

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

COLLEGE DISASTER MANAGEMENT PLAN

Draft TEMPLATE

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION

GURGAON

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1. College Profile

1.1 College Details

1.	Name of the College	S.U.S. Govt. College Matak Majri (Indri) Karnal	
2.	College Code		
3.	Address	Rural, Indergarh Road Matak Majri (Indri) Karnal.	
		Telephone	0184-2382469
		Fax	0184-2382469
		Email	susgcmm@gmail.com
4.	Name of the Principal	Dr. Ranbir Singh	
5.	Contact Details	Telephone	
		Mobile	09416167595
		Email	susgcmm@gmail.com
6.	<u>Nodal Officers for Disaster Management:</u> Dr. Yashpal NSS Coordinator: Dr. Rajesh Ranjha NCC Coordinator: Dr. Ranbir Singh Physical Education Instructor Dr. Yashpal	Contact Details :	Email Id:
		9896340522	-----
		9813122100	-----
		941680558	-----
		9896340522	-----
7.	Type of College	Boys / Girls / Co-ed. <u>Co-Ed.</u>	
		English / Hindi / Others	
8.	College Timings :		
	Science	9:00 - 3:45	
	Commerce	9:00 - 3:00	
	Humanities	9:00 - 3:00	
9.	Total Students	Boys:	Total:
		Girls:	
10.	Total Streams/ Courses	Students Male	Student Female
	MA		
	MSC MBA	NIL	NIL

	MCA M. Com LLB BA (I) + (II) + (III) BSC (NM) (I) + (II) BSC (CS) (I) + (II) B.Com (I) + (II) + (III) BBA Mass. Communication BCA (I) + (II) + (III)	(133) + (93) + (69) (23) + (25) (17) + (19) (62) + (65) + (44) (4) + (9) + (4)	(95) + (102) + (92) (33) + (31) (31) + (14) (52) + (48) + (30) (6) + (3) + (5)	
11.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female	
		18	13	
	Total			
12.	Non-Teaching Staff	No. Of Male	No. Of Female	
		14	2	
	Total			
11.	No. of differently abled persons	Students	Teaching staff	Non teaching staff
	Male	4	2	NIL
	Female	2	2	NIL
	Total	6	4	NIL

SHAHEED UDHAM SINGH GOVT. COLLEGE, MATAK MAJRI-INDRI (KARNAL)
COLLEGE STUDENT STRENGTH
2015-16 (as on 31/07/2015)

Class	Seats Alloted	SC			BC			SBC			GENERAL			TOTAL	
		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls
BA I	Arts=500	37	31	68	55	53	108	8	1	9	33	10	43	133	93
BA II		45	24	69	32	60	92	8	3	11	8	15	23	93	102
BA III		31	25	56	23	49	72	1	1	2	14	17	31	69	92
B. Com I	Commerce = 120 (10% extra)	13	7	20	29	31	60	1	0	1	19	14	33	62	52
B. Com II		15	8	23	30	23	53	2	0	2	18	17	35	65	48
B. Com III		11	3	14	21	11	32	0	0	0	12	16	28	44	30
BCA-I	BCA=40	1	0	1	2	6	8	0	0	0	1	0	1	4	6
BCA-II		1	0	1	6	2	8	2	1	3	0	0	0	9	3
BCA-III		1	0	1	0	2	2	2	0	2	1	3	4	4	5
B.Sc. NM-I	80	2	3	5	11	13	24	0	2	2	10	15	25	23	33
B.Sc. NM-II		7	2	9	12	19	31	0	6	6	6	4	10	25	31
B.Sc. CS-I	80	2	0	2	3	9	12	3	0	3	9	5	14	17	14
B.Sc. CS-II		1	0	1	10	16	26	2	1	3	6	4	10	19	22
Total		167	103	270	234	294	528	29	15	44	137	120	257	567	532

Left the College

Boy Girls Total

B.Sc. NM-I 15110, 15125 **EBC** 2 2 4 Including Gen.

BA-I 151513, 151560

B.Com-I 154042, 154062

1.1.1 Details of Teaching Staff –permanent and contractual (add additional sheet if needed):

Sr . No	Name	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes,	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	MADHULIKA	AB+	15/4/82	Femal		No	Commerce	9416334920	Kurukshetra
2	SHAMA	A+	01-06-84	Femal		No	Commerce	9466788699	Kurukshetra
3	NISHA KHANNA	AB+	15/9/1980	Femal		No	Commerce	8295762642	Karnal
4	NEELAM		10-01-81	Femal		No	Commerce	9466241982	Kurukshetra
5	RITU JAGLAN	O+	28/06/1981	Femal		No	Comp. Sc.	9416482450	Karnal
6	ADARSH SINGH	AB+	16/7/1976	Male		No	Comp. Sc.	9416155282	Kurukshetra
7	RAMESH KUMAR	O+	04-04-72	Male		No	Comp. Sc.	9416182255	Kurukshetra
8	RAJESH KUMAR	B+	15/5/74	Male		No	Comp. Sc.	9896505333	Kurukshetra
9	NAVEEN MONGA	AB-	18/11/1970	Male		No	Comp. Sc.	9466548128	Rohtak
10	SURENDER SINGH	B+	20/12/1970	Male		No	PHILOSOPHY	9896865804	Kurukshetra
11	RANBIR SINGH	A+	11-04-74	Male		No	Economics	9416805558	Kurukshetra
12	ANITA	B+	14/1/70	Femal		No	Economics	9416549429	Kurukshetra
13	KULDEEP SINGH	B+	15/06/1979	Male		No	English	9896755920	Kaithal
14	SURENDER SINGH DHILLON	B+	05-07-62	Male		No	English	9416485666	Kurukshetra

15	MAMTA	O+	16/10/1978	Female		Heart Pace Maker)	English	9813479666	Kurukshetra
16	SAROJ NAIN	AB+	15/4/74	Female		No	English	9728508321	Kurukshetra
17	MANJU		01-02-86	Female		No	Geography	9813540250	Jhajjar
18	PARDEEP KUMAR		25/11/2078	Male		No	Geography	9467432754	Jhajjar
19	KRISHAN KUMAR	O+	02-05-73	Male		No	Hindi	9416550290	Kurukshetra
20	MUKESH KUMAR	B+	03-12-76	Male		No	Hindi	8053040809	Panipat
21	VEERMATI SHARMA	O+	01-01-62	Female		No	History	9416962811	Kurukshetra
22	RAJESH RANJHA	B+	05-01-73	Male		No	History	9813122100	Karnal
23	SANJEEV KUMAR	O+	24/3/78	Male		No	Mathematics	9050022251	Karnal
24	RAJESH KUMAR	O+	11-10-74	Male		No	Mathematics	9466716160	Jagadhri
25	ANIL SAINI	O-	06-05-81	Male		No	Mathematics	9813671704	Kurukshetra
26	MEERA KASHYAP	O-	06-05-75	Female		No	Music (V)	9896228800	Karnal
27	YASH PAL	B+	02/01/1974	Male		No	Phy. Edu.	9896340522	Karnal
28	ANIL KUMARI	AB+	14/10/69	Female		No	Pol.Sc.	9416485666	Kurukshetra
29	POONAM RANI	B+	04-04-65	Female		No	Psychology	9896334047	Kurukshetra
30	ROOP LAL	AB+	06-02-64	Male		Yes	Psychology	9416392281	Kurukshetra
31	SANJAY NANDA		26/7/1974	Male		No	MUSIC (I)	8901336645	Ambala

32	Alka	B+	31/8/79	Female		No	Computer Instructor (CCE)	9034183437	Indri
33	Rachna Sandhu	B+	12/4/85	Female		No	Computer Instructor (CCE)	9467356907	Karnal

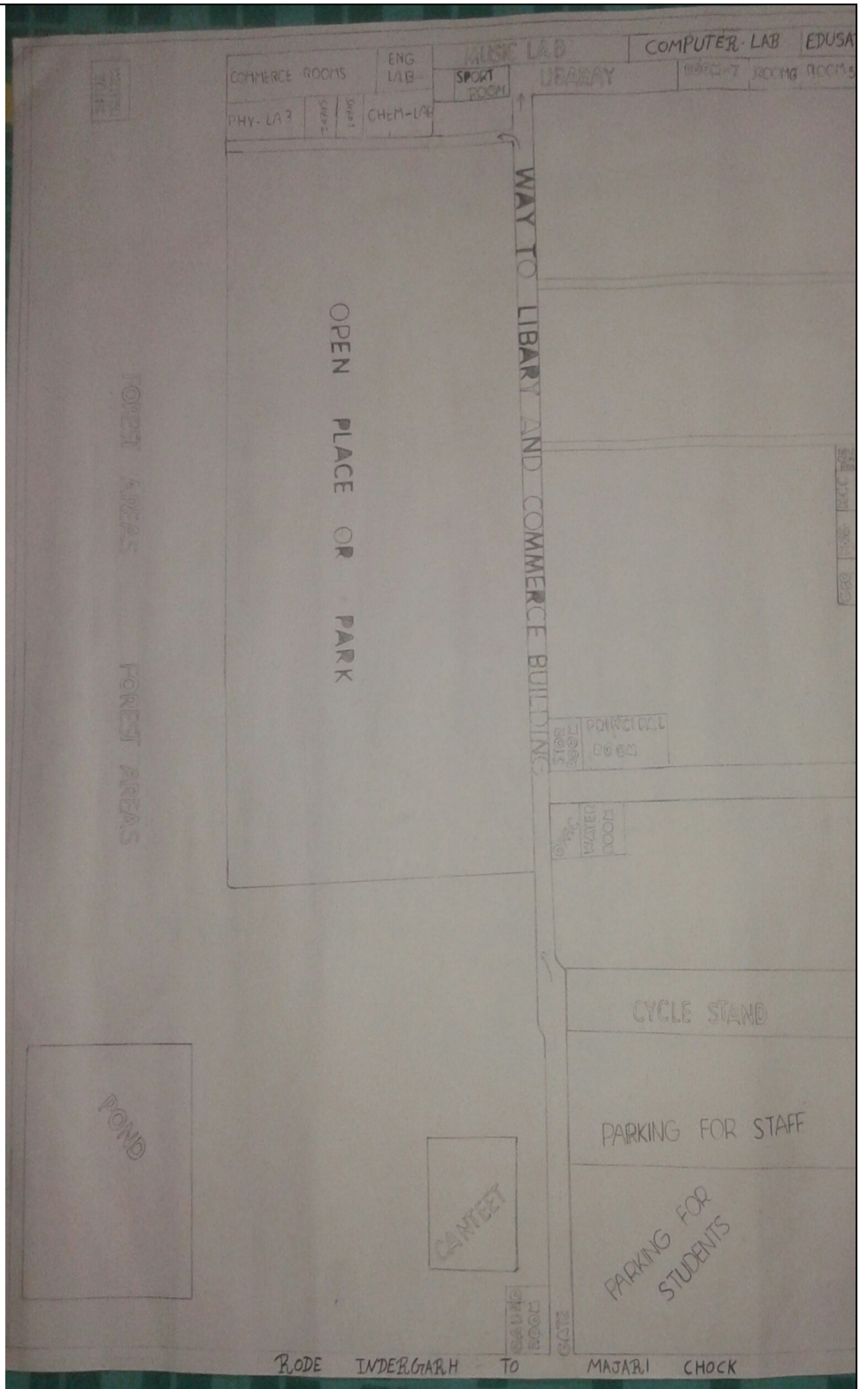
1.1.2 Details of Non-teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Duty they perform	Blood	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Contact No.	Address
OFFICE STAFF									
	Sh. Pardeep kumar	Dy. Suptt.	B+		M				INDRI
	Sh. Jagmal Singh	Clerk	B+	25-12-1960	M			9991852051	INDRI
	Sh. Rajiv Kumar	Steno Typist	B+		M			9416896654	INDRI
	Sh. Sunny		B+		M			9812102100	INDRI
Library Staff									
	Sh. Kashmiri lal	Library Asst.	B+		M			9812119011	
	Sh. Aneep Kumar	Restorer	B+	26-1- 1979	M			9466434922	INDRI
Lab Attendent									

	Sh. Rakesh Kumar	L.A	B+	9-7-1977	M				INDRI
	Sh. Shri Ram	L.A	B+	3-9-1970	M				INDRI
	Sh. Joginder Kumar	L.A	B+	8-2-1967	M				INDRI
	Sh. Ankur	L.A	B+	06-03-1989					
IV Class									
	Smt. Bimla Devi	Mali	B+	15-6-1964	F			9728846285	INDRI
	Sh. Raman	Mali	B+		M				INDRI
	Sh. Balkishan	Chowkidar	B+	11-10-1956	M				INDRI
	Sh. Jagdish Kumar	Chowkidar	B+	10-5-1971	M				INDRI
	Sh. Ashok Kumar	Chowkidar	B+		M				INDRI
	Sh. Jasbir Singh	Peon	B+		M			9671113907	INDRI
	Smt. Manju	Peon	B+		F				INDRI
	Sh. Jernail singh	Security Guard			M				INDRI

1.2 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No) <u>NIL</u>												
		Storey	Double Storey												
2	Year of Construction (Give details if constructed in parts)	1995													
3	Play Ground Area	5-Acres.													
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	7	2	1	-	1	3	1	2	2	-	1	2	-	-
	1 st Floor	-	-	-	-	1	-	-	1	-	5		-	-	2
	2 nd Floor														
	3 rd Floor														
	Total														
			<p style="text-align: center;">Map</p> <p style="text-align: center;"><u>Detailed Map attached.</u></p>												



		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		-	-	-	1	1	-	1	1	-	-	1	2	2
	1 st Floor														
	2 nd Floor														
	3 rd Floor														
	Total														
5	Location of Laboratories a. Chemistry Lab b. Physics Lab c. Biology Lab d. Computer Lab e. Medical Room (Location and no. Of beds)	Near to Entry/ Exit Point.													
6		Science Block Map <u>Detailed Map attached.</u>													

7		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														
	1 st Floor	3	-	1	-	1	1	-	1	1	-	-	-	1	-
	2 nd Floor														
	3 rd Floor														
	Total														
8		Hostel													
		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:													
		Incharge Name and contact number													
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of window	Staircase	Fire Exits	Toilets							

		y		shers	s			
	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	<p>Commerce Block</p> <p>First Floor</p> <p>Near to main gate</p> <p>Near to main gate</p> <p>Near to main gate</p> <p>Near to main gate</p> <p>Arts Block (Ground Floor)</p> <p>Arts Block (Ground Floor)</p> <p>Near to main gate</p>						
11	Playground size and open ground							
12	College Maps	<p>1. Attach College Location Map (showing major landmarks)</p> <p>2. Attach College Building Map (showing College campus and building layout)</p> <p>3. Attach College Floor Maps (showing floor wise layout)</p>						

1.2.1 Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1.	Dr. Saroj Nain	41	F	English	PH. Handi.
2.	Dr. Roop Lal	50	M	Psychology	PH. Handi.
3.	Dr. Sanjay Nanda	41	M	Music	Blind
4.	Dr. Neelam	33	F	Commerce	PH. Handi.

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
	NIL	NIL		NIL	NIL

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	NIL

2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents		
Flood		
Earthquake		
Building collapse		
Epidemic / Contagious disease		
Fire		
Heat Wave		
Cold Wave		
Industrial / Chemical hazard		
Stampede		
Animal Bite		
Snake Bite	<u>HIGH</u>	Building located in the mid-of-fields.
Food Poisoning		
Others (specify)		
College strikes		

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	
2.	Other fuel (petrol/diesel/kerosene etc.)	
3.	Chemical bottles	
4.	Main Electrical Boards	
5.	Hanging Electrical Wires	
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	<u>Out side the college.</u>
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	2
2.	Old age people if any		
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health		
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)	39	15	54	Dr. Ranbir Singh	9416805558
NSS (Yes/No)	200	100	300	Dr. Rajesh Ranjha	9813122100
Scout & Guide(Yes/No)					

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. Yashpal	Sport & Swimming	(Teacher)	Self	9896340522
2.	Dr. Mukesh	First-Aid	(Teacher)	Training camp	8053040809

Blood Donation Camps organized at college:

A. Details of incharge: **Dr. Krishan Kumar**

B. Details of Blood donors **List Attached**

Details of Health Checkup Camps organized at college: One

Blood Donation Camp List

S.NO.	NAME	SEX	Blood Group	Contact No.
1	Sohan Lal	Male	B+	8930347819
2	Deepak Verma	Male	B+	9255264266
3	Abhinav	Male	A+	9034535245
4	Amit Kumar	Male	B+	9068008386
5	Hunny Sharma	Male	B+	9671328004
6	Pardeep Kumar	Male	B+	8607609131
7	Dr. M.S. Bagi	Male	O+	9416257437
8	Salman Khan	Male	B+	8930664253
9	Rajesh Ranjha	Male	B+	9813122100
10	Ravinder Tyagi	Male	AB+	9812533801
11	Vijay Sharma	Male	A+	9671544531
12	Arun Gousvami	Male	O+	9813630305
13	Deepak Kumar	Male	A+	8529627986
14	Niti Kumar	Male	B-	8607428192
15	Anil Kumar	Male	B+	9896374460

16	Naresh Kumar	Male	B-	8059080507
17	Vikram	Male	B+	9034533662
18	Jasvinder	Male	O+	8053547532
19	Deepak Kumar	Male	A+	8053040625
20	Rajat Khurana	Male	B+	9729858293
21	Ranbir Singh	Male	A+	9416805558
22	Sandeep Kumar	Male	AB+	9992497081
23	Richa	Female	O+	8813965077
24	Raman Arya	Male	B+	9991963796
25	Raju Singh	Male	O+	9992395021
26	Vicy	Male	O+	8053039245
27	Satish Kumar	Male	B+	9050708713
28	Arun Kumar	Male	B+	9466028073
29	Lakshay Gupta	Male	A+	9729599222
30	Jagtar Singh	Male	B+	9991843510
31	Sazid	Male	B+	8930799306
32	Khan Singh	Male	A+	9992003624
33	Adarsh Singh	Male	AB+	9416155282
34	Samrat Singh	Male	A+	9467201001
35	Krishan Kumar	Male	O+	9416550090
36	Anil Saini	Male	O-	9813671704
37	Gourav Sharma	Male	B+	9813410390
38	Gourav Kumar	Male	A+	9671684678
39	Munish Kumar	Male	AB+	8930717232
40	Jitender Kumar	Male	O+	9813124819
41	Ankush Kumar	Male	B+	9813156006, 8930640991
42	Ajay Kumar	Male	AB+	8397070451
43	Aman	Male	B+	9467733222
44	Jasbir Singh	Male	O+	7357729611
45	Rahul Kumar	Male	B+	881687275
46	Satbir Singh	Male	A+	9671251661
47	Manish Sharma	Male	O+	9068272316
48	Mohit	Male	A+	9812866648
49	Pardeep Kumar	Male	B+	9728808556
50	Shama Bhoria	Female	A+	9466788699
51	Sandeep Kamboj	Male	A+	9992031244
52	Rohit	Male	B+	9896347644
53	Paras Kumar	Male	O+	9896623264
54	Naveen	Male	A+	9466044850

	Kumar			
55	Ishwar Chand	Male	O+	8221918480
56	Rajesh Verma	Male	B+	7206334203
57	Harshit	Male	O+	8398961101
58	Jasbir Singh	Male	B+	9416989463
59	Sonu	Male	O+	8930992231
60	Manmeet	Male	AB+	8607962883
61	Vikas Bharti	Male	A+	9467622566
62	Gopal Krishan	Male	A+	9034400720
63	Sunny	Male	A+	9812102100

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	All necessary items.	Ass. Prof. Madhulika	9416334920
2.	Fire Extinguishers	Four		
3.	Sprinkler System			
4.	Ladder (Nos. and Length)			
5.	Rope (Nos. and Length)			
6.	Stretchers			
7.	Torches			
8.	Hammers			
9.	Generators / UPS	one		
10.	Floor Carpets/ Daris	Five		
11.	Blankets			
12.	Others			

B. Communication Set up

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

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	Nil

2	4 wheelers (personal)	Nil
3	2 wheelers (personal)	Nil
4	Other vehicles	Nil

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	3 km		
2	BDPO/ MC of th area	3 km		
3	Police Station/Police Post	2 km		
4	Fire Station			
5	Primary Health Centre (PHC)	2 km		
6	Community Health Centre (CHC)			
7	Hospital (Public)	2 km		
8	Hospital (Private)			
9	Ambulance Services			
10	District Control Room	25 km		
11	Other Colleges	25 km		
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	Dr. Ranbir Singh	Principal	Chair Person	9416167595	INDRI
2	Dr. S.S. Dhillon	Sen. Teacher	Vice-Chair Person	9416485666	Do
3	Dr. Deepa Bhargav	Sci. Tr.	Member	8816078781	Do
4	Dr. Pardeep Kumar	Geo Tr.	Do	9467432754	Do
5	Dr. Yashpal	Phy Edu.	Do	9896340522	Do
6	Dr. Rajesh Ranjha	NSS	Do	9813122100	Do
7	Dr. Saroj Nain	NSS	Do	9728508321	Do
8	Dr. Ranbir Singh	NCC	Do	9416805558	Do
9	Dilwar	Student	SUO	9034399595	Do
10	Ankush	Student		8930640991	Do
11	Siana	Student		8607432364	Do
12	Mamta	Student	SUO	8607383244	Do
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	Dr. Pardeep Kumar	M	Geo TR.	9467432754	Jhajjar
2	Dr. Meera	F	Music	989622880	Karnal
3					

4. Evacuation Team

Composition

- All non teaching staff members
- One Teaching staff member for supervising the team

Roles and responsibilities:

- Identify safer locations and routes.
- Prepare College location map and floor maps of the College
- Prepare evacuation plan in consultation with College disaster management committee
- Practice Duck, Cover & Hold at first sign of earthquake.
- Ensure evacuation in a disciplined manner along designated evacuation route.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address

1	Ass. Prof. Yashpal	M	Sport's Head	9896340522	Karnal
2	Mr. Jagmal singh	M	Clerk	9991852051	INDRI
3	Mr. Rajiv Kumar	M	Steno Typist	9416896654	INDRI
4	Mr. Joginder Singh	M	Lab Att.		INDRI
5	Mr. Rakesh	M	do	8689018876	INDRI

5. Fire Safety Team

Composition

- Teaching staff of two for each block/ building for supervising
- Non teaching staff for maintenance of fire extinguishers
- Students trained in fire safety in every building/ block

Roles and responsibilities:

- Proper maintenance of fire extinguishers. (Check the expire date)
- Ensuring proper fire extinguishers for proper site.
- Monitoring the electric supply points.
- Switch of the main power if possible.
- Members of this team should be able to carry and use fire extinguishers.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Dr. Kuldeep Singh	M	English	9896755920	Kaithal
2	Dr. Anil Saini	M	Math	9813671704	Kuk
3	Mr. Rakesh	M	LA	8689018876	Indri
4	Mr. Shri Ram	M	LA		do
5					

6. Search and Rescue Team

Composition

- Physical Education Experts
- NCC/NSS/Scouts & Guides Teacher.
- Fire Services representative
- Able bodied students like from NCC and NSS and others

Roles and responsibilities:

- After everyone is out take a round around the campus to see if anybody is left behind. (Note: not to go near the effected of danger zone).
- If there is a heavy earthquake situation, the team is not to go inside but to take a round from a safe distance from the building and call the emergency response team.
- If any students are trapped identify if possible the areas where they are trapped.
- Brief the Emergency Response Team about the situation.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Ass. Prof. Yashpal	M	Sport's Head	9896340522	Karnal
2	Dr.Rajesh Ranjha	M	NSS	9813122100	Indri
3	Dr.Saroj Nain	F	NSS	9728508321	Do
4	Dr. Ranbir Singh	M	NCC	9416805558	do
5					

7. First Aid Team

Composition

- College doctor/ Dispensary incharge
- College Nurse.
- St. John/Red Cross volunteers.
- Anganwadi workers/ANM
- 1-2 parents (doctors)
- Students and staff trained in first aid.

Roles and responsibilities:

- Administer first aid and record all cases & treatment.
- Accompany search & rescue teams during search.
- Help in evacuating seriously injured.
- Aid the physically handicapped.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Ass. Prof. Madhulika	F	Disensary Inch.	9416334920	KUK
2	Ass. Prof. Shama	F	Red Cross Inch.	9466788699	KUK

8. Coordination Team

Composition

- Members from CDMC
- NCC/NSS/Scouts & Guides Coordinator.
- College security guards

Roles and responsibilities:

- Over all coordination of activities under CDMC
- Facilitate and coordinate with other teams.
- To avoid chaos during disasters.
- Systematically move the students to the safety zone.
- If it is an earthquake situation, make them wait in the classrooms and instruct them to be under the table till the tremors are over.

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Ass. Prof. Yashpal	M	Sport's Head	9896340522	Karnal
2	Dr.Rajesh Ranjha	M	NSS	9813122100	Indri
3	Mr. Jarnail singh	M	IV th class		Indri
4					
5					

9. Water and Sanitation Team

Composition

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

Roles and responsibilities:

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

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Ass. Prof. Yashpal	M	Sport's Head	9896340522	Karnal
2	Dr.Rajesh Ranjha	M	NSS	9813122100	Indri
3	Mr. Om parkash	M	IV th class		Indri
4	Mr.Raman	M	IV th class		Indri
5	Mr. Jasbir singh	M	IV th class		Indri

10. 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

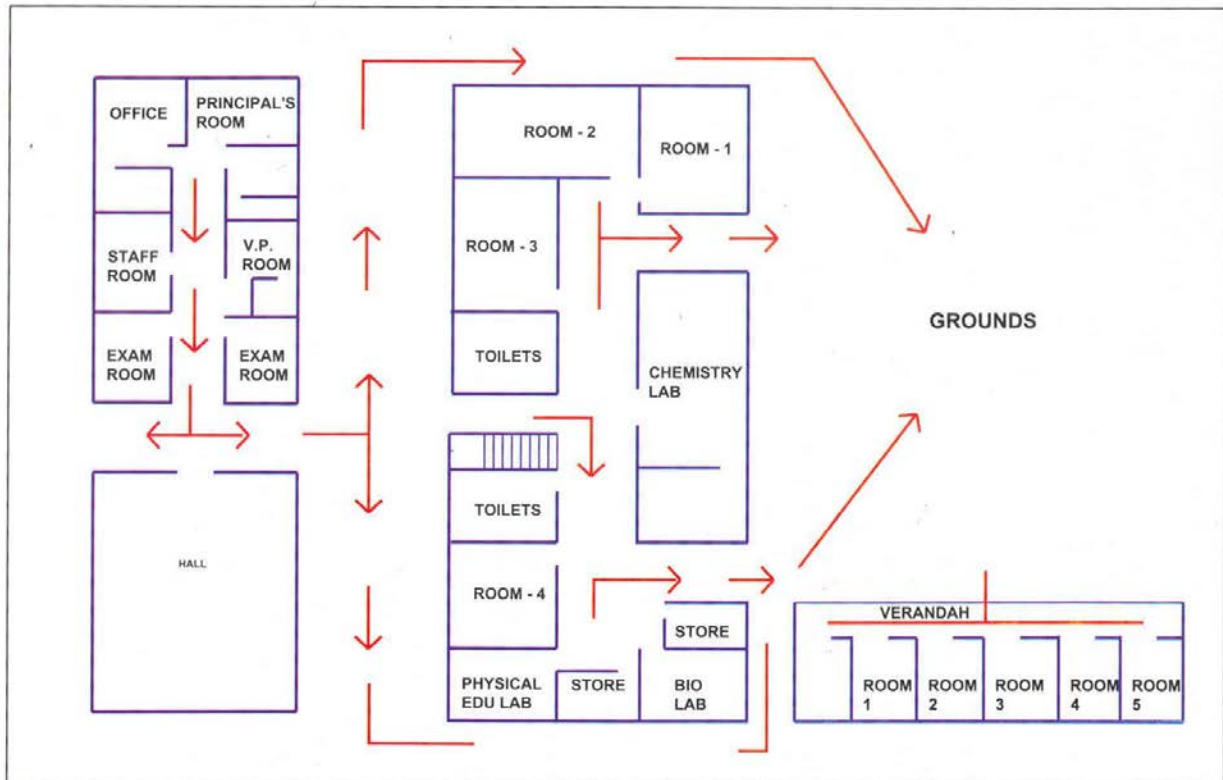
- Ensure special need students are assisted
- Assist giving first aid to injured students
- Establish communication with College Control Room

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	<u>NIL</u>				
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 Collegein less than 4 minutes using different exits/fire exits.
7. Look out for friends.
8. Perform head counts when reach at assembly area.
9. Help those who need assistance.

6. Assessment check list

A. Fire Safety Assessment

1. Are fire extinguishers installed in the college?
2. Are they in working condition?
3. Are students and teachers trained to use fire extinguishers?
4. Are they located at appropriate positions (hazardous locations)?
5. Are they placed at appropriate height (accessible height)?
6. Are instructions indicated on extinguishers?
7. Is the language of instructions understood by students and teachers?
8. Is hydrant point in the college?
9. Are there Sand Buckets in the college? (specify in Numbers)
10. Are there Water Buckets in the college? (specify in Number)
11. Is emergency fire fighting training and SOP disseminated to the students & teachers?

12. Are do's and don'ts displayed at appropriate locations?
13. Are emergency contact numbers displayed at appropriate locations?
14. Are College maps and escape routes displayed at appropriate locations in the college?
15. Is the emergency exit door present in the college?
16. Do you dispose flammable scrap at proper sight regularly?
17. Are the Fire Safety Norms followed in the college?
18. Is fire safety audit conducted annually?

(Attach fire safety audit report)

B. Electrical Safety Assessment

1. Is the central shutdown system in place?
2. Has the MCB system been installed?
3. Are the wires coated with insulating material?
4. Are receptacles installed to cover live wires?
5. Are electrical equipments and wires checked and replaced (if required) at every six months?
6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material?
7. Is the earthing properly done in the college?
8. Is any defective electrical equipment in use in the college?

Specify:

9. Are there any lives wires lying or tangled in open?
10. Is any plug point used for multiple loads?

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?
2. Are cabinets/*almirahs* properly fixed to the wall?
3. Are these cabinets/*almirahs* empty on the top?
4. Are desk placed with proper distance between them for easy movement?
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation?

6. Are fans and lights secured with ceiling?
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering?

D. Structural Safety assessment

1. How old is College building?
2. Is building structure earthquake resistant?
3. Is there any portion in the building which shows sign of cracks?
If yes, specify the locations
4. Are the Building Safety Norms followed in the college?
5. Has the building safety audit conducted by the structural engineer?
(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