

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

**COLLEGE DISASTER MANAGEMENT PLAN**

**TEMPLATE**

**2014-15**

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**CENTRE FOR DISASTER MANAGEMENT**

**HARYANA INSTITUTE OF PUBLIC ADMINISTRATION**

**GURGAON**

## 1. College Profile

### 1.1 College Details

1.	Name of the College	Govt College Jatauli Haily Mandi	
2.	College Code	856	
3.	Address	VPO Jatauli, Haily Mandi, Gurgaon, Haryana	
		Telephone	01242671444
		Fax	
		Email	Gcjatauli1980@gmail.com
4.	Name of the Principal	Dr. Balvinder Ghotra	
5.	Contact Details	Telephone	01242671444
		Mobile	9416388435
		Email	balvinderghotra@gmail.com
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :	Email Id:
		Ms Abita Yadav Dr Satish Yadav Dr Satish Yadav	<a href="mailto:yadavcricket@gmail.com">yadavcricket@gmail.com</a> yadavcricket@gmail.com
7.	Type of College	Government College	
8.	College Timings : Science Commerce Humanities	9Am to 4 Pm	
9.	Total Students	Boys: 780	Total: 1361
		Girls: 581	
10.	Total Streams/ Courses	Students Male	Student Female
	MA		
	M. Com		
	BA		
	BSC		
	B.Com		

	BBA Mass. Communication BCA		
11.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female
	Botony		
	Chemistry		02
	Physics		03
	Zoology		
	Microbiology		
	Bio-Tech		
	Computer	01	04
	Commerce		03
	English		
	Mass. Communication		
	Geography	03	01
	Hindi		02
	History	01	
	Home Science		
	Def Studies		
	Music Vocal		
	Music Instrumental		
	Philosophy	01	
	Physical Education		
	Political Science	01	01
	Psychology		
	Public Administration		
	Punjabi		01
	Sanskrit		
	Maths	02	01
	Economics		01
	Total	09	19

12.	Non-Teaching Staff		No. Of Male	No. Of Female	
	Deputy Supdt. Assistant Clerk		01		
	TWI		01		
	Steno				
	JLA		02		
	LA		03		
	Chawkidar		02		
	Peon		02		
	Mali		02		
	T/ Player		02		
	Sr. Librarian				
	Restorer				
	Lib A		01		
	SLA		01		
	Computer Inst.		02		
	Waterman				
	Total		17		
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>			

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

<b>Sr. No.</b>	<b>Name</b>	<b>Blood Group</b>	<b>Age</b>	<b>Sex</b>	<b>Medical Concerns like Asthma, Diabetes, BP etc.)</b>	<b>Disability if any</b>	<b>Standard &amp; Subject they teach</b>	<b>Contact No.</b>	<b>Residential Address</b>
1	Dr Harish Sharma	A+	39	Male	No	No	Commerce		
2	Sm Manisha Chaudhary	O+	34	Female	No	No	Commerce		
3	Ms Poonam Kapoor	A+	31	Female	No	No	Commerce		
4	Dr Sushila Srivastava			Female	No	No	Physics		
5	Ms Vandana	A+	35	Female	No	No	Geography		
6	Ms Pallavi Kharbanda			Female	No	No	Maths		
7	Dr Ashok Yadav	O+	49	Male	No	No	Maths		
8	Ms Abita Yadav	B+		Female	No	No	Economics		
9	Dr Satish Yadav	B+	37	Male	No	No	Physical Education		
10	Dr Ishita		33	Female	No	No	English		
11	Ms Indu Yadav		36	Female	No	No	Political Science		
12	Mr Ajay Kumar	A+	36	Male	No	No	Geography		
13	Dr Ashok Kumar		36	Male	No	No	Computer Science		
14	Dr Hemlata		35	Female	No	No	Hindi		

15	Dr Ashutosh		38	Female	No	No	Hindi		
16	Dr Pooja Dahiya		35	Female	No	No	Sanskrit		
17	Ms Rekha		32	Female	No	No	Commerce		
18	Mumari Nikita		25	Female	No	No	Commerce		
19	Mr Pritam Nath		26	Male	No	No	History		
20	Mr Rakesh Kumar		26	Male	No	No	Pol Science		
21	Ms Suman Yadav		28	Female	No	No	Chemistry		
22	Ms Ekta Yadav		28	Female	No	No	Chemistry		
23	Mr Vijay Singh		29	Male	No	No	Physics		
24	Mumari Sindhu		26	Female	No	No	Physics		
25	Ms Yogesh		28	Female	No	No	Math		
26	Mr Anoop		27	Male	No	No	Geography		
27	Mr Trilok Singh		29	Male	No	No	Geography		
28	Ms Tetiksha		24	Female	No	No	English		
29	Ms Neeraj		24	Female	No	No	English		

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

<b>Sr. No.</b>	<b>Name</b>	<b>Duty they perform</b>	<b>Blood Group</b>	<b>Age</b>	<b>Sex</b>	<b>Medical Concerns like Asthma, Diabetes, BP etc.)</b>	<b>Disability if any</b>	<b>Contact No.</b>	<b>Address</b>
1	Mr Jitender Singh	Dy. Supdt.		57	Male	No	No		
2	Mr L. N. Yadav	TWI	O+	57	Male	No	No		
3	Mr Krishan Kumar-1	JLA	O+	58	Male	No	No		
4	Mr Krishan Kumar-2	JLA		56	Male	No	No		
5	Mr Harswaroop	LA			Male	No	No		
6	Mr Rajkaran	LA	B <sup>-</sup>	52	Male	No	No		
7	Mr Ramesh Chand	LA			Male	Diabetic	No		
8	Mr Charan Singh	Chowkidar			Male	No	No		
9	Mr Rajesh	Chowkidar			Male	No	No		

## 1.2 College Building Details

1	Number of buildings in the College compound	Basement	No												
		Storey	One Block Double Storey & Rest Building is Single Storey												
2	Year of Construction (Give details if constructed in parts)	1971 – Main Building, 2008 – Library, 2011 – New Teaching Block													
3	Play Ground Area	About 6 Acres													
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	16	8	1	No	3	1	3	0	1	3	1	1	0	0
	1 <sup>st</sup> Floor														
	2 <sup>nd</sup> Floor														
	3 <sup>rd</sup> Floor														
	<b>Total</b>	16	8	1	0	3	1	3	0	1	3	1	1	0	0
			<b>Map</b>												



		<b>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>	4		-	-	1	1	-	1	1	-	-	1	1	Yes
	1 <sup>st</sup> Floor	2	1	-	-	1	1	-	1	1			1	2	Yes
	2 <sup>nd</sup> Floor														
	3 <sup>rd</sup> Floor														
	<b>Total</b>	6	1	0	0	2	2	0	2	2	0	0	2	3	81 an
5	Location of Laboratories  a. Chemistry Lab  b. Physics Lab  c. Biology Lab  d. Computer Lab  e. Medical Room ( Location and	<p>1 lab at Ground Floor</p> <p>1 lab at 1<sup>st</sup> Floor</p>													

	no. Of beds)														
6		<b>Science Block Map</b>													
7		<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>	<b>Nil</b>													
	1 <sup>st</sup> Floor														
	2 <sup>nd</sup> Floor														
	<b>Total</b>														
8		<b>Hostel</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>	<b>Nil</b>													
	1 <sup>st</sup> Floor														
	2 <sup>nd</sup> Floor														
	<b>Total</b>														

9		<b>Auditorium: Multi Purpose Hall</b>						
		<b>Incharge Name and contact number</b>						
		<b>Sitting Capacity</b>	<b>No. of exits</b>	<b>No. of fire extinguishers</b>	<b>No. of windows</b>	<b>Staircase</b>	<b>Fire Exits</b>	<b>Toilets</b>
	Ground Floor							
	Ist Floor							
2 <sup>nd</sup> floor								
10	Location of 1. Medical Room/ Dispensary 2. Canteen/ Cafeteria 3. Staff Parking 4. Student Parking 5. Play ground 6. NSS Office 7. NSC Office 8. Security office	N.A  Out Side the Building - Do - - Do -  About 6 acres (Outdoor) Inside the Building Inside the Building N.A						
11	Playground size and open ground	Open Multipurpose Sports Ground about 6 Acres in size						
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:



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

### 2.1 Detailed History of Disaster/Accidents in College :

Sr. No.	Disaster/Accidents/ strike	Date & Time of occurrence	Total No. of people affected (injured & dead)	
			Dead	Injured
1	Fire due to short circuit of high tension wire passing through the college campus which resulted in burning up of about 50 trees and grass on an area around 4-5 acres. This accident took place just 100 mts away from the science block and a big disaster was averted simply because of the fact the wind on the fateful days was blowing in the direction opposite to the college building	December 2014		
2	Due to short-circuit of electric fittings fire had burnt up the computer lab of commerce department completely	10/06/14		

## 2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	High	The adjacent state highway has a T-Point forking towards the college campus. As there does not exist any speed breaker on the T-Point many incidents of hair-breadth escape from fatal accidents between staff/students vehicles and high speed vehicles moving on the highway have taken place.
Flood	Low	-
Earthquake	Low	-
Building collapse	Low	-
Epidemic / Contagious disease	Low	-
Fire	Very High	Due to high tension (11000V) wires passing through the college at two points covering a large part of the college campus and the electric fittings being very old
Heat Wave	Low	-
Cold Wave	Low	-
Industrial / Chemical hazard	Medium	-
Stampede	Low	-
Animal Bite	Low	-
Snake Bite	High	As the college campus is around 22 acres of land which is mostly covered with trees and wild grass so there is increased chances of snack/insect bite

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	8 cylinders
2.	Other fuel (petrol/diesel/kerosene etc.)	-
3.	Chemical bottles	-
4.	Main Electrical Boards	-
5.	Hanging Electrical Wires	-
6.	Suspended Ceilings	-
7.	Unfixed Almirah/cabinets	-
8.	Unfixed wall Frames	-
9.	Doors/ Windows	-
10.	Open drains/ gutter	-
11.	Trees	-
12.	Defected staircases	-
13.	Severely cracked walls	-
14.	Others (specify)	-
	<b>Outside College</b>	
1	Trees	-
2	Power Lines	Exists
3	Towers	-
4	Others (specify)	-

### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	1 male student	

2.	Old age people if any	-
3.	Students with special medical concerns	-
4.	Teaching/Non-teaching staff with ill health	-
5.	Others (specify)	

## 2.5 Capacities

### 2.5.1 Skilled/Trained Human Resource

Trained Volunteers	Boys	Girls	Total	Name of the coordinator	Contact No. of the coordinator
NCC (Yes/No)	46	-	46		
NSS (Yes/No)	25	25	50		

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

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

**Blood Donation Camps organized at college:**

No

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

Eye and Dental Check up

### 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	Yes		



2.	Fire Extinguishers	Yes 8 cylinders		
3.	Sprinkler System	-		
4.	Ladder (Nos. and Length)	-		
5.	Rope (Nos. and Length)	-		
6.	Stretchers	-		
7.	Torches	-		
8.	Hammers	-		
9.	Generators / UPS	1		
10.	Floor Carpets/ Daris	-		
11.	Blankets	-		
12.	Others	-		

### **B. Communication Set up**

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

### **C. Transport Facilities**

<b>Sr. No</b>	<b>Type of Vehicle</b>	<b>Total No</b>
1	College Bus (with capacity)	No
2	4 wheelers (personal)	5-6
3	2 wheelers (personal)	10-12
4	Other vehicles	-

#### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	4-5		Pataudi
2	BDPO/ MC of the area	-		-
3	Police Station/Police Post	2-3		Haily Mandi
4	Fire Station	-		-
5	Primary Health Centre (PHC)	2		Haily Mandi
6	Community Health Centre (CHC)	2		do
7	Hospital (Public)	2		do
8	Hospital (Private)	1		do
9	Ambulance Services	-		-
10	District Control Room	-		-
11	Other Colleges	-		-
12	NGO	-		-

### Chapter 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.

**Chapter 6. Assessment check list**

**A. Fire Safety Assessment**

- |     |  |     |
|-----|--|-----|
| 1.  | Are fire extinguishers installed in the college?                     | Yes |
| 2.  | Are they in working condition?                                       | Yes |
| 3.  | Are students and teachers trained to use fire extinguishers?         | No  |
| 4.  | Are they located at appropriate positions (hazardous locations)?     | Yes |
| 5.  | Are they placed at appropriate height (accessible height)?           | Yes |
| 6.  | Are instructions indicated on extinguishers?                         | Yes |
| 7.  | Is the language of instructions understood by students and teachers? | Yes |
| 8.  | Is hydrant point in the college?                                     | No  |
| 9.  | Are there Sand Buckets in the college? (specify in Numbers)          | Yes |
| 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? Yes
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? NO
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
4. Are receptacles installed to cover live wires? NA
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? NA
7. Is the earthing properly done in the college? YES
8. Is any defective electrical equipment in use in the college? NO
9. Are there any lives wires lying or tangled in open? NO
10. Is any plug point used for multiple loads?

#### **C. Non Structural Safety assessment**

1. Are the cabinets/*almirahs* placed away from exit doors? YES
2. Are cabinets/*almirahs* properly fixed to the wall? NOT ALL
3. Are these cabinets/*almirahs* empty on the top? YES
4. Are desk placed with proper distance between them for easy movement? YES

- |    |  |     |
|----|--|-----|
| 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?   | YES |

**D. Structural Safety assessment**

- |    |  |                        |
|----|--|------------------------|
| 1. | How old is College building?   | Approximately 45 years |
| 2. | Is building structure earthquake resistant?  | No.                    |
| 3. | Is there any portion in the building which shows sign of cracks?<br>If yes, specify the locations            | No                     |
| 4. | Are the Building Safety Norms followed in the college?   | No                     |
| 5. | Has the building safety audit conducted by the structural engineer?<br>(Attach building safety audit report) | Yes                    |

**Annexure**

- |    |   |               |
|----|---|---------------|
| A. | Incident Response System for college  | NIL           |
| B. | List of Volunteer blood donors in college like students or staff members with contact details | NIL           |
| C. | College evacuation maps   | Under Process |
| D. | Emergency contact numbers for district administration   | 0124-2332363  |
| E. | Contact numbers of all IRS members  |               |
| F. | List of teaching and non teaching staff   | ALREADY GIVEN |
| G. | Contact details of all team supervisors   | ALREADY GIVEN |