

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**



**P.I.G. Govt. COLLEGE DISASTER MANAGEMENT PLAN**

**Draft TEMPLATE (2014-15)**



**CENTRE FOR DISASTER MANAGEMENT**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

**GURGAON**

## **Executive Summary:**

Disaster Management is one of the most discussed topic these days and hence a lot of effort is put is by government at various level to combat these situations leading to disruption to health life and livelihood. Safety at work place is also a necessary thing, and places like Colleges are more critical for proper functioning of as a part of Education Department. Hence preparedness and planning in colleges is crucial. As administration we are supposed to set example for a culture of safety.

This plan gives roles and responsibility of officers and staff to prepare for their own safety. It stresses on developing our own capacity to handle situation leading to major disruption.

It identifies hazards and related vulnerability so that we can be prepared for known and to have a strategy in place to respond well to the unknown. It emphasis on capacity building of employees working in the College, this would help make College a healthy and safe working environment for all.

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## 1. College Profile

### 1.1.1 Rationale

This Plan outlines the procedures to be followed in the event of an emergency situation arising at P.I.G. GCW Jind. The plan offers definitions of the terminology used in emergency planning & methods for overcoming the event with the minimum disruption to the college's operations. The plan gives responsibility for the actions needed to those most qualified to carry them out.

### 1.1.2 Aim of the College Disaster Management Plan

The aim of the CDMP is to:

1. Ensure the health, safety and welfare of all members of the college community both during and after the event.
2. Preserve the emergency scene for investigations by agencies external to the college.
3. Minimize, as far as is practicable, the disruption to normal College activities.
4. Preserve the viability of the college's operations.
5. Support and assist, as far as possible. A speedy return to normal operations.
6. Define an operational structure to manage a disaster and recovery.
7. Define roles and responsibilities within that structure.

## 1.2 College Details

1.	Name of the College	P.I.G. GCW Jind		
2.	College Code	NA		
3.	Address	Gohana Road, Jind		
		Telephone	01681-249581	
		Fax		
		Email	gcwjind@yahoo.com	
4.	Name of the Principal	Dr. Vijender Singh		
5.	Contact Details	Telephone		
		Mobile	9813252875	
		Email	gcwjind@yahoo.com	
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Name	Contact Details	Email Id:
		Dr.vajir singh	9812092141	<a href="mailto:gcwjind@yahoo.com">gcwjind@yahoo.com</a>
		Dr. Sunita P.O	9467821264	<a href="mailto:gcwjind@yahoo.com">gcwjind@yahoo.com</a>
		Dr. Rajesh Boora		gcwjind@yahoo.com

7.	Type of College	Boys / Girls / Co-ed.		Girls
		English / Hindi / Others	Eng&Hindi	
8.	College Timings : Science Commerce Humanities	9.00 – 4.00		
9.	Total Students	Boys:	Total:	
		Girls: 2173	2137	
10.	Total Streams/ Courses MA MSC MBA MCA M. Com LLB BA BSC B.Com BBA Mass. Communication BCA	Students Male		Student Female

11.	Teaching Staff (Subject/Department)		No. of Male	No. Of Female	
		Eng	1	3	
		Hindi		1	
		Political science		1	
		Commerce	1		
		Science			
		History	1	1	
		Pub Add	1		
		Sociology			
		Economic	1	1	
		Sanskrit			
		Geography	1		
		Maths		1	
		Physical Education	1	1	
	Total				
12.	Non-Teaching Staff		No. Of Male	No. Of Female	
		Library office	1	1	
			7		
	Total				
11.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
		<b>Male</b>	-	-	-
		<b>Female</b>	-	-	-
		<b>Total</b>	-	-	-







## 1.2 College Building Details

1	Number of buildings in the College compound	Basement	(Yes / No) No												
		Storey	Three												
2	Year of Construction (Give details if constructed in parts)	2011-2012													
3	Play Ground Area	206(Meter*110(M))													
4	<b>Block Details</b>	<b>Arts Block</b>													
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</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	8	5	1	1	3	4	5	-	4	-	-	2	-	-
	1 <sup>st</sup> Floor	8	-	0	-	3	4	3	-	4	1	1	1	-	-
	2 <sup>nd</sup> Floor	-	-	-	-	3	4	1	-	4	2	-	1	-	1
	3 <sup>rd</sup> Floor	4	-	-	-	-	-	-	3	-	-	-	-	-	-
	<b>Total</b>	20	19	1	1	1	12	11	-	15	3	1	4	-	1

		<b>Map Science Block</b>													
		<b>Class Rooms</b>	<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</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>Science lab</b>	<b>Fire Extinguishers</b>
	<b>Ground Floor</b>	1	2	-	-	1	2	2	-	Joint with Arts	Block	Do	Joint with Arts	2	-
	1 <sup>st</sup> Floor	1	2	-	-	1	2	2	-					2	-
	2 <sup>nd</sup> Floor	1	2	-	-	1	2	2	-					2	-
	3 <sup>rd</sup> Floor	1	2	-	-	1	2	2	-					2	-
	<b>Total</b>	4	8	-	-	4	8	8	-					8	-
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 1 <sup>st</sup> Floor - 1 <sup>st</sup> Floor Ground Floor													

6	<b>Map &amp; Location</b>	<b>Science Block</b> <b>Eastern Part of College Building</b>													
7	<b>Commerce Block Details</b>	<b>Commerce Block</b>													
<b>Class Rooms</b>		<b>Office</b>	<b>Teaching Staff Room</b>	<b>Non-teaching Staff Room</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>Language Lab</b>	<b>Conference Room</b>	
<b>Ground Floor</b>															
1 <sup>st</sup> Floor															
2 <sup>nd</sup> Floor		7	2			1		1		2	1	-	1	1	-
3 <sup>rd</sup> Floor		6	1			1		1		2	-	-	1		-
<b>Total</b>		<b>13</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>2</b>		<b>2</b>		<b>4</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>1</b>	<b>-</b>
8	<b>Hostel Details</b>	<b>Hostel (Not in working position since 2004)</b>													
<b>Room</b>		<b>No. of beds</b>	<b>Toilets</b>	<b>Fire Extinguisher/ first aid kit</b>	<b>Computer area</b>	<b>Gym</b>	<b>Mess</b>	<b>Staff</b>							
<b>Ground Floor</b>															
1 <sup>st</sup> Floor															
2 <sup>nd</sup> Floor															
<b>Total</b>															
9		<b>Auditorium Details</b>	<b>Auditorium:</b>												
<b>Incharge Name and contact number</b>															
<b>Sitting</b>	<b>No.</b>		<b>No. of</b>	<b>No. of</b>	<b>No. of</b>	<b>Staircase</b>	<b>Fire</b>	<b>Toilets</b>							



**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

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

**2.1 Detailed History of Disaster/Accidents in College : None**

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	Low	
Flood	Low	
Earthquake	Medium	

Building collapse	Low	
Epidemic / Contagious disease	Low	
Fire	High	There is no fire safety equipments are installed.
Heat Wave	Med.	
Cold Wave	Med.	
Industrial / Chemical hazard	Med.	Chemicals are not managed properly in almirahs/racks in Labs.
Stampede	Low	
Animal Bite	Low	
Snake Bite	Low	
Food Poisoning	Low	
Others (specify)	Low	
College strikes	Low	

### 2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside College</b>	
1.	Gas cylinders	Outside Chemistry Lab
2.	Other fuel (petrol/diesel/kerosene etc.)	Cycle / Motor Bike Stand
3.	Chemical bottles	Chemistry Lab
4.	Main Electrical Boards	Near Stairs
5.	Hanging Electrical Wires	No
6.	Suspended Ceilings	Ceiling fan in each room
7.	Unfixed Almirah/cabinets	In each office & staircase
8.	Unfixed wall Frames	Geography Labs
9.	Doors/ Windows	<b><u>In all Blocks</u></b>
10.	Open drains/ gutter	<b><u>No</u></b>
11.	Trees	<b><u>No</u></b>
12.	Defected staircases	<b><u>No</u></b>
13.	Severely cracked walls	<b><u>Only Hostel Building</u></b>
14.	Others (specify)	=



**Blood Donation Camps organized at college:**

- A. Details of incharge
- B. Details of Blood donors

**Details of Health Checkup Camps organized at college:**

**2.5.2 Resource Inventory**

**A. Equipments within College and also nearby college :**

<b>Sr. No.</b>	<b>List of Items</b>	<b>Details of the item</b>	<b>Person Incharge</b>	<b>Contact No. of the person in charge</b>
1.	First Aid Kits	-	Ms. Rajeshwari	
2.	Fire Extinguishers	NA	-	
3.	Sprinkler System	NA	-	
4.	Ladder (Nos. and Length)	One (10 feet)	Mr. Balwan Singh	
5.	Rope (Nos. and Length)	Two (20m)	Mr. Rajesh Boora	
6.	Stretchers	NA	-	
7.	Torches	2	Mr. Balwan Singh	
8.	Hammers	1	Mr. Rajesh Boora	
9.	Generators / UPS	1	Mr. B.B. Kaushik	
10.	Floor Carpets/ Daris	27	Ms. Rajeshwari	
11.	Blankets	NA	-	
12.	Others	-	-	

**B. Communication Set up**

<b>Sr. No</b>	<b>Type of System</b>	<b>Total No</b>
1	Alarm/ Mike/ Sound System	Yes
2	Wireless sets (if nearby Police Station)	NA
3	Landline telephone	2 Set
4	Internet Facility	10 Points
5	Fax	-
6	Other	-



### C. Transport Facilities

Sr. No	Type of Vehicle	Total No
1	College Bus (with capacity)	-
2	4 wheelers (personal)	-
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	3		
2	BDPO/ MC of th area	3		
3	Police Station/Police Post	3		
4	Fire Station	3		
5	Primary Health Centre (PHC)	1		
6	Community Health Centre (CHC)	1		
7	Hospital (Public)	1		
8	Hospital (Private)	1		
9	Ambulance Services	1		
10	District Control Room	3		
11	Other Colleges	1		
12	NGO	3		

### 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. Vijender Kumar	Principal	Chairperson	9813252875	Gopal Nagar Jind
2	Mr. Jaiveer Singh	Vice Principal	Vice Chairperson	9255557288	2170 U/E Jind
3	Ms. Rajeshwari	Associate Professor.	Member	9466254777	Kaushik Nagar Jind

4	Mr. B.B. Kaushik	Associate Professor.	Member	9416717984	Kaushik Nagar Jind
5	Mr. Wajir Singh	Associate Professor.	Member	9812092141	B-9 DC Colony Jind
6	Mr. Rajesh Boora	Associate Professor.	Member	9416189911	3665 UE Jind
7	Ms. Sarita	Associate Professor.	Member	9467821264	3574 UE Jind
8	Mr. Rakesh Sharma	Associate Professor.	Member	9254095100	1291 UE Jind
9	Dr. Hari Om	Associate Professor.	Member	9996023533	Safidon
10	Parmila	Student(NSS)	Member	8816936648	Nirjan
11	Renu	Student(NSS)	Member	9468452447	Rajora Khurd
12	Vipin Kumari	Student(NSS)	Member	8053452555542	UE Jind
13	Kamini	Student(NSS)	Member	-	-

### **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. Wajir Singh	M	Asst. Prof.	9812092141	Jind
2	Dr, Hari Om	M	-do-	9996023533	Safidon
3	Dr. Rachna Sharma	F	-do-		Jind
4	Dr. Sunita	F	-do-		Jind
5	Vipin Kumari	F	Student		Jind

#### **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.

**Code Amber:**

Evacuate the building to the agreed assembly points as laid down in the Evacuation Plan.

**Code Green:**

All clear, the building is safe to return. The designated deputy will be responsible for issuing the all clear.

**Code Red:**

In situation where close proximity to the building is deemed unsafe, all assembly points will be evacuated to the collegiate in the play ground. The designated deputy will be responsible for issuing the all clear.

**Evacuation Team**

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Mr. Wajir Singh	M	Asst. Prof.	9812092141	Jind
2	Mr. Satish Boora	M	Deputy Suptd.	9812092141	Jind
3	Mr. Rajpal Saini	M	Clerk	9255226642	Jind
4	Mr. Sanjeev Kumar	M	-do-	8053530411	Jind
5	Mr. Ved Prakash	M	Peon	9467975945	Makhand (Uchana)
6	Ms. Babli	F	L.A.	9466442777	Jind

**1. 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.

## Fire Safety Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Mr. B.B. Kaushik	M	Asst. Prof.		Jind
2	Mr. Wajir Singh	M	-do-	9812092141	Jind
3	Ms. Sheela Dahiya	F	-do-		Jind
4	Mr. Bheem Singh	M	-do-		Jind
5	Mr. Ved Praksh	M	Peon		

### 2. 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.

#### Search and Rescue Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1	Dr. Rajesh Boora	M	Asst. Prof.		Jind
2	Dr. Wajir Singh	M	Coordinator (NSS)	9812092141	Jind
3	Mr. Sunita	F	Prog. Office NSS(G)		Jind
4	Vipin Kumari	F	Student		Jind

5	Shiksha	F	-do-	8930109850	Igrah (Jind)
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### 3. 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.

#### First Aid Team

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1					
2					
3					
4					
5					

### 4. 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.

#### **Coordination Team**

<b>Sr. No</b>	<b>Name</b>	<b>Sex</b>	<b>Standard</b>	<b>Contact No.</b>	<b>Residential Address</b>
1	Mr. B.B. Kaushik	M	Asst.Prof.		
2	Mr. Wajir Singh	M	NSS Coordinator		
3	Mr. Hari Om	M	-do-		
4	Mr. Sunita	F	Asst.Prof.		
5	Mr. Satbir	M	Chowkidar	9729104612	Boora Khurd Jind
6	Mr. Balwan Singh	M	-do-	9466061637	Intal Khurd

#### **5. 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

#### **Water and Sanitation Team**

<b>Sr. No</b>	<b>Name</b>	<b>Sex</b>	<b>Standard</b>	<b>Contact No.</b>	<b>Residential Address</b>
1	Mr. Wajir Singh	M	NSS Co.		
2	Ved Prakash	M	Peon	9467975945	Makhnad Uchana



3	Balwan Singh	M	Chowkidar		Intal Khurd
4	Satbir	M	-do-		
5	Ram Kumar	M	Sweeper	9315470519	Jind

### 1. 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

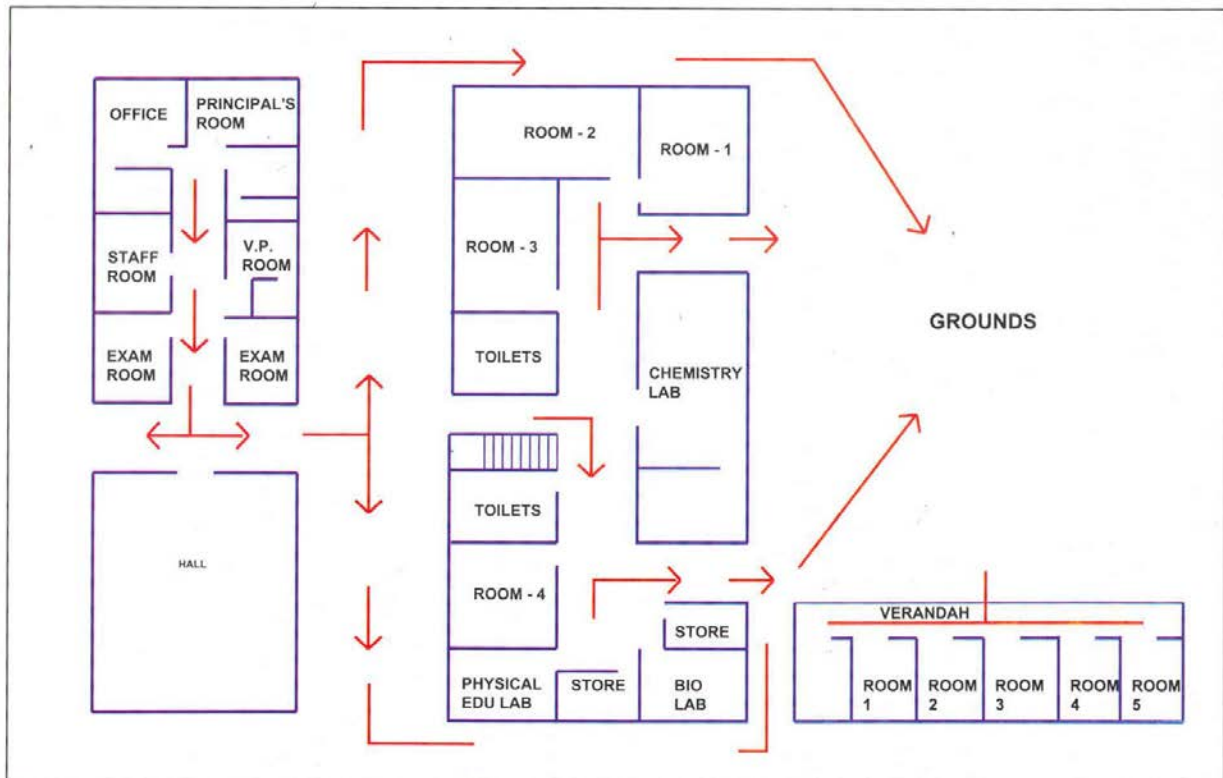
#### **Bus/Road Safety Team**

Sr. No	Name	Sex	Standard	Contact No.	Residential Address
1					
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 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? No (only 2 are installed but not located at appropriate height.
2. Are they in working condition? =No
3. Are students and teachers trained to use fire extinguishers?= No
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? =Yes but only two fire extinguishers
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) =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 but all re locked.
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 but there are some loose wire also such as in Principal Room , Outside building etc.

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? = Not everywhere.
7. Is the earthing properly done in the college? = Yes
8. Is any defective electrical equipment in use in the college? = No

Specify:

9. Are there any live wires lying or tangled in open? = No
10. Is any plug point used for multiple loads? = No

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? = No
2. Are cabinets/*almirahs* properly fixed to the wall? = No
3. Are these cabinets/*almirahs* empty on the top? = Yes
4. Are desks placed with proper distance between them for easy movement? = No
5. Are evacuation routes, passages and stairways clear from obstacles (like flower pots, cupboards, bookshelves, big dustbins etc.) for evacuation? = No
6. Are fans and lights secured with ceiling? = yes
7. Are bottles used for storing the chemicals in laboratories secured and protected against shattering? = Not properly.

#### **D. Structural Safety assessment**

1. How old is College building? = 4 years only
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? = Yes
5. Has the building safety audit conducted by the structural engineer? = Yes

(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