-
	BA	318	310
	B.Sc	-	-
	B.Com	183	282
	BBA	117	20
	BCA	-	-
11.	<b>Teaching Staff (Subject/Department)</b>	<b>No. of Male</b>	<b>No. of Female</b>
	Botany	-	-
	Chemistry	-	-
	Physics	-	-
	Zoology	-	-
	Microbiology	-	-
	Bio-Tech	-	-
	Computer	-	-
	Commerce	01	06

	English	-	02		
	Mass. Communication	-	-		
	Geography	02	-		
	Hindi	02	-		
	History	-	-		
	Home Science	-	-		
	Def Studies	-	-		
	Music Vocal	-	-		
	Music Instrumental	-	-		
	Philosophy	-	-		
	Physical Education	01	-		
	Political Science	-	01		
	Psychology	-	-		
	Public Administration	-	-		
	Punjabi	-	-		
	Sanskrit	01	-		
	Maths	02	-		
	BTM	-	-		
	Eco	-	-		
	<b>Total</b>	<b>07</b>	<b>09</b>		
12.	<b>Non-Teaching Staff</b>	<b>No. of Male</b>	<b>No. of Female</b>		
	Deputy Supdt.	-	01		
	Assistant	01	-		
	Clerk	01	-		
	TWI	-	-		
	Steno	-	-		
	JLA	02	-		
	LA	01	-		
	Chowkidar	01	-		
	Peon	-	02		
	Mali	-	-		
	T/Player	-	-		
	Sr. Librarian	-	-		
	Restorer	01	-		
	Lib A	-	-		
	SLA	-	-		
	Computer Inst.	-	-		
	Waterman	-	-		
	<b>Total</b>	<b>07</b>	<b>03</b>		
13.	No. of differently abled persons		<b>Students</b>	<b>Teaching Staff</b>	<b>Non-Teaching Staff</b>
		<b>Male</b>	<b>00</b>	00	00
		<b>Female</b>	<b>00</b>	00	00

		<b>Total</b>	<b>00</b>	<b>00</b>	<b>00</b>
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**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	Sh. Raj Singh	O+	53	M	No	No	SKT	9467932616	Govt. College, Sidhrawali
2	Dr. Rajender Singh	B+	54	M	No	No	Hindi	9416214218	Govt. College, Sidhrawali
3	Dr. P.K. Malik	B+	46	M	No	No	Geo.	9968269589	Govt. College, Sidhrawali
4	Sh. Pradeep	B+	41	M	No	No	Mathematics	9215855942	Govt. College, Sidhrawali
5	Sh. Manjeet	B+	34	M	No	No	Mathematics	9255084810	Govt. College, Sidhrawali
6	Smt. Lalita Gaur	O+	40	F	No	No	English	9968555198	Govt. College, Sidhrawali
7	Ms. Manisha Lal		36	F	No	No	English	9416610063	Govt. College, Sidhrawali
8	Smt. Manisha Goyal	B+	33	F	No	No	Commerce	9467975599	Govt. College, Sidhrawali
9	Dr. Surender Kadyan	B+	48	M	No	No	Commerce	9958085353	Govt. College, Sidhrawali
10	Smt. Sushila	B+	35	F	No	No	Economics	8800106281	Govt. College, Sidhrawali
11	Smt. Madhu	-	33	F	No	No	Commerce	9466821197	Govt. College, Sidhrawali
12	Smt. Reena Rani	A+	38	F	No	No	Commerce	9968953802	Govt. College, Sidhrawali
13	Smt. Payal Rani	O+	33	F	No	No	Commerce	9810045043	Govt. College, Sidhrawali
14	Sh. Sanjeev Kumar	B-	36	M	No	No	Geo.	9958707494	Govt. College, Sidhrawali
15	Smt. Ritu	B+	30	F	No	No	Commerce	9560000300	Govt. College, Sidhrawali
16	Dr. Ashok Kumar	B+	49	M	No	No	Hindi	9811108079	Govt. College, Sidhrawali
17	Dr. Dinesh Kumar	B+	38	M	No	No	Physical Education	9416473594	Govt. College, Sidhrawali
18	Smt. Shalini Yadav	B+	35	F	No	No	Political Science	9873551202	Govt. College, Sidhrawali
19	Smt. Indu Yadav	A+	33	F	No	No	Commerce	8053910566	Govt. College, Sidhrawali
20	Sh. Vikram	B+	34	M	No	No	Economics	9779271654	Govt. College, Sidhrawali
21	Smt. Manjula	A+	35	F	No	No	Computer	9899468024	Govt. College,

Verma					Science		Sidhrawali
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**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.	Smt. Nirmala Devi	Deputy Supdt.	O+	47	F	-	-	9468493609	Govt. College, Sidhrawali
2.	Sh. Prem Raj	Assistant	O+	48	M	-	-	9811060725	Govt. College, Sidhrawali
3.	Sh. Shri Bhagwan	Clerk	-	57	M	-	-	9992368073	Govt. College, Sidhrawali
4.	Sh. Sumer Singh	JLA	O+	54	M	-	-	9992277346	Govt. College, Sidhrawali
5.	Sh. Ramavtar	JLA	B+	56	M	-	-	9813100807	Govt. College, Sidhrawali
6.	Sh. Shri Bhagwan	Restorer	B+	56	M	-	-	9899167449	Govt. College, Sidhrawali
7.	Sh. Abdul Qadir	LA Geo.	O+	39	M	-	-	9813645488	Govt. College, Sidhrawali
8.	Smt. Chandralekha	Peon	O+	51	F	-	-	-	Govt. College, Sidhrawali
9.	Smt. Sheela Devi	Peon	O+	40	F	-	-	-	Govt. College, Sidhrawali
10.	Sh. Gulab Jha	Chawkidar	B+	56	M	-	-	9728598320	Govt. College, Sidhrawali
11.	Ms. Ekta Thakran	Computer Attendant	O-	23	F	-	-	9466996607	Govt. College, Sidhrawali
12.	Sh. Ashwani Gupta	Computer Instructor	A+	30	M	-	-	981914348	Govt. College, Sidhrawali

## 1.2 College Building Details

1	Number of buildings in the college compound	Basement		No												
		Storey		No												
2	Year of construction (Give details if constructed in parts)	1971, 1993, 2012														
3	Play Ground Area	400*400 sq. mtrs.														
4	Block Details	<b>Area Block</b>														
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Rooms</b>	<b>Non-Teaching Staff Rooms</b>	<b>Corridor</b>	<b>Staircase</b>	<b>Store</b>	<b>Toilet (Boys)</b>	<b>Toilet (Girls)</b>	<b>Computer Lab</b>	<b>Library</b>	<b>Drinking Water Points</b>	<b>Home Science Lab</b>	<b>Music Room</b>	
		Ground Floor	4	5	1	-	1	2	4	3	3	1	1	4	1	1
		1 <sup>st</sup> Floor	4	2	-	-	-	1	-	3	3	2	-	2	-	-
		2 <sup>nd</sup> Floor	-	-	-	-	-	1	-	-	-	-	-	-	-	-
		3 <sup>rd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		<b>Total</b>	<b>8</b>	<b>7</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>1</b>
		<b>Map</b>														
		<b>Attached.</b>														

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

8.	<b>Commerce Block</b>														
		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	6	6	1	-	1	-	3	2	2	1	-	3	1	-
	1 <sup>st</sup> Floor														
	2 <sup>nd</sup> Floor														
	3 <sup>rd</sup> Floor														
<b>Total</b>	6	6	1	-	1	-	3	2	2	1	-	3	1	-	
9.	<b>Hostel</b>														
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Comput er Area	Gym	Mess	Staff						
	Ground Floor														
	1 <sup>st</sup> Floor														
	2 <sup>nd</sup> Floor														
	<b>Total</b>														
10.	<b>Auditorium : Multi Purpose Hall</b>														
	<b>In charge Name and Contact Number- NIL</b>														
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets							
	Ground Floor														
	1 <sup>st</sup> Floor														
2 <sup>nd</sup> Floor															
11.	Playground size and open ground	160*350 sq. mtrs.													
12.	College Maps	<ol style="list-style-type: none"> <li>1. Attach College Location Map (showing major landmarks)</li> <li>2. Attach College Building Map (showing College campus and building layout)</li> <li>3. Attach College Floor Maps (showing floor wise layout)</li> </ol>													



**1.2.1 Details of Persons with Disability:**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Standard and Section</b>	<b>Type of disability</b>
	<b>NIL</b>			<b>NIL</b>	

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

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Sex</b>	<b>Standard and Section</b>	<b>Type of Medical Concern</b>
				<b>See Annexure 1.1.1</b>	

## 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	High	Lack of Fire Extinguishers and 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
	<b>Inside College</b>	
1.	Gas cylinders	-
2.	Other fuel (petrol/diesel/kerosene etc.)	YES in junset/ store
3.	Chemical bottles	-
4.	Main Electrical Boards	07

5.	Hanging Electrical Wires	03
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	55
8.	Unfixed wall frames	-
9.	Doors/Windows	-
10.	Open drains/ gutter	-
11.	Trees	304
12.	Defected Staircases	-
13.	Severely cracked walls	-
14.	Others (Specify)	-
	<b>Outside</b>	-
1.	Trees	-
2.	Power Lines	01 East Side
3.	Towers	01 East Side
4.	Others (specify)	-

## 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1	Handicapped Persons	Nil	Nil
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	Nil
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)	35	-	35	Dr. P.K.Malik	
NSS (Yes/No)	100	100	200	Shri Sanjeev Kumar	

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.
1.	Dr. Dinesh Kumar				
2.	Dr. Surender Kadyan				
3.					

Blood Donation Camps organized at college: YES

Details of Health Checkup Camps organized at college: YES

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

### B. Communication Set up

Sr. No.	Type of System	Total No.
1	Alarm/ Mike/ Sound System	01
2	Wireless sets (if nereby Police Station)	3.5 Km (Bilaspur)
3	Landline Telephone	1
4	Internet Facility	Yes
5	Fax	-
6	Other CCTV Cameras	-

### C. Transport Facilities

Sr. No.	Type of Vehicle	Total No.
1	College Bus (with capacity)	00
2	4 wheelers (personal)	10
3	2 wheelers (personal)	05
4	Other Vehicles	00

### D. Nearest Resources

Sr. No.	Nearest Resource	Distance in Kms	Contact No.	Address
1.	SDM of the area	32		Gurgaon
2.	BDPO/ MC of the area	13		Pataudi
3.	Police Station / Police Post	3.5		Bilaspur
4.	Fire Station	18		Manesar
5.	Primary Health	6		Bhora Klan

	Centre (PHC)			
6.	Community Health Centre (CHC)	-		-
7.	Hospital (Public)	8		Dharuhera
8.	Hospital (Private)	8		Dharuhera
9.	Ambulance Services	8		Dharuhera
10.	District Control Room	32		Gurgaon
11.	Other Colleges	3		BML University, Sidhrawali
12.	NGO	-		

### 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

<b>6.</b>	Are fans and lights secured with ceiling?	<b>YES</b>
<b>7.</b>	Are bottles used for storing the chemicals in laboratories secured and protected against shattering?	<b>NO</b>

**D. Structural Safety assessment**

<b>Sr. No.</b>	<b>Structural Safety assessment</b>	<b>Status</b>
<b>1.</b>	How old is College building?	<b>Approx 56 years old</b>
<b>2.</b>	Is building structure earthquake resistant?	<b>NO</b>
<b>3.</b>	Is there any portion in the building which shows sign of cracks? If yes, specify the locations	<b>Cycle Stand</b>
<b>4.</b>	Are the Building Safety Norms followed in the college?	<b>NO</b>
<b>5.</b>	Has the building safety audit conducted by the structural engineer?(Attach building safety audit report)	<b>YES</b>



## 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.
- Switching 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.