

**Govt. College Safety Initiative**

**By**



**Revenue and Disaster Management Department**

**Government of Haryana**

**COLLEGE DISASTER MANAGEMENT PLAN**

**Draft TEMPLATE**

**2014-15**

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**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	Govt. College, Naraingarh	
2.	College Code		
3.	Address	Kullarpur Road, Naraingarh	
		Telephone	01734-284093
		Fax	01734-284093
		Email	gc_naraingarh@yahoo.com
4.	Name of the Principal	Mrs. Poonam Vats	
5.	Contact Details	Telephone	01734-284093
		Mobile	9416297266
		Email	gc_naraingarh@yahoo.com
6.	<u>Nodal Officers for Disaster Management:</u> NSS Coordinator NCC Coordinator Physical Education Instructor	Contact Details :  Sh. Rakesh Kumar Sh. Sanjeev Kumr	Email Id:  gc_naraingarh@yahoo.com
7.	Type of College	Boys / Girls / Co-ed. (Co-Ed)	
		English / Hindi / Others	
8.	College Timings :	09:00 AM to 04:00 PM	
	Science	-do-	
	Commerce	-do-	
	Humanities	-do-	
9.	Total Students	Boys:	921 Total: 2331
		Girls:	1410
10.	Total Streams/ Courses	Students Male	Student Female
	MA	NA	NA
	MSC	NA	NA
	MBA	NA	NA
	MCA	NA	NA
	M. Com	14	87
	LLB	NA	NA

	BA		424		733	
	BSC		168		231	
	B.Com		315		358	
	BBA		NA		NA	
	Mass. Communication		NA		NA	
	BCA		NA		NA	
11.	Teaching Staff (Subject/ Department)	No. of Male	No. Of Female			
		--	--			
	Commerce	02	NA			
	Chemistry	NA	NA			
	Computer Science	01	NA			
	English	02	NA			
	Geography	01	NA			
	Hindi	NA	NA			
	History	02	NA			
	Math	NA	02			
	Music(I)	01	NA			
	Music(V)	NA	01			
	Physics	01	NA			
	Punjabi	NA	NA			
	Economics	NA	01			
	Pol.Sc	NA	01			
	<b>Total</b>	<b>10</b>	<b>05</b>			
12.	Non-Teaching Staff	No. Of Male	No. Of Female			
	Dy. Supdt	01	NA			
	Steno. Typist	01	NA			
	Clerks	03	NA			
	Peon	02	NA			
	Chowkidar	03	NA			
	Sweeper	01	NA			
	JLA	02	NA			
	LA	02	NA			
	MALI	01	NA			
	Lib Restorer	01	NA			
	Lib. Attendant	01	NA			
		Total	18	Nil		
	11.	No. of differently abled persons		<b>Students</b>	<b>Teaching staff</b>	<b>Non teaching staff</b>
<b>Male</b>			03	01	01	
<b>Female</b>			02	No	No	
<b>Total</b>			05	01	01	

**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,</b>	<b>Disability if any</b>	<b>Standard &amp; Subject they teach</b>	<b>Contact No.</b>	<b>Residential Address</b>
1.	Mrs. Poonam Vats		54	F			Math	9416297266	Durga Colony Naraingarh
2.	Mrs. Rama Dhingra		50	F			Economics	9416475260	375/4 Huda Naraingarh
3.	Dr. Sarita Digwa		57	F			Sanskrit	9896130230	Durga Colony Naraingarh
4.	Sh. Sudhir Ghai		55	M			Physics	9315373330	VPO Sadhaura
5.	Sh. S.P. Girotra		54	M		PWD	Music(I)	9416229315	368/4 HUDA Naraingarh
6.	Dr. Davinder Dhingra		52	M			Commerce	9416935123	Naraingarh
7.	Ms. Pradeep Kaur		48	F			Music(V)	01734-284093	TF. G.C. Naraingarh
8.	Sh. Sanjeev Aggarwal		47	M			Geography	9416847767	Raipur Rani (PKL)
9.	Sh. Rakesh Kumar		45	M			History	9996013727	Yamuna Nagar
10.	Sh. Rajinder Kumar			M			History	8053040277	TF. G.C. Naraingarh
11.	Dr. Raj Kumar			M			History	9416734544	Huda Sec- Kurukshetra
12.	Dr. Mahtab Singh		44	M			Commerce	9416669772	VPO. Bahmboli
13.	Sh. Sanjeev Kumar			M			English	9416006149	763/18 VPO Sadhaura
14.	Sh. J.S. Virk			M			English	9896068060	TF. G.C. Naraingarh
15.	Ms. Kavita			F			Math	9915792309	#3059 Sec-40D Chandigarh
16.	Mrs. Sunita Chuhan			F			Pol.Science	9467925648	139C Sec-14 Panchkula
17.	Sh. Swarnjeet Singh			M			Computer Sc	9896382821	Naraingarh

**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,</b>	<b>Disability if any</b>	<b>Contact No.</b>	<b>Address</b>
1.	Sh. Satish Kumar	Dy. Supdt		45	M			9416729699	Vill Milk (Naraingarh)
2.	Sh. Ashok Dhingra	Restorer		42	M			9034282938	Baroli Road Naraingarh
3.	Sh. Davinder Singh	JLA		54	M			9468161001	V. Daher Po. Ambli
4.	Sh. Manga Ram	JLA		54	M			9416949851	VPO. Manakpur
5.	Sh. Jaswant Kumar	LA		49	M			9728817005	VPO Raipur Rani
6.	Sh. Bala Ram	LA		46	M			1734284093	V. Rana Po. Raipur Rani
7.	Sh. Mukseh Kumar	Clerk		42	M			9991907599	VPO Ambli
8.	Sh. Mohit Kumar	Clerk		32	M			9991430521	TF G.C. Naraingarh
9.	Sh. Ramsaran	Steno Typist		38	M			9315546838	VPO Dera
10.	Sh. Ramesh Kumar	Clerk		33	M		PWD	9996665957	TF G.C.Naraingarh
11.	Sh. Nirmal Singh	Peon		50	M			9991468089	VPO Raipur Rani
12.	Sh. Rajesh Kumar	Peon		40	M			9813785809	VPO. Bataura
13.	Sh. Suresh Kumar	Mali		45	M			8930164793	VPO. Loton
14.	Sh. Anokha Ram	Chowkidar		48	M			9991042432	VPO. Rasidpur
15.	Sh. Som Nath	Chowkidar		50	M			1734284093	VPO. Laha
16.	Sh. Rajinder Kumar	Chowkidar		45	M			9467222742	TF G.C. Naraingarh
17.	Sh. Amarjit Singh	Lib. Attendant		44	M			9671641330	Vpo. Sherpur (Sadhaura)
18.	Sh. Ashok Kumar	Sweeper		55	M			1734284093	Balmiki Basti Naraingarh

## 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)	1981													
3	Play Ground Area														
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	5	2	1	-	1	2	1	1	1	-	1	3	-	1
	1 <sup>st</sup> Floor	3	-	1	-	1	2	-	1	1	1	-	1	-	-
	2 <sup>nd</sup> Floor	03	-	-	-	1	2	-	1	1	2	-	-	-	-
	3 <sup>rd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	11	2	2	-	3	6	1	3	3	3	1	4	-	1
			<b>Map</b>												

		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
	<b>Ground Floor</b>	-	-	4	4	2	2	4	1	1	1	-	6	4	4
	1 <sup>st</sup> Floor	2	-	1	2	-	-	4	1	1	1	-	-	3	2
	2 <sup>nd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3 <sup>rd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	2	-	5	6	2	2	8	2	2	2	-	6	7	6
5	Location of Laboratories <ul style="list-style-type: none"> <li>a. Chemistry Lab</li> <li>b. Physics Lab</li> <li>c. Biology Lab</li> <li>d. Computer Lab</li> <li>e. Medical Room ( Location and no. Of beds)</li> </ul>														
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>	-	-	-	-	-	-	-	-	-	1	1	-	-	1
	1 <sup>st</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	2 <sup>nd</sup> Floor	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	3 <sup>rd</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>	NA	NA	NA	NA	NA	NA	NA	NA	NA					
	1 <sup>st</sup> Floor	NA	NA	NA	NA	NA	NA	NA	NA	NA					
	2 <sup>nd</sup> Floor	NA	NA	NA	NA	NA	NA	NA	NA	NA					
	<b>Total</b>	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
9	<b>Auditorium:</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>							
	<b>Ground Floor</b>	1000	8	-	35	-	-	4							
<b>Ist Floor</b>	500	8	-	8	-	-	2								

	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. NCC Office 8. Security office	2 2 3 1 1 1						
11	Playground size and open ground	Yes						
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.P. Girotra	54	M		Blind
2	Sh. Ramesh Kumar	33	M		Blind

### 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
	NA				

## 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
	NA			

### 2.2 Possible Hazards:

Hazards (in and around the College)	Hazard Probability (High / Med / Low)	Possible causes
Road Accidents	Nil	
Flood	Nil	
Earthquake	Nil	
Building collapse	Nil	
Epidemic / Contagious disease	Nil	
Fire	Nil	

Heat Wave	Nil	
Cold Wave	Nil	
Industrial / Chemical hazard	Nil	
Stampede	Nil	
Animal Bite	Nil	
Snake Bite	Nil	
Food Poisoning	Nil	
Others (specify)	Nil	
College strikes	Nil	

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

Sr. No.	Structural/Non Structural Hazards Areas	Location
	<b>Inside College</b>	
1.	Gas cylinders	Chemistry Labs
2.	Other fuel (petrol/diesel/kerosene etc.)	NA
3.	Chemical bottles	Chemistry Labs
4.	Main Electrical Boards	Outside the Principal Office
5.	Hanging Electrical Wires	Near Main Gate
6.	Suspended Ceilings	NA
7.	Unfixed Almirah/cabinets	Library
8.	Unfixed wall Frames	NA
9.	Doors/ Windows	NA
10.	Open drains/ gutter	NA
11.	Trees	Surrounded
12.	Defected staircases	NA
13.	Severely cracked walls	NA
14.	Others (specify)	NA
	<b>Outside College</b>	Electrical wires near main gate

1	Trees	Near boundary wall
2	Power Lines	Near Main Gate
3	Towers	NA
4	Others (specify)	NA

#### 2.4 Identification of Vulnerable Population

Sr. No.	Category	Total No.	
		Male	Female
1.	Handicapped Persons	02	Nil
2.	Old age people if any	Nil	
3.	Students with special medical concerns	Nil	
4.	Teaching/Non-teaching staff with ill health	Nil	
5.	Others (specify)	Nil	

#### 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)	60	-	60	Sh. Sanjeev Aggarwal	9416847767
NSS (Yes/No)	90	180	270	Sh. Rakesh Kumar	9996013727
Scout & Guide(Yes/No)	-	-	-	-	-

**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.
	Nil				

**Blood Donation Camps organized at college:**

A. Details of incharge :- Dr Davinder Dhingra, Asstt. Prof of Commerce

B. Details of Blood donors : List Attached

**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	01	Sports incharge	9416729699
2.	Fire Extinguishers	-	-	-
3.	Sprinkler System	-	-	-
4.	Ladder (Nos. and Length)	-	-	-
5.	Rope (Nos. and Length)	02	Sports Incharge	9416006149
6.	Stretchers	-	-	-
7.	Torches	02	Chowkidar	9467222742
8.	Hammers	-	-	-
9.	Generators / UPS	01+05	Computer Lab	9991468089
10.	Floor Carpets/ Daris	08	Women Cell	9896130230
11.	Blankets	Nil	-	-
12.	Others	-	-	-

**B. Communication Set up**

<b>Sr. No</b>	<b>Type of System</b>	<b>Total No</b>
1	Alarm/ Mike/ Sound System	02
2	Wireless sets (if nearby Police Station)	Nil
3	Landline telephone	02
4	Internet Facility	10
5	Fax	01
6	Other	-

### C. Transport Facilities

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

### D. Nearest Resources

Sr. No	Nearest Resource	Distance in Kms	Contact no	Address
1	SDM of the area	1 Km	01734-284008	Naraingarh
2	BDPO/ MC of the area	1 Km	01734-284022	Naraingarh
3	Police Station/Police Post	1 Km	01734-284011	Naraingarh
4	Fire Station	1 Km	01734-284229	Naraingarh
5	Primary Health Centre (PHC)	1 Km	01734-284024	Naraingarh
6	Community Health Centre (CHC)	1 Km	-	Naraingarh
7	Hospital (Public)	1 Km	-	Naraingarh
8	Hospital (Private)	1 Km	-	Naraingarh
9	Ambulance Services	1 Km	-	Naraingarh
10	District Control Room	1 Km	-	Naraingarh
11	Other Colleges	40 Km	01712644503	-
12	NGO			

### 3.

#### 4. 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**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Designation in CDMC</b>	<b>Contact No</b>	<b>Residential Address</b>
1	Mrs. Poonam Vats	Principal		9416297266	Durga Colony Naraingarh
2	Sh. S.P. Girotra	Asso. Prof		9416229315	368/4 HUDA Naraingarh
3	Sh. S.K. Ghai	Asso. Prof		9315373330	VPO Sadhaura
4	Sh. Sanjeev Aggarwal	Asstt. Prof		9416847767	VPO Raipur Rani
5	Sh. Sanjeev Kumar	Asstt. Prof		9416006149	VPO Sadhaura
6	Sh. Swarnjeet Singh	Asstt. Prof		9896382821	VPO Naraingarh
7					
8					
9					
10					
11					
12					
13					

#### **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. Davinder Dhingra	M		9416935123	Naraingarh
2	Dr. Mahtab Singh	M		9416669772	VPO. Bahmboli
3	Sh. Sanjeev Aggarwal	M		9416847767	VPO Raipr Rani
4	Sh. Rakesh Kumar	M		9996013727	Yamuna Nagar
5	Sh. Ashok Dhingra	M		9034282938	Baroli Road Naraingarh

**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	Sh. Sanjeev Aggarwal	M		9416847767	VPO Raipur Rani
2	Sh. Satish Kumar	M		9416729699	Vill Milk (Naraingarh
3	Sh. Davinder Singh	M		9468161001	V Daher PO Ambali
4	Sh. Manga Ram	M		9416949851	VPO Manakpur
5	Sh. Amarjit Singh	M		9671641330	Vpo. Sherpur (Sadhaura)

**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	Sh. Rajinder Kumar	M		8053040277	TF. G.C. Naraingarh
2	Sh. J.S. Virk	M		9896068060	TF. G.C. Naraingarh
3	Dr. Raj Kumar	M		9416734544	Huda Sec- Kurukshetra
4	Sh. Swarnjeet Singh	M		9896382821	Naraingarh
5	Sh. Suresh Pal	M		8930164793	VPO. Loton

## 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. S.K. Ghai	M		9315373330	VPO Sadhaura
2	Dr. Sarita Sharma	F		9896130230	College Road Naraingarh
3	Mrs. Sunita Chauhan	F		9467925648	139C Sec-14 Panchkula
4	Sh. Swarnjeet Singh	M		9896382821	Naraingarh
5	Sh. Ram Saran	M		9315546868	VPO Dera

## 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	Ms. Pardeep Kaur	F		01734-284093	TF. G.C. Naraingarh
2	Sh. Satish Kumar	M		9416729699	Vill Milk (Naraingarh
3	Sh. Jaswant Singh	M		9728817005	VPO Raipur Rani
4	Sh. Bala Ram	M		1734284093	V. Rana Po. Raipur Rani
5	Sh. Mukesh Kumar	M		9991907599	VPO-Ambli

**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	Dr. Sarita Sharma	F		9896130230	College Road Naraingarh
2	Mrs. Rama Dhingra	F		9416475260	375/4 Huda Naraingarh

3	Ms. Kavita	F		9915792309	#3059 Sec-40D Chandigarh
4	Dr. Raj Kumar	M		9416734544	Huda Sec- Kurukshetra
5	Sh. Mohit Kumar	M		9991430521	TF G.C. Naraingarh

## 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. Rajinder Kumar	M		8053040277	TF. G.C. Naraingarh
2	Sh. J.S. Virk	M		9896068060	TF. G.C. Naraingarh
3	Dr. Raj Kumar	M		9416734544	Huda Sec- Kurukshetra
4	Sh. Anokha Ram	M		9991042432	VPO. Rasidpur
5	Sh. Rajinder Kumar	M		9467222742	TF G.C. Naraingarh

## 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

<b>Sr. No</b>	<b>Name</b>	<b>Sex</b>	<b>Contact No.</b>	<b>Residential Address</b>
1	Sh. Sanjeev Aggarwal	M	9416847767	VPO Raipur Rani
2	Sh. Rakesh Kumar	M	9996013727	Yamuna Nagar
3	Sh. Som Nath	M	1734284093	VPO Laha
4	Sh. Nirmal Singh	M	9991468089	VPO Raipur Rani
5	Sh. Rajesh Kumar	M	9813785809	VPO. Bataura

### **5. 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.

## **6. 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.

## 7. 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? 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? Yes
5. Are electrical equipments and wires checked and replaced (if required) at every six months? Yes



6. Are those equipments which get heated, installed at least 1 meter away from any kind of combustible material? Yes
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 lives wires lying or tangled in open? No.
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