

G.G.D.S.D. College, Palwal Safety Initiative

By



Revenue and Disaster Management Department

Government of Haryana



COLLEGE DISASTER MANAGEMENT PLAN

G.G.D.S.D. College, Palwal

2014-15



CENTRE FOR DISASTER MANAGEMENT

HARYANA INSTITUTE OF PUBLIC ADMINISTRATION, GURGAON

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1. College Profile

1.1 College Details

GGD SD College, Palwal an old academic institution of Haryana, was established in 1955 with blessings of Tyagmurti Goswami Ganesh Dutt Ji Maharaj. In Addition to traditional Courses B.A., B.Sc., B.Com, our college has commenced BCA since 1999, and Post Graduate courses in Physics, Chemistry, Botany, Mathematics and Commerce since 2008 to meet the academic demand of the people of this area.

Our College Provides opportunity for extracurricular activities such as sports, excursions, industrial visits, debates, seminars etc. The Managing committee of our college has given an impetus to speed up the professional programmes to stand with global demands of surged pace of production in industries, financial market and other institutions such as computer application, business administration and other economic activities.

We are proud of our noble profession of providing holistic education that bestows a foundation to live prestigious life. Our endeavour is to work for enhancement of public trust and confidence in our education system and to provide high level of academic satisfaction to our students and I am confident that our academic excellence will sky high in future as reflected by student's meritorious performance.

1.	Name of the College	G.G.D.S.D. College	
2.	Address	G.G.D.S.D. College, Palwal	
		Telephone	01275-252036 (O)
		Fax	01275-259021 (F)
		Email	ggdsd1955@rediffmail.com
3.	Name of the Principal (Incharge)	Dr. M.K. Arora	
4.	Contact Details	Telephone	01275-252036 (O)
		Mobile	9812171691
		Email	ggdsd1955@rediffmail.com
5.	<u>Nodal Officers for Disaster Management:</u>	Name : Dr. K.D Sharma	Contact No.: 9991101864
6.	Type of College	Co-ed.	
		English medium/Hindi medium	
7.	College Timings :	8:30 am to 4:30 pm	
8.	Total Students	Girls: 465	Total: 2190
		Boys: 1725	

Class wise students, session 2014-15

No. of Courses Offered	Students Enrolled		
	Male	Female	
B.A.-I	341	28	369
B.A.-II	160	56	216
B.A.-III	75	22	97
B.COM-I	72	9	81
B.COM-II	51	8	59
B.COM-III	60	01	61
BSC.-I	232	41	273
BSC.-II	155	22	177
BSC.-III	97	36	133
BCA-I	27	1	28
BCA-II	19	4	23
BCA-III	27	0	27
BBA-I	22	0	22
BBA-II	17	1	18
BBA-III	17	0	17
B.Com –I (C.A)	51	8	59
B.Com –I I (C.A)	26	7	33
B.Sc. I (C.S)	55	5	60
B.Sc. II (C.S)	50	5	55
M.Sc. Phy. (P)	38	22	60
M.Sc. Phy. (F)	22	22	44
M.Sc. Chem. (P)	23	37	60
M.Sc. Chem. (F)	15	33	48
M.Sc. Maths (P)	25	15	40
M.Sc. Maths. (F)	16	15	31
M.Sc. Bot. (P)	16	2	18
M.Sc. Bot. (F)	4	12	16
M.Com (P)	9	19	28
M.Com (F)	3	34	37
Total	1725	465	2190

List of Teaching Staff

S. No.	Name of the Staff Member	Designation	Contact No.
1	Dr. N.K. Garg	Asso. Prof.	9868741248
2	Dr. B.D. Gupta	Asso. Prof.	9354682929
3	Dr. Subhash Sharma	Asso. Prof.	9896826864
4	Dr. Gita Rani Sharma	Asso. Prof.	9802555424
5	Dr. A.K. Garg	Asso. Prof.	9068097105
6	Dr. G.K. Sapra	Asso. Prof.	9868988822
7	Dr. R.S. Yadav	Asso. Prof.	9466869069
8	Dr. Anita Verma	Asso. Prof.	9813273393
9	Dr. S.C. Sharma	Asso. Prof.	9416066166
10	Dr. R.P. Tanwar	Asso. Prof.	9813269404
11	Dr. Shashi Mangla	Asso. Prof.	8053167377
12	Dr. Dharam Chand	Asso. Prof.	9991816926
13	Smt. Pratibha Singla	Asso. Prof.	9416308776
14	Dr. Manjula	Asso. Prof.	9810701408
15	Dr. Parveen Verma	Asso. Prof.	9910905120
16	Dr. K. D. Sharma	Asso. Prof.	9991101864
17	Dr. S.S. Saini	Asso. Prof.	8901519751
18	Dr. N.K. Goel	Asso. Prof.	9034944350
19	Dr. Renu Rani Sharma	Asso. Prof.	9466244924
20	Dr. J.K. Sharma	Asso. Prof.	9466048352, 9812298960
21	Dr. Anju	Asso. Prof.	9871800365
22	Smt. Vandana Kalra	Asstt. Prof.	9466386570
23	Dr. Kanta Rani	Asstt. Prof.	9812254118

24	Dr. H.S.Sangwan	Asstt. Prof.	8053254561, 9899090992
25	Dr. Rajbir Singh	Asstt. Prof.	9354233817
26	Sh. Ranbir Singh	Asstt. Prof.	9812762909
27	Dr. Meena Kumari	Asstt. Prof.	9911625528
28	Dr. Dalip Kumar	Asstt. Prof.	9717102189
29	Sh. Balkar Singh	Asstt. Prof.	9813363928
30	Dr. Rachna Gupta	Asstt. Prof.	9671616994
31	Dr. Ruchi Sharma	Asstt. Prof.	8901133488
32	Dr. Anju Dhall	Asstt. Prof.	9910774764

List of College Employees			
SELF-FINANCE STAFF			
S. No.	Name	Designation	Phone No.
1	Sh. Pawan Mukhija	Lecturer	9968988373
2	Mrs. Kusum Grover	Lecturer	8901351028
3	Mr. Satish Deshwal	Lecturer	9467735574
4	Ms. Sunita	Lecturer	9466368935
5	Mrs. Manisha Aggarwal	Lecturer	9017910200
6	Ms. Sonia	Lecturer	9555952155
7	Mrs. Vandana Arora	Lecturer	8813863886
8	Mrs. Rekha Panchal	Lecturer	9017911829
9	Mrs. Poonam	Lecturer	9050347281
10	Mr. Harish Kumar	Lecturer	9671148302
11	Dr. Vinita Gupta	Lecturer	8860447223
12	Mrs. Manisha	Lecturer	8818040448
13	Mrs. Sonia Choudhary	Lecturer	9313126637
14	Mr. Mahesh Kumar	Lecturer	9813232507
15	Mrs. Preeti	Lecturer	9711480422
16	Ms. Sakshi	Lecturer	8053091477
17	Ms. Vishakha	Lecturer	9813966485
18	Ms. Kalpna	Lecturer	8607956585

S. No.	Name	Designation	Phone No.
19	Mrs. Sneha Setia	Lecturer	9910966130
20	Mr. Mani Ram	Lecturer	9671279940
21	Ms. Seema Saini	Lecturer	8059620152
22	Mr. Rajbir Singh	Lecturer	9991141485
23	Ms. Payal Chhabra	Lecturer	7027556575
24	Dr. Ravita Bhardwaj	Lecturer	9253302008
25	Ms.Sapna	Lecturer	9671504701
26	Mrs. Karuna Garg	Lecturer	9813720390
27	Ms. Monika Arora	Lecturer	9802566462
28	Mr. Yogesh Kumar	Lecturer	9255533031
29	Ms. Jyoti Sharma	Lecturer	9017592618
30	Ms. Anju	Lecturer	9468468268
31	Ms. Hema	Lecturer	9416945042
32	Ms. Nisha Madaan	Lecturer	9466779420
33	Ms. Pallavi Chawla	Lecturer	9050889007
34	Ms. Renu Sharma	Lecturer	7404270260
35	Ms. Lalita	Lecturer	9873412460
36	Ms. Anita	Lecturer	9050240269
37	Ms. Ram Rati	Lecturer	9991618584
38	Mr. Jaiprakash Gaur	Lecturer	9468468194
39	Ms. Priya Sethi	Lecturer	8929184213
40	Ms. Kanika Chhabra	Lecturer	9050474647
41	Ms. Savita Rani	Lecturer	9729967818
42	Ms. Lalita	Lecturer	8053745449
43	Ms.Anju	Lecturer	9540223050
44	Mr. Divesh Garg	Lecturer	9050995558
45	Mr. Rishi Pal	Lecturer	9671583521
46	Mrs. Jyoti Nehra	Lecturer	9354255404

**List of College Employees
NON-TEACHING STAFF**

S. No.	Name	Designation	Phone No.
1	Sh. Devi Singh	Clerk	9416242925
2	Sh. J.S. Dagar	Clerk	8059926546
3	Sh. B.K. Sharma	Clerk	9416947028
4	Sh. Bhoj Raj	L.A	8979214856
5	Sh. Data Ram	L.A	9416374753
6	Sh. Dharamvir	L.A	9416345271
7	Sh. Rambir Singh	Chowkidar	9813770436
8	Sh. Bane Singh	Peon	9813346671
9	Sh. Manak Chand	L.A	8930674017
10	Sh. Mukesh Kumar	Peon	9671603652
11	Sh. Pawan Kumar	Peon	8930405072
12	Sh. Tara Chand Sharma	Peon	9466531450
13	Sh. Parveen Kumar	Clerk	9992398526
14	Sh. Sanjay Jain	Clerk	9416308165
15	Sh. S.C. Aggarwal	Clerk	9467780687
16	Sh. Lal Singh	Mali	9466458808
17	Sh. Tara Chand (E)	Electrician	8816045942
18	Sh. Jile Singh	Peon	9671243908
19	Sh. Gian Chand	Sweeper	9813215921
20	Sh. Sunil Kumar	Peon	9416947038
21	Sh. Naresh Kumar	Peon	9671361389
22	Sh. Sonu	Sweeper	9996019786
23	Sh. Pankaj Mittal	L.A	9812890686
24	Sh. Yogesh Kumar	L.A	9896886004
25	Mrs. Anju Kathuria	L.A	7206316285
26	Mrs. Manju Bala	L.A	9671762756

Phone No. List of College Employees

Self Finance Non-Teaching Staff

S. No.	Name	Designation	Phone No.
1	Sh. Baldev Kalra	Lab Incharge	9868842552
2	Sh. Hitesh Arora	Clerk	9812835186
3	Mr. Hari Shankar	Lib. Attendant	9467942524
4	Ms. Pinki	Clerk	9671568256
5	Mr. Hansraj	Clerk	9034926462
6	Mr. Rajender Singh	Lab Attendant	8059624254
7	Mr. Naresh Kumar	Lab Attendant	9671104433
8	Mr. Laxman	Sweeper	8816045637
9	Mr. Vinod	Lab Attendant	9671828090
10	Mr. Gian Chand	Lab Attendant	9729108719
11	Mr. Kamal	Lab Attendant	9353286222
12	Mr. Surinder	Lab Attendant	9813734939
13	Mr. Pawan Kumar	Lab Attendant	8950602386
14	Mrs. Nisha	Peon	
15	Mrs. Monika	Sweeper	9254623075
16	Mrs. Kamlesh	Sweeper	
17	Mr. Dayanand	Peon	9050248643
18	Mr. Rajesh	Mali	
19	Mr. Azad	Mali	9050648645
20	Mr. Sudeep Singh	Lab Attendant	7206427209
21	Mr. Rahul	Mali	
22	Mr. Baldev Pahuja	Clerk	
23	Mr. Shyam Lal	Lib. Attendant	

Hall**Description****Space**

1	-	88x53(F.F)
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Labs**Computer Labs****Description****Space**

1	-	40x25(F.F)
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2	-	40x25(F.F)
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3	-	40x25(F.F)
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Library**Description****Space**

1	-	88x53(G.F)
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Playground**Description****Space**

Foot Ball	-	100×64 M.
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Track	-	300 M
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Khabbadi	-	121/2×10 M
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Badminton	-	44'×20'
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Common Rooms**Description****Space**

1	-	40×25
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Departmental Rooms**Description****Space**

Physics Deptt.	-	12×14
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Chemistry Deptt.	-	11x23
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Maths Deptt.	-	11x23
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Botany Deptt.	-	11x23
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Zoology Deptt.	-	11x23
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Hindi Deptt.	-	11x23
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English Deptt.	-	11x23
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History & Political Deptt.	-	11x23
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Sanskrit Deptt.	-	11x23
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Physical Education Deptt.	-	12×14
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Commerce	-	11x23
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Computer Science Deptt.	-	12×14
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Economics Deptt.	-	11x23
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NCC Deptt.	-	12×14
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EDUSAT**Description**

1

-

Space

30×23(G.F)

Smart Class Room**Description**

13

-

Space

30' x23' (F.F.)

Staff Rooms**Description**

1

-

Space

40×25(G.F)

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

a. Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)
Road Accidents	L
Flood	L
Earthquake	H
Building collapse	H
Epidemic / Contagious disease	M
Fire	H
Heat Wave	L
Cold Wave	L
Industrial / Chemical hazard	L
Stampede	L
Animal Bite	L
Snake Bite	L
Food Poisoning	L
Others (specify)	-
College strikes	M

b. Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Chemistry lab
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical Bottles	Chemistry lab
4.	Main Electrical Boards	Main Building
5.	Hanging Electrical Wires	-
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	Offices and library
8.	Unfixed wall Frames	-
9.	Doors/ Windows	All rooms
10.	Open drains/ gutter	-
11.	Trees	Outside building
12.	Defected staircases	-
13.	Severely cracked walls	-
14.	Others (specify)	-
	Outside College	
1	Trees	Yes
2	Power Lines	-
3	Towers	-
4	Others (specify)	-

Capacities

i. Skilled/Trained Human Resource

Trained Volunteers	Total
NCC	53
NSS	122

ii. Nearest Resources

Nearest Hospital				
Name	Distance	Contact person	Contact No.	Av. response time
Civil Hospital, Palwal	3 Km	SMO	01275-242102, 01275-252102	10 to 15 minutes
Nearest Police station				
Police Station, Palwal	1 km	Incharge	100 01275-259644	10 minute
Nearest Fire station				
Fire Brigade Station, Palwal	3 km		101, 01275- 252101	10 to 15 minutes

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
1	Dr. M.K Arora	Asso. Prof.	Chairperson	9812171691
2	Dr. B.D Gupta	Asso. Prof.	Vice Chairperson	9354682929
3	Dr. Subhash Sharma	Asso. Prof.	Member	9896826864
4	Dr. G.K Sapra	Asso. Prof.	Member	9868988822
5	Dr. K.D Sharma	Asso. Prof.	Member	9991101864
6	Mrs. Pratibha Singla	Asso. Prof.	Member	9416308776
7	Dr. H.S Sangwan	Asstt.Prof.	Member	9899090992
8	Dr. Dalip Tiwari	Asstt.Prof.	Member	9717102189
9	Sh. Ranbir Singh	Asstt.Prof.	Member	9812702909

10	Sh. Balkar Singh	Asstt.Prof.	Member	9813363928
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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**

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	Contact No.
1	Ajay Singh	9017735878
2	Devender	9991653412
3	Madan Lal	9992812876
4	Neeraj	9671903008
5	Amit Kumar	9899302954

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	Contact No.
1	Naveen Kumar	8053322559
2	Vinod	9671151413

3	Chaman	7404212610
4	Mohit Kumar	9896206558
5	Dharmendar	9813311590

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	Contact No.
1	Danvir	9813478709
2	Arun Kumar	9050716817
3	Hem Raj	9728186653
4	Umesh	9050074542
5	Bheem	7351631524

6. Search and Rescue Team

Composition

- Physical Education Experts
- NCC/NSS/YRC
- 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	Contact No.
1	Rohit	8818067181
2	Parveen	9466004254
3	Dinesh Kumar	9050279834
4	Sunil Sorout	8930823463
5	Kuldeep	9991572080

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	Contact No.
1	Kamal	8930920529
2	Mahesh	9671149894
3	Lokesh	9728116615
4	Devender Singh	9813288228
5	Parveen Kumar	9813566237

8. Coordination Team

Composition

- Members from CDMC
- NCC/NSS/YRC
- 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	Contact No.
1	Anurag	8930119933
2	Aman Sharma	8930841975
3	Om Prakash	8930246705
4	Harish Kumar	9992092595
5	Ajay Singh	9467711050

9. Water and Sanitation Team

Composition

- Member of Building maintenance committee
- NCC/NSS/YRC
- 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	Contact No.
1	Rahul	9813387413
2	Ravi Rawat	8607873987
3	Dharmender	9991803342

4.Evacuation Plan



5.Mock-Drill

Mock drills are the effective 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 or improvements in 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 on arrival 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 on arrival 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 live wires lying or tangled in open?
10. Is any plug point used for multiple loads?

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 desks 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?

Emergency Mock Drill Reporting Format

Person Completing the Format/ Designation		Date
Time Alarm Sounded:	Time Drill Concluded:	Time to Evacuate
Type of Drill	Notification / Alert Method	Weather Conditions
<input type="checkbox"/> Fire / Evacuation <input type="checkbox"/> Bomb Blast <input type="checkbox"/> Shelter-in-Place <input type="checkbox"/> Earthquake <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Other:	<input type="checkbox"/> Bell or Buzzer <input type="checkbox"/> Enhanced Alert System <input type="checkbox"/> Phone <input type="checkbox"/> Voice Notification <input type="checkbox"/> Siren	<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Rain and wind <input type="checkbox"/> Hot/Cold
Participants		Situation at Start of Drill:
<input type="checkbox"/> Authorities <input type="checkbox"/> Safety Personnel <input type="checkbox"/> Employees/Staff <input type="checkbox"/> HOD <input type="checkbox"/> Fire Department <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Police <input type="checkbox"/> Red Cross <input type="checkbox"/> Other		<input type="checkbox"/> Before Lunch Hours <input type="checkbox"/> During Lunch Hours <input type="checkbox"/> After Lunch Hours <input type="checkbox"/> Peak working Hours
Participants have previously trained on emergency procedures.		Employees previously trained on emergency procedures this year?

<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Incident Command System as per IRS used?		Incident Commander/Designation	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Problems Encountered			
<input type="checkbox"/> Congestion in hallways <input type="checkbox"/> Alarm not heard <input type="checkbox"/> Employees unsure of what to do/don't <input type="checkbox"/> Staff unsure of responsibilities / response <input type="checkbox"/> Unable to lock doors <input type="checkbox"/> Windows left open <input type="checkbox"/> Doors left open <input type="checkbox"/> Lights left on <input type="checkbox"/> Personnel not accounted <input type="checkbox"/> Personnel run towards lifts <input type="checkbox"/> Lifts are shut down. <input type="checkbox"/> Difficulties with evacuation of disabled personnel.		<input type="checkbox"/> Communication problems <input type="checkbox"/> Phone problems <input type="checkbox"/> Chaos <input type="checkbox"/> Long time to evacuate building <input type="checkbox"/> Personnel not serious about drill <input type="checkbox"/> Improper or unavailable supplies <input type="checkbox"/> Confusion <input type="checkbox"/> Doors or Exits blocked <input type="checkbox"/> Delay in Medical response <input type="checkbox"/> Delay in Fire service response <input type="checkbox"/> Delay in Security response <input type="checkbox"/> Interagency miscommunications <input type="checkbox"/> Command, Control & Coordination problems <input type="checkbox"/> Other:	
Mitigation / Plans for Improvement			
<input type="checkbox"/> Additional training for emergency response teams members. <input type="checkbox"/> Additional staff training <input type="checkbox"/> Address need for additional equipment/resources <input type="checkbox"/> Improved emergency supplies		<input type="checkbox"/> Cooperative planning with responders <input type="checkbox"/> Revised emergency response procedures <input type="checkbox"/> Other:	