

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	Dr.B.R. Ambedkar Govt. College, Palwal	
2.	College Code	141	
3.	Address	Sector-12, Hathin Road, Palwal	
		Telephone	01275-246257
		Fax	
		Email	gcpalwal@yahoo.com
4.	Name of the Principal	Ashok Kumar	
5.	Contact Details	Telephone	01275-246257
		Mobile	971111323651
		Email	Aksharma1022@gmail.com
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :	Email Id:
		Dr.K.C. Sharma	Kcs_68@yahoo.com
		-	-
		-	-
7.	Type of College	Boys / Girls / Co-ed.	Co-educational
		English / Hindi / Others	English/Hindi
8.	College Timings : Science Commerce Humanities	9.00 to 4.00 P.M.	
9.	Total Students	Boys: 460	Total: 693
		Girls: 233	
10.	Total Streams/ Courses	Students Male	Student Female
		BA	140
		BSC	30
		B.Com	67

11.	Teaching Staff (Subject/ Department)		No. of Male	No. Of Female	
	Maths		1		
	Commerce		1		
	Pol. Science			1	
	English			1	
	Total				
12.	Non-Teaching Staff		No. Of Male	No. Of Female	
			1 Assistant	1 Clerk	
			1 Clerk		
	Total		2	1	
11.	No. of differently abled persons		Students	Teaching staff	Non teaching staff
			Male	-	-
			Female	-	-
			Total	-	-

1.2Details 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.	Ashok Kr. Sharma	B+	56	M	-	-	M.Phil., Maths	9711323651	1022/9, Faridabad
2.	Kishan Chand Sharma	B+	54	M	-	-	Ph.D.,Commerce	9911445697	2251/16, Faridabad
3.	Upasana Sharma	A+	42	F	-	-	Ph.D., Pol.Sc.	9891962105	8311, Apna Gh Society,
4.	Shruti Singh	B+	36	F	-	-	M.A., English	8901183600	H.No.3, Judges

1.3Details of Non-teaching Staff –permanent and contractual (add additional sheet if needed):

Sr. No.	Name	Duty they perform	Blood Group	Age	Sex	Medical Concerns like Asthma, Diabetes, BP etc.)	Disability if any	Contact No.	Address
1.	Rattan Kumar	Assistant	O+	61	M	Nil	Nil	9416215022	A-36/R, New
2.	Sharda Arya	Clerk	B+	38	F	Nil	Nil	9416373806	VPO Shekhpur, Palwal
3.	Babu Lal	Clerk	O+	27	M	Nil	Nil	9050479126	Vill Khokiyaka,
4.	Sony	Restorer	AB+	30	F	Nil	Nil	8447605860	H.No.727, Sector 62,

1.4 College Building Details

1		Basement	No													
		Storey	Ground Floor, Ist Floor and 2 nd Floor													
2	Year of Construction (Give details if constructed in parts)	2014														
3	Play Ground Area	Wide play grounds														
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	4	2	2	4	1	4	2	4	4	-	-	2	-	-	
	1 st Floor	10	2	-	2	1	4	2	4	4	1	-	2	-	-	
	2 nd Floor	5	2	2	-	1	4	2	4	4	1	1	2	-	-	
	3 rd Floor															
	Total	19	6	4	6	3	4	6	12	12	2	1	6	-	-	

		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	3	-	-	-	1	2	-	2	2	-	-	-	1	-
	1 st Floor	2	-	-	-	-	-	-	2	2	1	-	-		-
	2 nd Floor	1	-		-	-	-	-	-	-	1	-	-		-
	3 rd Floor	-	-	-	-	-	-	1	-	-	-	-	-		-
	Total	6	-	-	-	1	2	1	4	4	2	-	-	1	-
5	Location of Laboratories														
	a. Chemistry Lab	ONE													
	b. Physics Lab	ONE													
	c. Biology Lab														
	d. Computer Lab	TWO													
	e. Medical Room (Location and no. Of beds)	ONE													
		NO BED													
6		Hostel													
		Room	No. of beds	Toilets	Fire Extinguisher/ first	Computer area	Gym	Mess	Staff						

					aid kit				
	Ground Floor	-	-	-	-	-	-	-	-
	1 st Floor	-	-	-	-	-	-	-	-
	2 nd Floor	-	-	-	-	-	-	-	-
	Total	-	-	-	-	-	-	-	-
7	Auditorium:								
	Incharge Name and contact number Dr.K.C. Sharma, 9911445697								
		Sitting Capacity	No. of exits	No. of fire extinguishers	No. of windows	Staircase	Fire Exits	Toilets	
	Ground Floor	-	-	-	-	-	-	-	-
	Ist Floor	-	-	-	-	-	-	-	-
	2 nd floor	500	2	-	8	4	-	Sufficient	
8	Location of								
	1. Medical Room/ Dispensary	-							
	2. Canteen/ Cafeteria	-							
	3. Staff Parking	One							
	4. Student Parking	One							
	5. Play ground	1							
	6. Security office	1							
9	Playground size and open ground	Wide open play ground							

1.5Details of Persons With Disability:

Sr. No.	Name	Age	Sex	Standard and Section	Type of disability
1.	Sony	18	M	B.A.I	Polio
2.	Tejbir	19	M	B.A.I	Polio

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

2.1 Detailed History of Disaster/Accidents in College

As it is a newly constructed building and it came into function in 2014. Therefore there is no case or history of any disaster in the college.

2.2 Possible Hazards:

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

2.3 Identification of Potential Structural/Non Structural Hazards

Sr. No.	Structural/Non Structural Hazards Areas	Location
	Inside College	
1.	Gas cylinders	Chemistry Laboratory
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical bottles	Chemistry Laboratory

4.	Main Electrical Boards	Electric room
	Outside College	
1	Trees	Yes
2	Power Lines	Yes
3	Towers	Yes
4	Others (specify)	-

2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	4	
2.	Old age people if any	1	

2.5 Capacities

2.5.1 Skilled/Trained Human Resource : There is no NSS and NCC Unit in this college till now. One NSS Unit will be started very shortly.

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	-	-	-	-	-
NSS (Yes/No)	-	-	-	-	-
Scout & Guide(Yes/No)	-	-	-	-	-

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	-	-	-
2. -	Fire Extinguishers	-	-	-
3.	Sprinkler System	-	-	-
4.	Ladder (Nos. and Length)	-	-	-

5.	Rope (Nos. and Length)	-	-	-
6.	Stretchers	-	-	-
7.	Torches	One	Sh. Mukhtiar	
8.	Hammers	-	-	-
9.	Generators / UPS	One Generator 22 UPS	-	-
10.	Floor Carpets/ Daris	-	-	-
11.	Blankets	-	-	-
12.	Others	-	-	-

B. Communication Set up

Sr. No	Type of System	Total No
1	Alarm/ Mike/ Sound System	-
2	Wireless sets (if nearby Police Station)	-
3	Landline telephone	01275-246257
4	Internet Facility	4 Broadband connection
5	Fax	-
6	Other	-

C. Transport Facilities

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

D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	3 Kms.		Civil Secteriate, Palwal

2	BDPO/ MC of th area	3 Kms		-do
3	Police Station/Police Post	½ KM		Hathin Mode, Palwal
4	Fire Station	2 kms		Near M.C., Palwal
5	Primary Health Centre (PHC)			
6	Community Health Centre (CHC)			
7	Hospital (Public)	½ Km		Civil Hospital, Palwal
8	Hospital (Private)	2 Kms		Prima Hospital, Palwal
9	Ambulance Services	½ Km		
10	District Control Room	3 Kms		Civil Secretariate, Palwal
11	Other Colleges	1 Kms. 2 Kms.		01275-253319 01275-252036
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
1	Ashok Kr. Sharma	Principal	Chairperson	09711113236
2	Kishan Chand Sharma	Associate Professor	Vice Chairperson	09911445097
3	Upasana Sharma	Asstt. Professor	Member	09891962105
4	Shruti Singh	Asstt. Professor	Member	08901183600
5	Nishant Kumar	Student	Member	09050325182
6	Shivani Pahuja	Student	Member	09812137957
7	Rajender	Student	Member	09802160098

8	Nand Kishore	Student	Member	09991414409
9	Pooja Chaudhary	Student		08398959957

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.
1	Rahul	Male	B.A 2 nd	8053450504
2	Deepak	Male	B.A 2 nd	9992399974
3	Nisha	Female	B.A 1st	9996327520
4	Rajni	Female	B.A 1st	9991009994

5	Shanti Devi	Female	B.Sc Ist	9991918192
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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.
1	Chattar Singh	Male	B.com 2 nd Year	8683041560
2	Teckchand	Male	B.com 2nd Year	868482452
3	Parveen Kumar	Male	B.com 2nd Year	9996100288
4	Komal	Female	B.com 2nd Year	9813776351
5	Rajni	Female	B.com 2nd Year	9896137792

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.
1	Dipesh	Male	B.A 2 nd Year	9050506585
2	KM Shiva	Male	B.A 2 nd Year	8930841488
3	Rohit	Male	B.A 2 nd Year	8818033014
4	Rahul	Male	B.A 2 nd Year	9050245254
5	Rohtash	Male	B.A 2 nd Year	9813314612

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.
1	Dhramender	Male	BCA	8607535063
2	Madhu	Female	BCA	9812788978
3	Rajbir Singh	Male	BCA	8607793320
4	Ravita	Female	B.A 1 st	9254447001
5	Sachin	Male	B.A 1 st	9992768263

7. First Aid Team

Composition

- College doctor/ Dispensary incharge
- College Nurse.
- 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.
1	Sweta	Female	B.A 2 nd Year	9354111688
2	Kavita	Female	B.A 2 nd Year	9728985693
3	Rakesh	Male	B.com 2 nd Year	9991676789
4	Navin	Male	B.SC Ist Year	8905081650
5	Sunny Kaushik	Male	B.SC Ist Year	9050712825

4. 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.

5. 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