

Govt. College Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana

COLLEGE DISASTER MANAGEMENT PLAN

PT.CHIRANJI LAL SHARMA,GOVT.P.G.COLLEGE,KARNAL

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	Pt.Chiranjilal Sharma, Govt.P.G.College, Karnal	
2.	College Code		
3.	Address	Sector 14, Karnal, Haryana	
		Telephone	0184-2201555
		Fax	-do-
		Email	gckarnal@gmail.com
4.	Name of the Principal	Dr. Sumitra Chawla	
5.	Contact Details	Telephone	0184-2201555
		Mobile	9896069263
		Email	gckarnal@gmail.com
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :	Email Id:
		Sh.Ram Pratap Singh Sh. Anil Garg Sh. Praveen Kaushik Sh. Upender Kumar	tavishpratap@gmail.com upenderkuk@rediffmail.com
7.	Type of College	Co-ed.	
		English & Hindi (predominantly Hindi)	
8.	College Timings :	09:30 am-04:30 pm	
	Science	-do-	
	Commerce	-do-	
	Humanities	-do-	
9.	Total Students	Boys:2830	Total: 4279
		Girls: 1449	
10.	Total Streams/ Courses	Students Male	Student Female
	MA(Eco,Eng,Psycho)	46	158
	MSC (Maths)	08	32
	MBA	-	-

	MCA	-		
	M. Com	22		93
	LLB	-		-
	BA	873		192
	BSC (Med & Non-Med)	725		321
	B.Com	493		363
	BBA (II & III years)	95		26
	Mass. Communication	64		32
	BCA	69		74
11.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female	
	Total	38	24	
12.	Non-Teaching Staff	No. Of Male	No. Of Female	
	Total	22	05	
11.	No. of differently abled persons	Students	Teaching staff	Non teaching staff
	Male	Nil	01	01
	Female	Nil	-	-
	Total	Nil	01	01

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, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
1	Ram Partap singh	A+ve	40	M	None	NA	BA III, Geo.	9416170993	VPO : Jhanhari Ditt. Knl, Hr.
2	Rajbir Singh	B+ve	53	M	B.P., Spondylitis	NA	BA, BSc. (II&III)	8053947857	H. No.470 Sec, 8, Knl
3	Mahabir Singh	A+ve	50	M	No	NA	U.G. Classes phy. Edu & Sport activities	9812888820	H. No. 1153 A Sector 9, Knl
4	Surender Kumar	B+ve	45	M	No	NA	MA I, II (BTM)	9416650507	H. No. 2, Sandhu Colony, Knl
5	Rajpal	B+ve	47	M	BP	NA	BA , Bcom, BBA	9416365374	Keshav Nagar, Ward 8 Cheeka Kaithal
6	Jatin	O+ve	33	M	No	NA	BA (I & II)	999646828	H. No. 173 Sector 5, Kuk
7	Dr. Ajay	O+ve	53	M	BP	NA	Geography	9416932626	H. No. 233 Sector 8, UE Karnal
8	Dr. Upender	O+ve	47	M	BP	NA	Phy. Edu.	9466787676	H. No. 1328Sector 13, Kuk
9	Dr. Parveen Bhardwaj	B+ve	55	M	BP	NA	Sanskrit	9416814151	H. No. 799/6 UE, Knl
10	Satyapal Singh	B+ve	55	M	BP	NA	Pol. Science	9896696566	253-G, Sector 8 UE Knl
11	Dr. Bajinder Singh	B+ve	52	M	No	NA	Sanskrit	9466828067	H. No. 355A, Hariram Enclave Knl
12	Narsingh Jangra	A+ve	43	M	No	NA	UG & PG English	9416096945	H.NO. 12 Bhatia Colony, Panipat 132103
13	Kulwant Singh	B+ve	42	M	No	NA	History	989666263	Vill. Raithkana, PO: Udana, Tehsil Indri, Distt.
14	Dr. Shish Pal	O+ve	56	M	BP	NA	Psychology (PG classes),	9416410955	H.No. 236 Sector 2 UE Kuk
15	Dr. Nidhi Sharma	O+ve	42	F	No	NA	Maths	9466436490	H.No. 316 Sector 2 UE Kuk
16	Sneha yadav	O+ve	39	F	No	NA	History	9996444224	#1078 Sector 5 UE, Kuk
17	Chanchal	B+ve	48	F	No	NA	Commerce, M.Com, Bcom	9017244411	264, Sector 3 UE Kuk.

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, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
18	Dr. Rajesh	O+	51	F	Spondylities	No.	Hindi	9416912406	522/7 UE. Knl
19	Reena	AB+	38	F	No.	No.	English	9416412367	D-83, KUK
20	Dr. Roshan Lal	A+	52	M	BP	No.	Comp. Sc.	9416334561	1509/9 Knl
21	Chander Mohan	O+	47	M	BP	No.	English	9410643100	599, Ajad Nagar Knl
22	Parveen	B+	39	M	No	No.	Zoology	9416568747	Vill. Barthal, Karnal
23	Dr. Rakesh Yadav	A B+	46	M	No	No.	History	9416112514	44 Sector 8 part – II Knl
24	Lata jain	AB+	53	F	Cervical Spondylities	No.	MA, Mcom, BA, Economics, B.Com	9416004463	463, Sector 6 UE Knl
25	DR. S.K. Nagia	O +	44	M	No	No.	Commerce	9416741555	#220A , Arya Puram Kunjpura Road, Knl
26	Veen Dingra	A+	51	F	Diabetes	No.	Hindi	9729074860	140/7 Karnal
27	Dr. Subhash Sharma	B+	57	M	No.	No.	Physics	9416214904	27/8-II, UE Karnal
28	Satish Kumar	O+	52	M	No.	No.	Electronics	9416085324	691/4- II, UE Karnal
29	Renu Rishi	O+	47	F	No.	No.	Environment Studies	9416110550	384/14, Karnal
30	Jai Parkesh	O+	34	M	No.	No.	Commerce	9466382782	13-1, College Campus Pt. Cis GC, Karnal
31	Kanwarjeet	B+	40	M	Skin Allergy	No.	Commerce	9416259115	1770/9 Karnal
32	Manisha	O+	39	F	No.	No.	Commerce	9467008166	#271, Sector 13, Extn. U.E., Karnal
33	Sushma Rani	O+	36	F	No.	No.	Commerce	9991603390	04/ Sector 8 Part – II UE, Karnal
34	Kamlesh Rani	B+	47	F	BP	No.	Commerce	9416468969	450/8 Part II, UE, Karnal

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, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Residential Address
35	Naresh Singh	B+	44	M	No	No	Commerce	9416469206	H.NO. 112/ 5 KKR
36	Dr. Rajiv Gupta	AB+	47	M	No	No	Commerce		H.No.928/7 Krishna Colony Ladwa, Knl
37	Anil Garg	A+	45	No	No	Diabetes	Commerce, MCom, BCom	9416268113	118, Sector 5 KKR
38	Rashmi	O+	35	F	No	No	Mass Comm.	---	1009/9 Karnal
39	Balwan	A+	40	M	No	No	Geography	--	H.No. 1096 /9 Knl
40	Rekha	A+	45	F	No	No	History	--	D-13, DWR Karnal
41	Neelam Goyal	O+	57	F	BP	No	English	--	526/7 UE KNL
42	Lokesh	O+	52	F	No	No	Maths	--	D-13, DWR Karnal
43	SK Mor	AB+	55	M	No	Phy. Handicapped	Chemistry	9896133399	Near Goga Ji Mandir, Latif Garden, Assandh Road, Pnp
44	Mrs. S.K. Bajaj	B+	57	F	No	No	Chemistry	9034432320	1601/Sec. 7 UE Knl
45	Dr. Surender Singh	B+	54	M	No	No	Psychology	9416369992	561, Sector 3 KKR
46	Dr. V.K. Moudigil	B+	53	M	BP, Pre-Diabetic	No	PG classes Psychology	9416366078	1705/3 KKR
47	Suresh Kumar	AB+	52	M	No	No	Geography	9255552961	2112/ Sector 4- II, Karnal
48	Kanwar Bhan	B+	46	M	No	No	Geography	9416219818	2078 Sector 7, UE, Knl
49	Taruna	O+	34	F	No	No	ECO, PG Classes	9896527286	2926/15 , Panchkula,
50	Dr. Neena Uppal	B+	55	F	No	No	U.G., P.G. English	9896408955	279/6 UE, Karnal
51	Kamal Krishan	O+	31	M	No	No	Tourism	9813899475	1773/8 Vishnu Colony KKR
52	Dinesh Kumar	A+	43	M	No	No	Mass Comm.	9466092626	H No 2 Sandhu Colony, Knl

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

Sr. No.	Name	Blood Group	Age	Sex	Medical Concerns like Asthma,Diabetes, BP etc.)	Disability if any	Standard & Subject they teach	Contact No.	Resi. Address
1	Smt Kiran Bala	B+	52	F	No.	No.	Office Work	9466867892	493 R MT, Knl
2	Raj Dulia	B-	55	-do-	No.	No.	Do	9896416150	176 Ashoka Colony, Knl
3	Balbir Singh	O+	47	M	No.	No.	Do	9416344900	V. Umarpur, knl
4	Jagdish chander	B+	57	M	No.	No.	Lab.	9466604287	196 Basant Vihar Gali No. 3 Knl
5	Chandan Singh		57	M	No.	No.	Lab.		Gov. College Campus Knl
6	Ramesh Kumar		51	M	No.	No.	Lab Work	9466708244	V. Picholiya, knl
7	Suresh Kumar	B+	49	M	No.	No.		9416036911	23/8 Rajiv Colony, Kaithal Road, Knl
8	Rattan Lal	B+		M	No.	No.	Lab Work		
9	Suman Lata		46	F	No.	No.	Lab Work	946831883	310/24 MT, Knl
10	Jai Bhagwan	B+	55	M	No.	No.	Lab Work	9896159243	917, Banso Gate Knl
11	Vijay Pal	A+	53	M	No.	No.	Lab Work	9416822473	Gali No. 7 Vikas Nagar, Knl
12	Sunil Sharma	A+	45	M	No.	No.	Lab.	9466047494	H.no. 56 DC Colony, Knl
13	Anil Kumar		48	M	No.	No.	Lab.	9467208067	V. Matak Majri, Knl
14	Satish Sharma	A+	53	M	No.	No.	Lab Work	9416121278	886 Sector 7 Knl
15	Dilawar Singh			M	No.	No.			
16	Om Parkash	A+	52	M	No.	No.	Office	9215441980	1705, Sant nagar knl
17	Rajinder Kumar	A+	50	M	No.	No.	Office work	9466543684	1883/6, knl
18	Roshan Lal	O+	53	M	No	No.	Office work	9729397077	B-3 Campus Govt. College Knl

1.2 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No) : No												
		Storey	03												
2	Year of Construction (Give details if constructed in parts)	1991													
3	Play Ground Area	6 Acre													
4	Block Details	Arts Block (B) (Two Floor)													
		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	-	02	06	-	01	02	-	01	01	-	-	01	-	-
	1 st Floor	03	-	03	-	01	02	02	-	01	-	-	1	2	1
	2 nd Floor														
	3 rd Floor														
	Total	03	02	09	-	02	04	02	01	02	-	-	02	02	01
			Map												

		Science Block (C- 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	04	-	02	-	01	02	02	01	01	-	-	01	03	-
	1 st Floor	-	-	01	-	01	02	03	-	-		-	-	03	-
	2 nd Floor	02	-	02	-	01	01	01	01	01		-	-	04	-
	3 rd Floor	-	-		-							-	-		-
	Total	06	-	05		03	05	06	02	02	02	-	01	10	-
5	Location of Laboratories a. Chemistry Lab b. Physics Lab c. Biology Lab d. Computer Lab e. Medical Room (Location and no. Of beds)	Ground Floor (Three labs) First Floor (Two labs) Second floor (Biotech +Botany +Zoology) First Floor (1Lab). ----													
6		Science Block Map													

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	06	-	02	-	01	02	01	01	-	-	-	01	-	-
	1 st Floor	06	-	02	-	01	02	-	01	-	01	-	-	01	-
	2 nd Floor	06	-	04	-	01	02	02	01	-	-	-	-	-	01
	3 rd Floor														
	Total	18	-	08	-	03	06	03	03	-	01	-	01	01	01
8		D- Block													
		Room	No. of beds	Toilets	Fire Extinguisher/ first aid kit	Computer area	Gym	Mess	Staff						
	Ground Floor	03	-	-	-	-	-	-	-						
	1 st Floor	04	-	02	-	01	-	-	-						
	2 nd Floor	-	-	-	-	-	-	-	-						
	Total	07	-	02	-	01	-	-	-						
9		Auditorium & PG Block are under Construction													
		Incharge Name and contact number													
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets							

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	B- Block (Arts) Ground Floor Behind A- Block Near & between B & C Blocks Near entrance Near Entrance C- Block (Ground Floor) B-Block (Ground Floor) None
11	Playground size and open ground	6 Acres/ 4 Acres Open
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	Sh. S.K.Mor		M	Associate Prof	Physical
2	Sh. Dilawan		M	Office Staff	Physical

Details of person with medical concern (like Asthma, Diabetes & Cardiac Diseases etc):
(Details attached)

Sr. No.	Name	Age	Sex	Standard and Section	Type of medical concern

2. Hazard, Risk, Vulnerability and Capacity (HRVC) Analysis

2.1 Detailed History of Disaster/Accidents in College (NA)

Sr. No.	Disaster/Accidents/ strike	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured

2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Medium	Roads along three sides of the college. NH-1 right next to it.
Flood	Low	No history of flooding
Earthquake	Low	No history of Earthquake
Building collapse	Low	Relatively new building
Epidemic / Contagious disease	Med-High	Public area
Fire	Low	Concrete building. No history
Heat Wave	Medium	Located in heat belt (Low)
Cold Wave	Medium	
Industrial / Chemical hazard	Low	
Stampede	Low	Spacious design of college
Animal Bite	Low	No animals permitted
Snake Bite	Medium	Large part of campus has vegetation
Food Poisoning	Low	No food served by college though canteen is there.
Others (specify)	-	
College strikes	Low	No student unions in Haryana

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	03 (Home sc.), 12 (Chemistry Lab)
2.	Other fuel (petrol/diesel/kerosene etc.)	Diesel generators near staff parking & block C
3.	Chemical bottles	30 Litres of acid in chemistry lab, 10 litres of rectified spirit in zoology lab.
4.	Main Electrical Boards	Every room has one or more.
5.	Hanging Electrical Wires	Nil
6.	Suspended Ceilings	Nil
7.	Unfixed Almirah/cabinets	Nil
8.	Unfixed wall Frames	Nil
9.	Doors/ Windows	160/300 (Approx)
10.	Open drains/ gutter	Nil
11.	Trees	>100
12.	Defected staircases	Nil
13.	Severely cracked walls	Nil
14.	Others (specify)	-
	Outside College	
1	Trees	-
2	Power Lines	-
3	Towers	-
4	Others (specify)	-

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	02	Nil
2.	Old age people if any		
3.	Students with special medical concerns		
4.	Teaching/Non-teaching staff with ill health	List attached	
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)	76	12	88	Sh. Praveen Kauchik	9416950075
NSS (Yes/No)	140	70	210	Sh. Anil Garg	9416268113
Scout & Guide(Yes/No)					

Expertise: Search & Rescue, Fire Safety, First Aid, Swimming, Sports, Foreign Languages (other than English) etc. (NA)

Sr. No	Name of Person	Expertise in	Teacher/ Student	Standard	Contact No.

Blood Donation Camps organized at college:

- A. Details of incharge: Sh. Sheespal, Associate professor in Psychology
- B. Details of Blood donors: Students & staff

Details of Health Checkup Camps organized at college:

Annual health checkup for girls are organized.

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	01		
2.	Fire Extinguishers	04		
3.	Sprinkler System	-		

4.	Ladder (Nos. and Length)	-	-	-
5.	Rope (Nos. and Length)	-	-	-
6.	Stretchers	-	-	-
7.	Torches	-	-	-
8.	Hammers	-	-	-
9.	Generators / UPS	02/12	Generator Dr.Suresh Kumar	9255552961
10.	Floor Carpets/ Daris	10		
11.	Blankets	-	-	-
12.	Others	-	-	-

B. Communication Set up

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

C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	-
2	4 wheelers (personal)	62
3	2 wheelers (personal)	30
4	Other vehicles	-

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	02	01842267701	Sec-12 karnal

2	BDPO/ MC of the area	02	991300059	-do-
3	Police Station/Police Post	02	100	-do-
4	Fire Station	02	101	-do-
5	Primary Health Centre (PHC)	-	-	
6	Community Health Centre (CHC)	-	-	
7	Hospital (Public)	03	0184-2267796	-do-
8	Hospital (Private)	300 metre	6 hospitals	-do-
9	Ambulance Services	03	103, 184- 2274903	-do-
10	District Control Room			
11	Other Colleges- Dayal Singh Khalsa, GCW	2-3	2252030, 2252873, 2251440	-do-
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. Sumitra Chawla	Principal	Chairperson	9896069263	
2	Ram Pratap Singh	Asst. Professor	Nodal Officer	9416170993	
3	Sh.Praveen Kausik	Asst. Professor	Member	9416950075	
4	Sh. Anil Garg	Asst. Professor	Member	9416268113	
5	Sh. Chandermohan	Asst. Professor	Member	9416643100	
6	Sh. Upendra	Asst. Professor	Member	9466787676	
7	Sh. Abhishek Goel	Asst. Professor	Member	9996339391	
8	Sh.Shish Pal	Asst. Professor	Member	9416410955	
9	Smt. Nidhi	Asst. Professor	Member	9466436490	
10	Sh. Praveen Vats	Asst. Professor	Member	9355537753	
11	Manoj Rana	Student NCC	Member	8607464795	
12	Vishal	Student NCC	Member		
13	Ms. Neera Sharma	Student NCC	Member	9896554982	

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	Abhishek Goel	M	Asst. Professor BA, MC	9996339391	#384, Scheme no.6, Jind
2	Ram Pratap Singh	M	Asst. Professor in Geo	9416170993	Village Jhanjhari, Distt. Karnal

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	Ram Pratap Singh	M	Asst. Professor	9416170993	Vill Jhanjari, Karnal
2	Smt. Kiran bali	F	Office Staff	9466867892	Model town, Karnal
3	Sh. Jagdish	M	Office Staff	9466604297	#196, vasant Vihar Karnal

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. SK Mor	M	Asst. Professor	9896133399	Distt. Panipat, Haryana
2	Dr. Suresh Kumar	M	Asst. Professor	9255552961	Sec 4 karnal, Haryana
3	Dr. Chander Mohan	M	Asst. Professor	9416643100	Vill Rajound Disst kaithal, Haryana

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	Sh. Upendra	M	Asst Professor	9466787676	Kurekshetra

2	Sh. Mahabir Singh	M	Asst Professor	9812888820	Sec 9 Karnal
3	Manoj Rana	M	Student NCC	8607464795	

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	Sh. Sheerpal	M	Associate professor	9416410955	Kurekshetra
2	Smt. Nidhi	F	Associate Professor	9466436490	Kurekshetra

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	Praveen Kaushik	M	Asst. Professor	9416950075	Sec 9 Karnal
2	Anil Garg	M	Asst. Professor NSS Incharge	9416268113	Kurekshetra
3	Manoj Rana	M	Student NCC	8607464795	
4	Vishal	M	Student NCC		

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	Sh. Praveen Vats	M	Asst Prof	9355537753	Village Burthal, Distt. Karnal
2	Sh. Sheeshpal	M	Associate Professor	9416410955	Kurukshetra

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

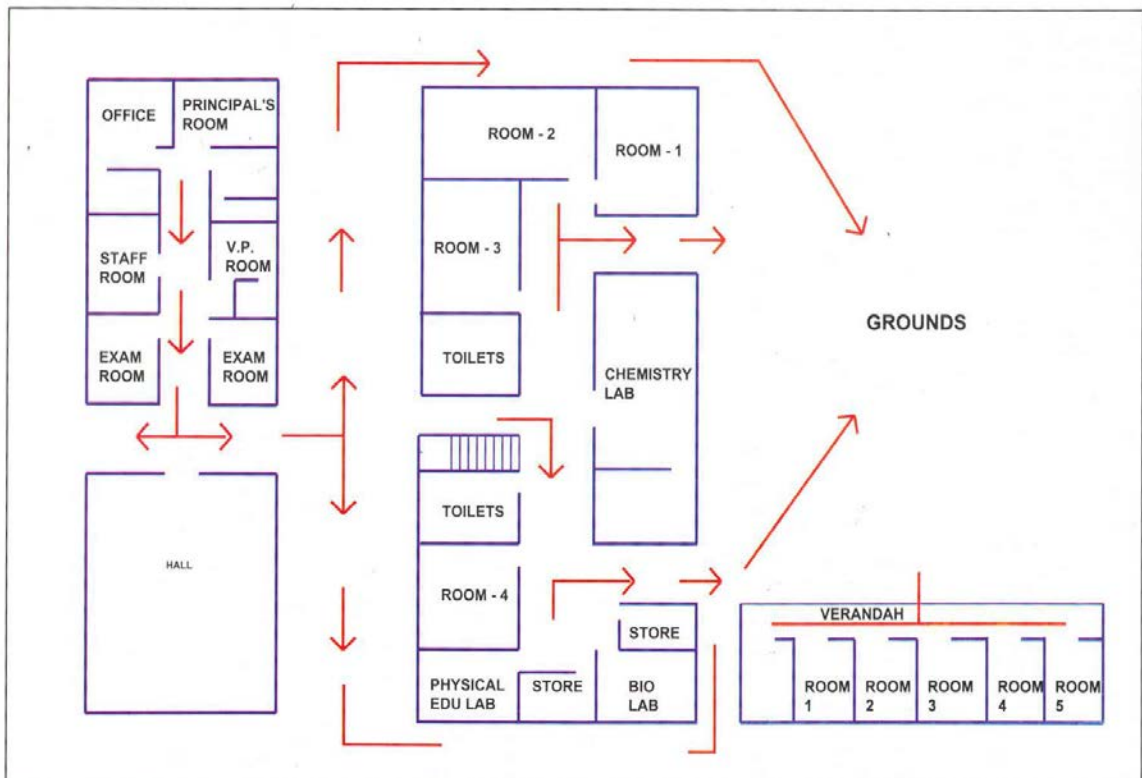
- Pull over to side of road, if possible in open
- Instruct passengers to crouch down between seats and in aisle until shaking stops, move out and stay till contact with DM department/College authorities
- Ensure special need students are assisted
- Assist giving first aid to injured students
- Establish communication with College Control Room

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Dr. Chander Mohan	M	Asst. Professor	9416643100	Vill Rajaund, Kaithal
2	Ms. Neena Sharma	F	Student NCC (Air Wing)	9896554982	Vill Kautail, Karnal

4.Evacuation Plan

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

Sample Floor Map showing safe evacuation routes



5. Mock- Drill

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

Earthquake drill:

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

Fire Drill:

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

6 Assessment check list

A. Fire Safety Assessment

1. Are fire extinguishers installed in the college?
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?
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