

LBS Govt Degree College Saraswati Nagar HP



College Disaster Management Plan 2021



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Chapter I

Profile of the LBS Govt. Degree College Saraswati Nagar HP

College Description

Lal Bahadur Shastri Government Degree College Saraswati Nagar is situated at a distance of about 100 kms. from the capital city of Shimla near famous Hateshwari temple in Jubbal tehsil of district Shimla. It is located in a valley formed by river Pabbar and is surrounded by scenic beauty of small hills and apple orchards.

The College was established in the year 1986 and offers courses in the Faculty of Arts 12 departments, Faculty of Science both Medical and Non-Medical streams and Faculty of Commerce. The College has a new six storeyed building containing classrooms, well equipped and spacious science laboratories, a hall, and girl's common room besides well stocked library, which subscribes to several newspapers and periodicals. A new hostel for girls has been constructed in the campus and is functional .

The College has a well-qualified, experienced and committed teaching staff in the faculties of Humanities, Science and Commerce. To develop overall personality of students, the College has NCC, NSS, Rovers & Rangers units and various societies and clubs. In addition to this, the College has a big play ground for sports activities.

The information and Technology Department, H.P. during the year 2008-09 has established a Computer Lab., comprising of 30 latest computers in the College. With the establishment of this lab, the students of the College are going to be enormously benefited not only in acquiring latest information and knowledge but also in acquiring the skills in handling the computers on their doorsteps.

To meet the future challenges thrown up by the process of globalization and privatization, the Government has approved BCA under self-financing scheme. The college has successfully started BCA degree , Computer Application and Marketing & Management Add on course from the session 2010-11. The college proposes to start Add on courses in Functional English, Tourism and Travel Management in future. This College is a co-educational Institution. Students come from far-flung areas of not only from Jubbal Tehsil but also from the adjoining areas of Utrakhand. The students are innocent, docile but very hard working and respectful.

Established in 1986, Lal Bahadur Shastri Degree College Saraswati Nagar celebrated its Silver Jubilee in the session 2011-12. In these 25 years, the college has seen many ups and downs PG in the subjects of History and Political Science was started from the session 2019-20 onwards.

Name of College	LBS Govt. Degree College Saraswati Nagar HP
Name of Principal	Dr. PP Chauhan
Contact details	Telephone: 01781238149 Mobile: 9418470677 Email: gcsnagar25@rediffmail.com
Address	Saraswati Nagar PO Hatkoti Teh. Jubbal, Shimla
Type of College	Rural
College time	10:00am – 5:00pm
Total Students:	650 (2020)
Teaching Staff:	23
Management Staff:	20
College Affiliation	Himachal Pradesh University Shimla -5

College Disaster Management Cell

Disaster “A serious disruption in the functioning of the community or a society causing wide spread material, economic, social or environmental losses which exceed the ability of the affected society to cope using its own resources”.

College Disaster Management Committee

Sr. No.	Official	Designation	Contact No./email
1.	Principal	Chairman	9418470677
2.	Superintendent	Member	9418057275
3.	President of Parents Teacher Association	Member	9418423125
4.	Fire officer	Member	9418019462
5.	Police Officer		9418176227
6.	Health Officer	Member	8628969277
7.	IPH Officer	Member	8219337911
8.	PWD Officer	Member	9805161607
9.	NCC Officer/ NSS/ R&R	Member	9418072446 9459874347 7018932668 9805205680 9816833831

10.	NGO/Local Community Leader	Member	9816998099 9816652185
11.	Market Trade Association Representative	Member	9816095151
12.	Village Panchayat Pradhan/ President Municipal Corporation	Member	7807660003

Need of the Plan

Hazard is a dangerous condition or event, that threat or has the potential for causing injury to life or damage to property or the environment.

Natural hazards are hazards which are caused because of natural phenomena (hazards with meteorological, geological or even biological origin). Examples of natural hazards are cyclones, tsunamis, earthquake and volcanic eruption which are exclusively of natural origin. Landslides, floods, drought, fires are socio-natural hazards since their causes are both natural and manmade. For example, flooding may be caused because of heavy rains, landslide or blocking of drains with human waste.

Manmade hazards are hazards which are due to human negligence. Manmade hazards are associated with industries or energy generation facilities and include explosions, leakage of toxic waste, pollution, dam failure, wars or civil strife etc.

Natural hazards are part of the context of educational planning. We cannot prevent earth from shaking, the wind from blowing, or rain from falling. However, with assessment, and planning and with determined application of knowledge and education the disasters like earthquakes, floods, landslides and other expected hazards can be mitigated with physical and environmental protection and response preparedness we can prevent such events turning into disasters.

Legal Mandate

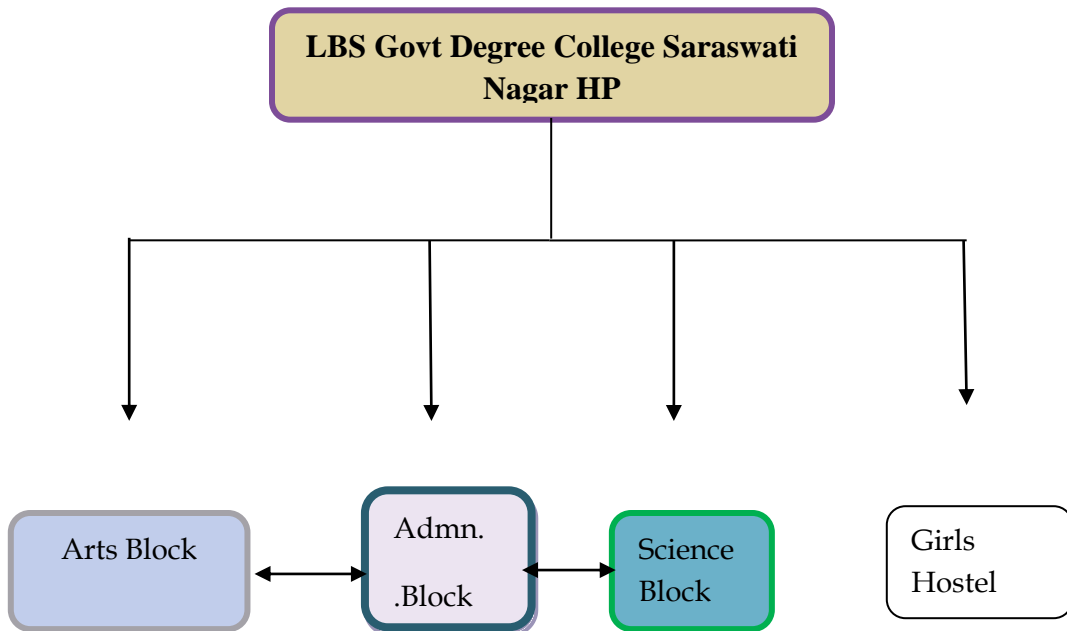
The enactment of Disaster Management Act on 23rd December, 2005 envisaged the formation of National Disaster Management Authority (NDMA) headed by the Prime Minister, State Disaster Management Authorities (SDMAs) headed by respective Chief Ministers and District Disaster Management Authorities (DDMAs) headed by the Deputy Commissioner of the concerned district to organise and implement a holistic and integrated approach to disaster management. NDMA as the apex body is mandated to lay down the policies, plans and guidelines for the Disaster Management to ensure timely and effective response to disasters.

Section 18 of the Disaster Management Act, 2005 mandates the State Disaster Management Authority (SDMA) to lay down guidelines to be followed by the departments of the State for the purpose of integration of measures for prevention of disasters and mitigation in their development plans and projects. All the departments of the State shall prepare their departmental plans. DMPs are to be improved and updated at least once in a year. SDMA will approve disaster management plans (Guidelines for various departments under Disaster Management Act, 2005).

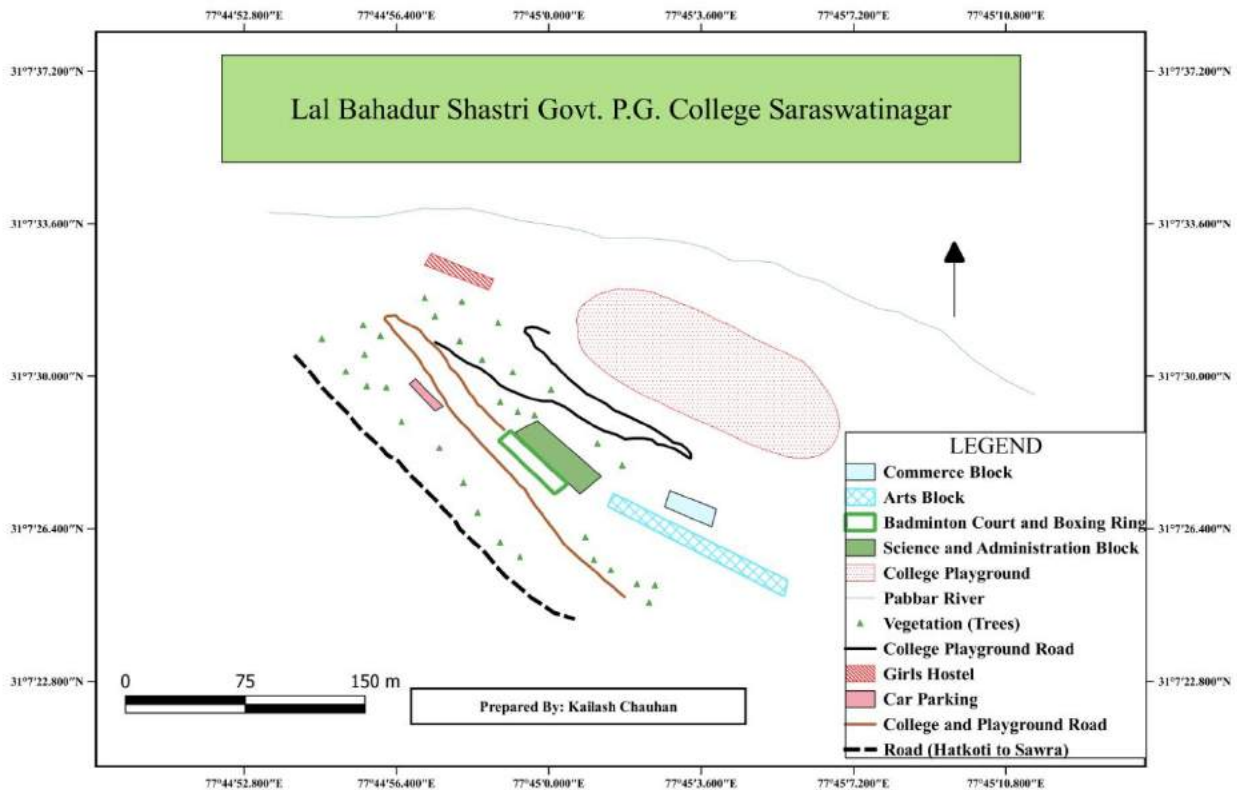
Under section 40 of the Disaster Management Act, 2005 every department of the State and under section 32 every office of the Government of India and of the State Government shall prepare its disaster management plan. Every department of the State Government while preparing the plan under sub-section (1) shall make provisions for financing the activities specified therein.

LBS Govt. Degree College Saraswati Nagar HP Profile

Organization of the LBS Govt. Degree College Saraswati Nagar



Map of LBS Govt. Degree College Saraswati Nagar HP



Geographical Profile:

Geographical Extension: 31° 7'30'' N to 77° 45' 1.200'' E

Average elevation: 1436.7 Metres

Average annual temperature of Saraswati Nagar: 20°C

Average annual rainfall: 990 mm

Climate: Warm and sub-tropical

Soil: Brown, Sandy Soil, dry, shallow depth

Structural profile:

Area covered: 89.96 bighas

Number of buildings: 4

- Name of buildings:
- 1) Science Block and Administrative Block
 - 2) Arts Block
 - 3) Girls' Hostel

Science Block and Administrative Block

Area covered: 669.781m²

Type of walls: 1) Science Block – RCC walls

Age of the building: 14 yrs (yr. 2007)

Type of foundation of the buildings: Individual footing foundation on columns

Type of ceiling of the buildings: Iron roof sheeting (sloping) with asbestos shingles on the inner side

No. of Floors: 6

Height of building: 70ft

No. of faculty rooms: 08

No. of seminar Halls: 1

Language Lab/Computer Lab. 3

No. of labs: 7 Ground Floor (Two Chem. Lab.) Basement 1 (Geo Lab) 1nd Floor (Phy. ,Zoo.& BCA Lab) 3rd Floor (ICT Lab, Addon Lab) Attic Floor (Bot. Lab)

No. of staircases: 2

Width of the staircase: 6ft

No. of toilets: 7

Maximum room size: 30x20 ft

No. of buildings around the complex: Nil

No. of trees in/around the building: 10

Transformer / high tension wire: 1

Dimension of Exit door/s: 8 X 4 ft.

Availability of open space in GDC LBS Complex: Parking area 15 x 10 mts.

Accessibility from the road: Yes from one sides

No. of Almirahs: 27

No. of computers: 86

No. of tables: 31

No. of fans: 63

No. of white boards: 8

Resources

No. of official vehicles: Nil

No. of fire extinguishers installed: 8

Last date when the fire extinguishers were checked: 03-07-2020

No. of drinking water points: 7

Rain water harvesting tank: 01

No. of heating points: 20

Alternative source of electricity: generator

Emergency alarm: 01

First aid box: 02

Ladder: 03

Climbing Rope: Nil

Torch: 01

Telephone No.: 01781238149

Email: gcsnagar25@rediffmail.com

Demographic details:

LBS Govt. Degree College Saraswati Nagar HP by College Principal.

S. No.	Staff Position	No. of persons
1	Teaching	23
2	Non-teaching	20
3	Male	16
4	Female	27
5	Person with special needs	Nil
6	Associated staff & their family members	13
8	Males in Hostel	Nil
9	Females in Hostel	03

In LBS Govt. Degree College Saraswati Nagar floor wise position of the faculty members:

- 1) Basement: 02
- 2) Basement: 01
- 3) Ground Floor:
- 4) 1th floor:
- 5) 2th floor
- 6) Attic

Chapter II

Hazard Vulnerability, Capacity and Risk Profile

INTRODUCTION: The LBS Govt. Degree College Saraswati Nagar is located near Hatkoti Temple nearby Jubbal Tehsil in Shimla Distt of Himachal Pradesh. Himachal Pradesh is located in the north-western part of the Himalaya.

1. HAZARD PROFILE

The LBS Govt. Degree College Saraswati Nagar is prone to following hazards

- 1.1. **Earthquake:** All three buildings of College are located in Seismic hazard zone IV which is a zone of High Risk. One constructed structure consist six story building. It is not constructed in view of geotechnical considerations. Further Land subsidence has increased the vulnerability.

- 1.2. **Landslide:** The topography of the campus is made up of sloppy terrains with loose strata at top. Construction work here involves a lot of cutting and retaining walls. This stabilizes the slope and but increases the probability of landslides, when heavy torrential type of rainfall occurs in region.
- 1.3. **Lightening:** Lightening is a common feature in the State. It has the potential to damage human life and property.
- 1.4. **Heavy Rains:** State receives very heavy rainfall during summer monsoon. Heavy rainfall landslides and floods.
- 1.5. **Floods :** The college is situated at the right bank of Pabbar river. The flooding in the river during rainy season is common happening. So the students especially hostellers are prone to loss of life or infrastructure damage by floods.
- 1.6. **Stampede:** The College provide education to students. At a times number of classes in running mode the number of such events may happen.
 - 1.6.1. **Fire:** college has a large number of electronic equipment's. In Chemistry Lab lots of Chemical vulnerable to fire disaster.
- 1.7. **Epidemics:** There is a waste water pipe including sewerage water passing through the campus of the college. This may be responsible for spread of epidemic. Beside this natural spread of epidemic from town .

3 VULNERABILITY: Vulnerability may be defined as “The extent to which a community, structure, services or geographic area is likely to be damaged or disrupted by the impact of particular hazard, on account of their nature, construction and proximity to hazardous terrains or a disaster prone area.”The College is prone to multi hazards viz. natural as well as manmade. The staffs, Students and college infrastructures are vulnerable. Lack of knowledge, casual attitude toward disaster preparedness and lack of resources further increases the vulnerability. Hazard-wise vulnerability is as under:

SL NO.	Hazard	Probability	Severity	Potential Impact	
				Life	Property
1	Earthquake	Medium	Medium-high	3	3
2	Landslide	Medium	medium	1	2
3	Lighting	Low	High	1	1
4	Heavy Rainfall	High	Medium	1	1
5	Floods	Medium	Medium	1	1
6	Stampede	Medium	Medium	2	1
7	Fire	Medium	Medium	1	2
8	Epidemics	High	High	2	0
Overall Vulnerability				1.5	1.375

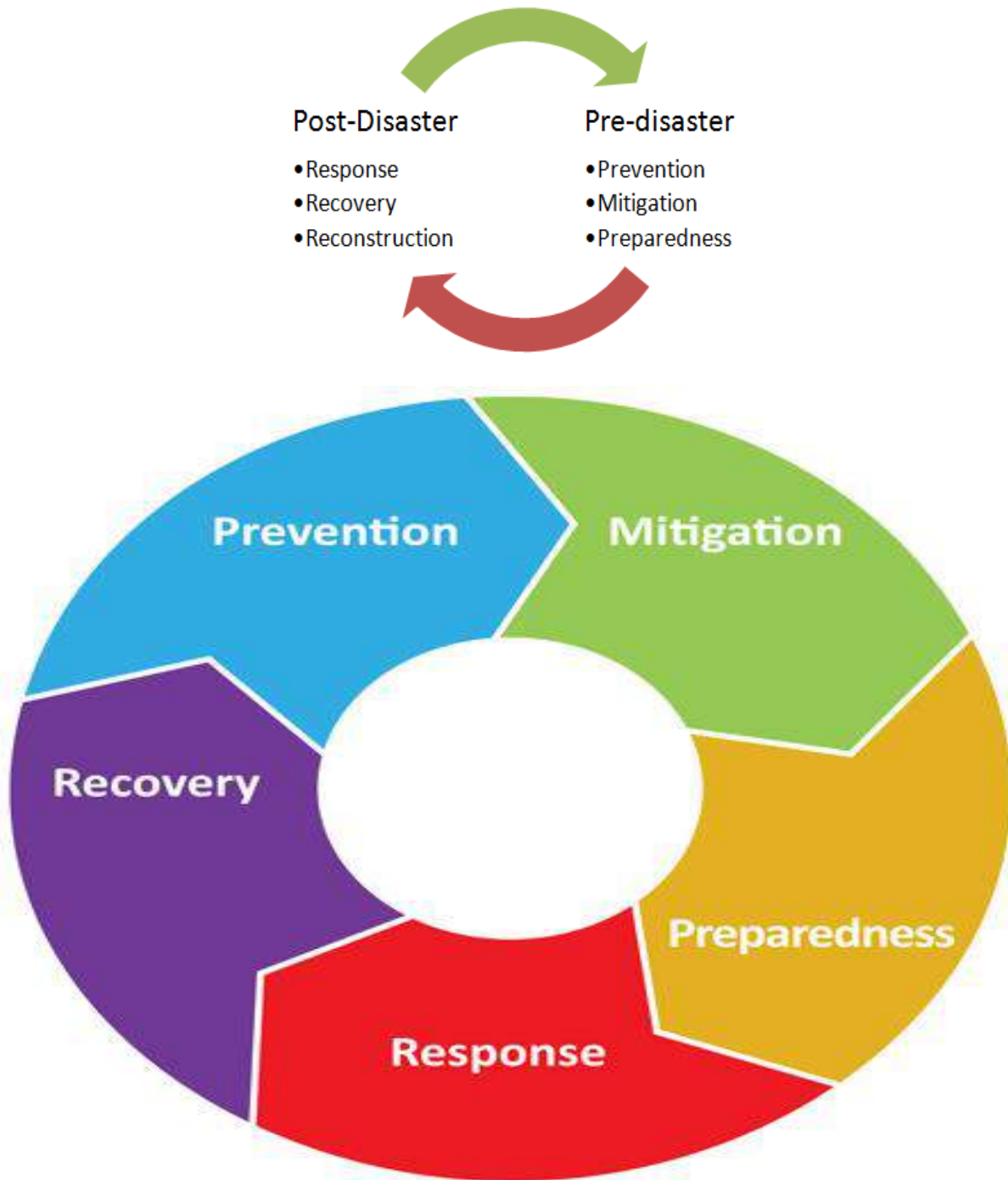
CAPACITY: Capacity can be defined as “resources, means and strengths which exist in households and communities and which enable them to cope with, withstand, prepare for, prevent, mitigate or quickly recover from a disaster”.

1. **GAPS IN CAPACITY:** Training of each faculty and students is needed to realize the importance of preparedness. Resources for the pre-disaster and post disaster response plan are to be acquired.

RISK ANALYSIS: Risk is a “measure of the expected losses due to a hazard event occurring in a given area over a specific time period. Risk is function of the probability of particular hazardous event and the losses each would cause.” As described in the above section LBS Govt. Degree College Saraswati Nagar vulnerable to various manmade and natural disasters. Limited awareness, lack of planning and casual approach towards disasters has enhanced the risk to the people and infrastructure of the College.

Lesson 3

Prevention, Mitigation and Preparedness Plan



LBS Govt. Degree College Saraswati Nagar is prone to multi hazards.

Hazards can be broadly divided into two categories:

Structural hazards- The structural elements carry the weight of the building itself, the people and things inside, and the forces of nature.

Non-structural hazards or falling hazards- Non-structural elements are those which are either kept in building or attached with building. The non-structural elements of a building do not carry the weight of a building includes window, doors, stairs, pipes, ducts etc. They include “building contents” such as furniture, appliances, coolers, water tanks, fans, almirahs etc. These elements are not actually part of building but they are attached to it or placed in it.

The lessening or limitation of the adverse impacts of hazards and related disasters is known as **mitigation**.

Structural threats in Colleges building are as follows:

1. Land slide
2. Water seepage
3. Overflow of water from National highway passing above college campus
4. Soil erosion due to streamlet flowing through the campus.
5. Earthquakes
6. High Intensity Winds & Localized Thunderstorms
7. Road accidents
8. Stampede in case of any emergency
9. Floods
10. Cloud Burst
11. Biological disaster like Covid-19

Structural Measures for Mitigation- Structural mitigation refers to any physical construction to reduce or avoid possible impacts of hazards, which include engineering measures and construction of hazard-resistant and protective structures and infrastructure. Measures which can be taken are:

1. Repair is needed to be done to remove dampness.
2. Possibility of emergency exit doors in each floor to be explored.
3. Shifting of water tanks from the top of the building or steps to prevent overflow from the tanks.
4. Construction of a retention wall along the streamlet.
5. Ceiling of hostel needs to be repaired.

6. Routine periodic maintenance is required.
7. Place for main meter box and main switch to be relocated.
8. Take an advice from an engineer.
9. Taking up the issue of sewerage pipe with the higher authorities.

Non-structural threats within the College building are following:

1. Furniture, hanging photo frames, fans, almirahs and other appliances within the institute.
2. Electric wires
3. Doors and windows opening inwards
4. Glass panes
5. Bookcases and large cabinets in Library that are not properly secured to wall
6. Fire extinguishers
7. Other movable and falling hazards

Non-Structural measures for Mitigation

1. Secure non-structural building elements and furnishing i.e. fix bookcases, almirahs, and book cabinets etc.
2. Take an advice or consultation from engineer for solution.
3. Chairs and pigeonhole racks to be removed from the galleries.
4. Behavioural change among users to develop the culture of safety.
5. Computers to be fixed by hook and loop.
6. Fixing and locking of Xerox machine.

Preparedness plan

It requires sincere effort to assess local risks and institutional capacities and to develop a well-planned and self-sufficient mechanism of preparedness. Considering the fact that external help may reach an institute very late, it is important that its employees learn about the key aspects of institutional safety and preparedness. It is critically required that College administration take proactive measures to increase awareness about disaster preparedness and also test their preparedness plans through conducting mock drills at regular intervals.

Capacity Building Programmes:

For capacity building of staff members trainings should be planned. Different trainings can be conducted depending upon the needs of the response teams. A thorough orientation of different types of hazards is needed. Familiarity with internet and disaster information websites is must. To the first aid team training through Red Cross/ Health department is to be imparted in basic first aid techniques and CPR (cardio-pulmonary resuscitation. The fire safety team may be imparted training by Fire services personnel/ home guards in basic fire fighting and fire safety techniques.

Conducting Mock Drills

Mock drills are an essential component of disaster safety initiative. A Mock Drill is the testing of the efficacy of Disaster Management Plan. It is a participatory method to practice the safety-related measures and evacuation of a building during an emergency situation. For fire related evacuation mock drills, the fire-alarm is activated and the building is evacuated as though a real fire had occurred. Generally, the time it takes to evacuate is measured to ensure that it occurs within a reasonable length of time.



Mock drill organise by CDMC 4th April, 2019 remembering anniversary of Kangra Earthquake

Capacity Mapping (Critical Resources: Equipment and tools)

S.No.	Name of Article	Availability	Quantity	Remarks
1	First Aid Box	Available	2	To be purchased
2	Fire extinguishers	Available	16	To be refilled
3	Sand Buckets	Available	03	Working
4	Ladder	Available	3	Working
5	Television	Available	5	Working
6	Telephone	Available	1	Working
7	Sign Boards	available	1	Working

8	Evacuation Maps	Not available		To be made
9	Loud Speakers/ Public address system	available	3	Working
10	Battery Torch	Not available	1	Working
11	Emergency light	Not available	8	Working
12	Ropes	Not available	2	Working
13	Bamboo Poles	available	15	
14	Alarm Bell/siren	available	1	Working
15	Generator	Available	1	Working
16	Inverter	Available	1	Working
17	Large garbage bin	available	3	Working
18	Computer with internet access	Available		
19	Fax machine	Available	1	Working
20	Stretcher	available	2	Working
21	Battery operated radio	Not available		To be purchased
22	Flags of different colors	available	10	Working
23	Water Tank	Available	1	Working
24	Rain water harvesting tank	Available	1	Working
25	Laptop	Available		
26	Wheel Chair	Available	1	Working

INSTITUTIONAL MECHANISM

The primary responsibility for undertaking the rescue, relief and rehabilitation measures rests with the concerned State Governments and District Administration. The role of the Central Government is supportive, in terms of physical and financial resources and complementary in sectors such as transport, early warning systems, etc. The Disaster Management Act 2005 lays down a three-tier institutional structure for disaster management at the national, state and district levels in the form of NDMA, SDMA and DDMA. National Policy on Disaster Management (NPDM) has further specified the roles and responsibilities of various organizations for disaster response.

NATIONAL LEVEL:

National Crisis Management Committee (NCMC):

At the National Level, the Command, Control and Coordination of the disaster response will be overseen by the National Crisis Management Committee (NCMC) under the Cabinet Secretary. NCMC will issue guidelines from time to time as required for effective response to natural disasters. All Ministries/Departments/Agencies at the national level shall comply with the

instructions of NCMC. The NPDM prescribes that NCM shall deal with ‘major disasters that have serious or national ramifications’.

Ministry of Home Affairs (MHA):

The Ministry of Home Affairs is the nodal agency at the National level for coordination of response and relief in the wake of natural disasters (except drought, pest attack & hailstorm). MHA will provide financial and logistic support to the State Governments, keeping in view, their resources, the severity of the natural disaster and the capacity of the State Governments to respond in a particular situation.

National Executive Committee (NEC):

Section 10(2) (k) of the Disaster Management Act stipulates that the NEC under the Union Home Secretary will ‘coordinate response in the event of any threatening disaster situation or disaster’. NEC may give directions to the concerned Ministries/Departments of the Govt. of India, the State Governments and the State Authorities regarding measures to be taken by them in response to any specific threatening disaster situation or disaster.

STATE LEVEL

State Executive Committee (SEC):

It will be the primary responsibility of the State Government to respond to natural disasters and provide relief to the affected people. Section 22(2) (G) of the Disaster Management Act stipulates that the SEC under the State Chief Secretary shall ‘coordinate response in the event of any threatening disaster situation or disaster’. SEC shall give directions to any Department of the State Government or any other authority or body in the State regarding actions to be taken in response to any disaster. Department of Relief/ Disaster Management shall be the nodal department for disaster management and Secretary of the Department /Relief Commissioner shall implement the decisions of the SEC pertaining to State level Response to natural disasters .Disaster response being a multi-agency function, other Departments of the State Governments will provide emergency support in their relevant domains at the State/District levels.

DISTRICT LEVEL:

District Disaster Management Authority (DDMA):

Section 30(2) (xvi) of the Disaster Management Act stipulates that the DDMA under the chair of the Deputy Commissioner, as the case may be and the co-chair of the elected representative of the local authority, shall ‘coordinate response to any threatening disaster situation or disaster’. The Deputy Commissioner, as the head of administration at the district, shall be the focal point in the command and control for disaster response at the district level, in accordance with the policies/guidelines/instructions from the national and state levels. Depending on the nature of

disaster and response he will be the Incident Commander himself or delegate the responsibility to some other office

Critical resources (External)

National Disaster Management Authority, New Delhi.

Ph. No- 01126701700

Add-NDMA Bhawan, Safdargunj enclave, New Delhi.

District Management Authority Shimla

Ph no -07833094854

Members of Disaster Management Authority, Shimla

S. No.	Resource	Contact Person	Contact No.
1	Dept. of Education	Secretary	
2	Dept. of Higher Education	Director	0177-2656621
3	D.C Office	DC	01772655988
5	SDM Office Rohru	SDM	01781240009
6	Tehsildar Office (Jubbal)	Tehsildar	01781252014
7	Hospital	BMO	0862869277
8	Police Dept.	SP	01772656535
14	Home Guards Rohru	CH	08219482685
16	HRTC Jubbal	Incharge	08219251257

Emergency Telephone numbers of Saraswati Nagar

S.No	Department	Toll Free.	Telephone no
1	Police Assistance	100	9418176227
2	Hospital Ambulance	102	
3	Ambulance	108	--
4	Fire	101	01781240130
5	District Administration	1077	
6	Water Complaint	--	
7	Electricity Complaint	--	09459041705
9	Rest/ Circuit House		01781252004

RESPONSIBILITIES OF VARIOUS INSTITUTIONAL INCIDENT RESPONSE TEAMS

1. Awareness generation Team:

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Remark</u>
<u>1</u>	Sh. Kailash Chauhan	Asstt. Prof.	
<u>2</u>	Sh. Digvijay Chauhan	Asstt. Prof.	
<u>3</u>	Dr. Punam Chauhan	Asstt. Prof.	
<u>4</u>	Sh. Anil Kumar	SLA	

Pre-disaster activity:

- 1) To conduct awareness generation activities among staff members and students of the college in systematic manner
- 2) Conducting mock drills

During disaster:

- 1) Duck, cover and hols at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside move away from buildings.
- 2) Forming an Administrative cell and coordinating with different teams.

Post-disaster activity:

- 1) Disseminate safety tips in coordination with warning and information dissemination team

2. Warning and information dissemination team:

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Remark</u>
<u>1</u>	Sh. Goverdhan Chauhan	Asstt. Prof.	
<u>2</u>	Sh. Rajesh Kumar	Asstt. Prof.	
<u>3</u>	Ms.Sandhira Devi	Asstt. Prof.	
<u>4</u>	Sh. Yashwant Kumar	Office Clerk	

Pre-disaster activity:

- 1) Monitoring and taking regular updates from media and internet on the potential hazards that College can face.
- 2) Maintain contacts with district authorities (DC, Police, Fire services, Health Dept., Red Cross etc.).
- 3) Maintaining contacts for transportation in case of any emergency

- 4) Dissemination the information to all the staff members and coordination with all the teams.

During disaster:

- 1) Duck, cover and hold at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside move away from buildings.
- 2) Warning the staff by ringing bell, siren and public address system.
- 3) Reporting the government emergency response department.

Post-disaster activity:

- 1) Keep reporting on the situation of disaster to all the concerned teams.
- 2) Disseminate safety tips in coordination with Awareness generation team.
- 3) Work with incident management team from district administration in preparing updates.

3. Evacuation cum search & rescue team:

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Remark</u>
<u>1</u>	Sh. Ravi Prakash	Asstt. Prof.	
<u>2</u>	Sh. Joginder Singh	Asstt. Prof.	
<u>3</u>	Dr. Rohit Mokta	Asstt. Prof.	
<u>4</u>	Sh. Ritesh Kumar	Office Clerk	
<u>5</u>	Sh. Prem Prakash	JLA	

Pre-disaster activity:

- 1) Preparation of detailed map of the institute with stairs, exits, doors and windows clearly marked.
- 2) Preparing Evacuation plan of the institute indicating the route to be taken for evacuation.
- 3) Checking the exits.
- 4) Identifying the open areas where staff members can assemble during emergency, and making sure that there are no hazards present for evacuating to designated areas.
- 5) Make sure that necessary supplies are accessible.

During disaster:

- 1) Duck, cover and holds at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside move away from buildings
- 2) Evacuation in an orderly fashion as practiced in drills.

Post-disaster activity:

- 1) Ensure that emergency assembly area is safe and accessible.

- 2) Determine if any additional assistance is required.
- 3) Take a roll call and reporting the group status to the Administrative cell.
- 4) According to pre-established norms (visually, vocally & physically) every room of the building
- 5) Report location of the injured to first aid team.
- 6) In case of any other problem report to SDMC through Administrative cell.

4. First Aid team:

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Remark</u>
<u>1</u>	Smt. Vijay Laxmi	Asstt. Prof.	
<u>2</u>	Dr. Punam Chauhan	Asstt. Prof.	
<u>3</u>	Dr. Shallu	Asstt. Prof.	
<u>4</u>	Smt. Sunita Devi	Lab Asst.	

Pre-disaster activity:

- 1) Preparation of health cards of the staff – members indicating their Blood group, specific needs in case of ailments.
- 2) Update the cards regularly.
- 3) Ensure training to all the members every year.
- 4) Participate in regular drills.
- 5) Make sure that first aid supplies (Bandage rolls, scissors/blades, Cotton swabs, Cleaning soln., Adhesive tape, ointment, tape roll/ rubber tubing etc.) are up to date and complete.
- 6) Locating medical resources in the area and maintaining regular contact with them.

During disaster:

- 1) Duck, cover and hols at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside move away from buildings

Post-disaster activity:

- 1) Administer first aid and record all cases and treatments.
- 2) Determine need for further medical assistance and coordinate with Administrative cell to send them to hospitals,
- 3) First aid members must accompany Search and rescue team members during search operation.

5. Fire safety team:

<u>Sr. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Remark</u>
<u>1</u>	<u>Sh. Pawan Kumar</u>	Asstt. Prof.	
<u>2</u>	<u>Ms. Sandhira</u>	Asstt. Prof.	
<u>3</u>	<u>Sh. Sandeep Kumar</u>	Asstt. Prof.	
<u>4</u>	<u>Dr. Radha Raman Gautam</u>	Asstt. Prof.	
<u>5</u>	<u>Sh. Govind Kumar</u>	Office Clerk	

Pre-disaster activity:

- 1) Make sure that fire fighting equipment is in working order and the staffs have received training to use it.
- 2) Ensure that all non-structural hazards that can cause fire are properly secured.

During disaster:

- 1) Duck, cover and hold at first sign of earthquake. Hold on to furniture legs if furniture moves. If outside move away from buildings

Post-disaster activity:

- 1) Check for and confirm existence of fire, report the location to administrative cell.
- 2) Control fire, if possible.
- 3) Look for condition that may cause fire to develop and seek assistance in removal of that condition.
- 4) In case of electrical fire, turn off the main switches.

Institutional Incident Response Team/ Administrative Team

DETAILS OF TEAM MEMBERS

Chairperson : Dr. P.P. Chauhan, Principal, LBS Govt. Degree College Saraswati Nagar
Nodal Officer: Dr. Poonam Mehta

S. No.	Name of the Staff member	Designation	Contact No.	Team
1.	Sh. Pawan Kumar	Asstt. Professor	9418647338	
2.	Ms.Sandhira Devi	Asstt. Professor	9459874347	
3.	Sh. Kailash Chauhan	Asstt. Professor	7018477898	
4.	Mrs. Vijay Laxmi	Asstt. Professor	9805205680	
5.	Dr. Rohit Mokta	Asstt. Professor	9418072446	
6.	Sh. Digvijay Chauhan	Asstt. Professor	9816998099	
7.	Sh. Sandeep Kumar	Asstt. Professor	9816433831	

Evacuation Plan for LBS Govt. Degree College Saraswati Nagar

