

# **COLLEGE DISASTER MANAGEMENT PLAN 2024**



**Govt. College Bhoranj (Tarkwari)  
Hamirpur, Himachal Pradesh 177025**

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## **1. INTRODUCTION: COLEEGE DISASTER MANAGEMENT PLAN**

### **About the Plan**

This is the first-ever Disaster Management Plan made for the Govt. College Bhoranj (Tarkwari). As the College is located in Hamirpur district-one of moderately vulnerable district in Himachal Pradesh-there is a huge need to have a disaster management plan at the college-level. While this institute does not have a notable history of disasters or Major emergency situations, the risk of several natural hazards and other man-made hazards is always there in and around the college premises. Considering the current and future impacts of climate change, which often manifest in the form of extreme weather events, planning for disaster preparedness and response becomes an essential part of the college administration and management.

### **Conceptual Understanding**

A disaster is a serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. Considering the risk profile of the state, district and block, as well as other isolated phenomena, the possible disasters or emergency situations occurring in and around the college premises could range from a major fire outbreak to a high-intensity earthquake and from the landslides to a major flood.

The term 'Disaster Management' refers to the organization, planning and application of measures, preparing for responding to and recovering from disasters. The College Disaster Management Plan aims to effectively prepare for, respond to and recover from unplanned events or incident that can shut down or drastically hamper the operations of the institute, can cause physical damage to the buildings and/or assets, significant injury or death to students, college staff, visitors or the public.

### **Statement of Purpose**

The College Disaster Management Plan is to be implemented by the College Disaster Management Committee-chaired by the Principal of the College with the help of different Disaster Management Teams which are described further in the Plan.

### **Objectives of the Plan**

The objectives of this plan are:

- To protect the lives and property of the college community in all types of potentially-disastrous events or emergency situations.
- To timely restore the orderly functioning of the college after a disaster.

- To coordinate decision-making and effective use of available manpower and resources at the time of a disaster or emergency situation.
- To make disaster preparedness a regular practice and build the capacities of the college community for effective disaster response.
- To establish coordination among various department/units of the college, and also with the District Disaster management Authority (DDMA) Hamirpur and various emergency services located in Bhoranj.

### **Implementation of the Plan**

The Plan provides for a coordinated response and a clear line of command during disasters. Its implementation will be triggered by the following events:

- Notification of a disaster situation by a competent authority or a reliable agency.
- Severe weather-related warning that threatens the normal functions of the college community or a major crisis, either caused by natural or human.

## **2. GENERAL INFORMATION ABOUT THE COLLEGE**

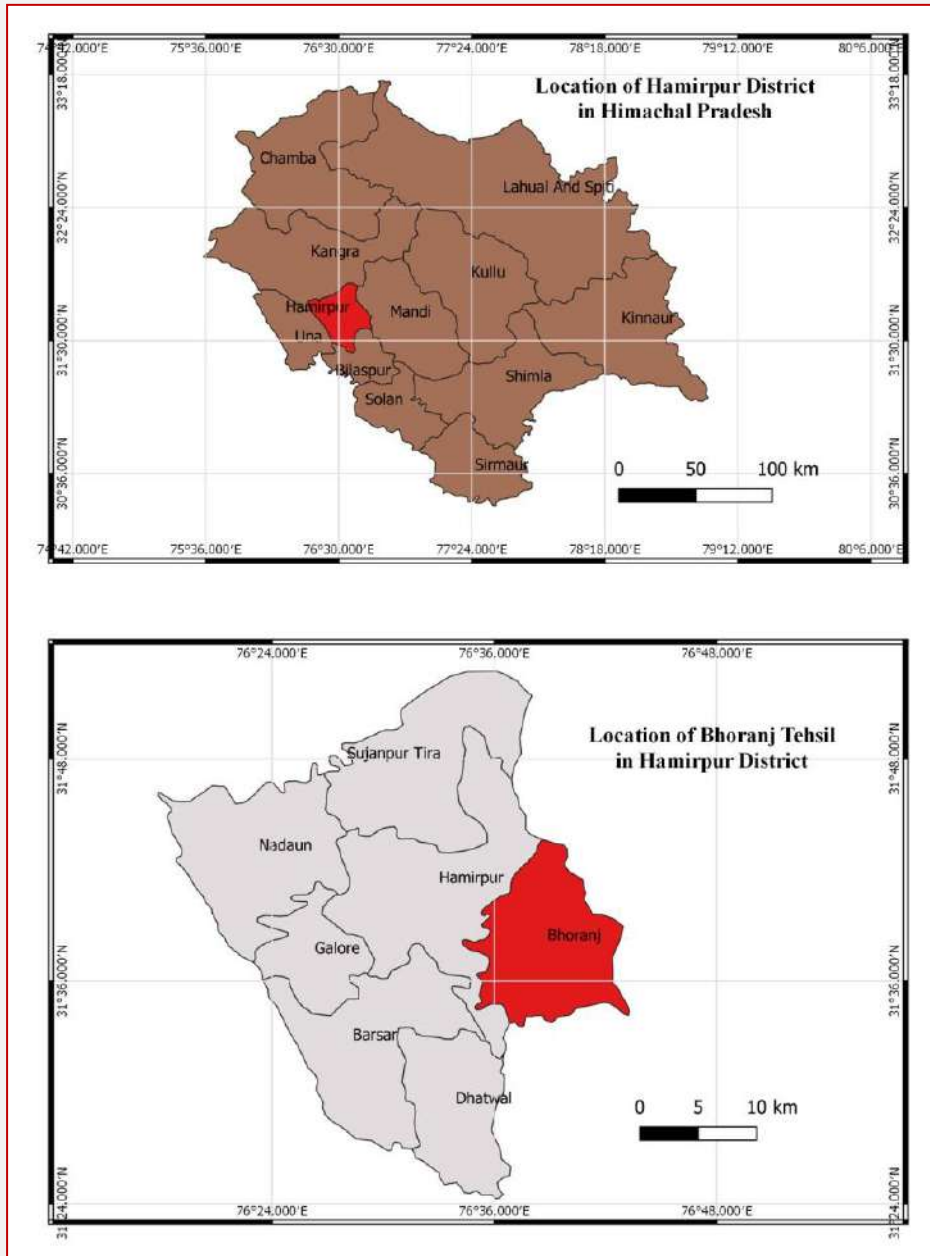
### **About the Institution**

Govt. College Bhoranj affiliated to HP University, is a promising rural institution that aims to empower the youth from rural areas by providing them with quality education and opportunities to meet the challenges of the modern world. Established in 2002, the college is located on Tarkwari-Tauni Devi road, at a distance of 4 km from Tarkwari and 10 km from Tauni-Devi, on the left bank of *Kunah khad* near village Kanjian. The college has a beautiful and peaceful campus spread over an area of about 10 acres.

The college offers undergraduate courses in Humanities, science (Medical and Non-Medical), commerce and Computer Applications. In humanities, the college offers eleven subjects. To cater the growing demand for computer professionals, a three-year degree course of Bachelor of Computer Application (BCA) and one year diploma in PGDCA under self-financing scheme are also available. The college has a good infrastructure which includes spacious classrooms and science labs, a conference hall, computer labs with internet facility, a well-stocked library with the facility of a reading room and numerous journals and periodicals along with facilities for outdoor and indoor games. The GPS Coordinates of the College are 31° 40' 21" N, 76°38' 14" E and the altitude is 986m above sea level.

There is a good cover of vegetation around the college which is marked by *Pinus roxburghii*,

(commonly known as chir pine) and Catechu tree (Khair trees). The College premise has multiple building blocks constructed by Himachal Pradesh Public Works Department (HPPWD).



**Map 1: Location of Bhoranj Tehsil in Hamirpur District**

### Vital Numbers

A total of 474 students (204 boys and 270 girls) are currently (2023-24 Session) enrolled in the college in various courses. Out of these students, one girl has some form of disabilities. The college has one unit of National Service Scheme (NSS), one unit of Rovers & Rangers and different clubs/societies like Red-Ribbon club, Eco Club and Road Safety club.



Google Image of Government College Bhoranj, Hamirpur



Government College Bhoranj (Tarkwari): Location Plan

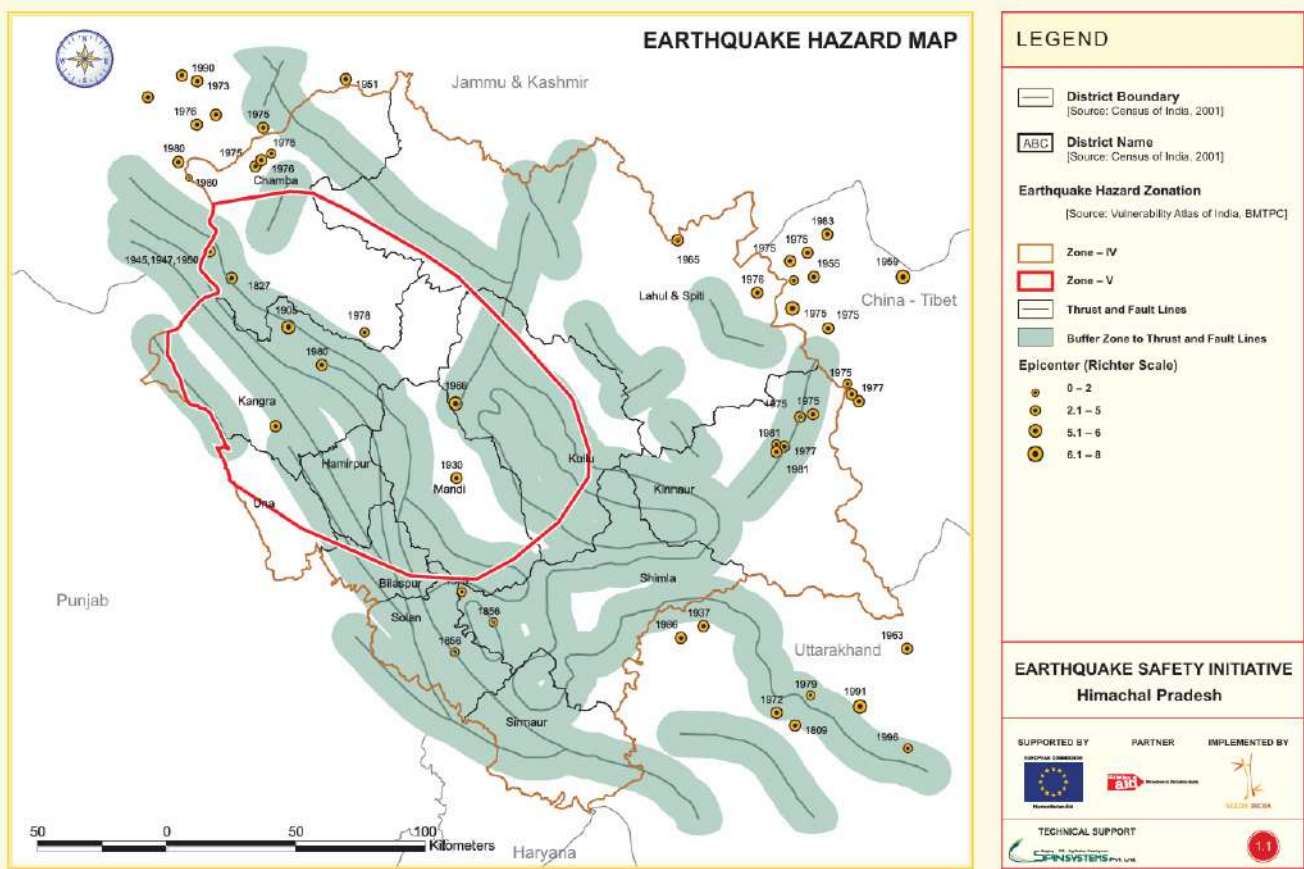
### **3. HAZARD PROFILE OF THE COLLEGE**

#### **Major Hazards**

According to the United Nations Office for Disaster Risk Reduction (UNDRR), a Hazard is a process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. Hazards may be natural or anthropogenic in origin. Natural hazards are predominantly associated with natural processes and phenomena. Anthropogenic hazards, or human induced hazards, are induced entirely or predominantly by human activities and choices. Hamirpur district has a moderately-significant history of natural and human-induced events which caused loss of life and damage to property. The hazard profile of the district is marked by its unique topography, geology, demography, climatic conditions and the built environment which also highlights its vulnerability to different types of natural and human-induced hazards. The Government College is located in the eastern side of the Hamirpur district where the micro-climate is warm and sub-humid. It receives the plentiful rains during the monsoon season. While during summer the days are extremely hot. Such conditions are conducive to different natural hazards in the vicinity of the college. The College has a hazard profile not much different to that of other institutions situated in Hamirpur district. Following are some of the most common hazards for the college.

#### **Earthquake**

Earthquakes have several effects that can damage structures, disrupt infrastructure and even endanger our daily lives. Ground shaking is geographically the most common effect of earthquakes. The district falls in the highest seismic risk zones of the country i.e. Zone V and IV. The 90.9 % area of the district is situated in Zone V and rest 9.1% of area falls in Zone IV. As per the Vulnerability Atlas of India, in Himachal approximate 70 percent houses are made of mud, unburnt brick and stone wall and as Hamirpur is part of Himachal Pradesh, the condition is not different in this district increases the loss due to earthquake hazard. The 1905 Kangra earthquake (Mw 7.8) caused severe damage in Kangra and surrounding areas of Himachal Pradesh. Although, it is a seismic prone area but in the recent past the district has not witnessed any major earth quake, minor tremors however have been occurring off and on. But, based on the history of powerful and devastating earthquakes in the areas around the district, the possibility of a major earthquake hitting Bhoranj/Hamirpur in the future cannot be ignored. Therefore, earthquake is a major hazard for the college which requires structural and non-structural risk mitigation measures.



Map 2: Earthquake Hazard Map of Himachal Pradesh

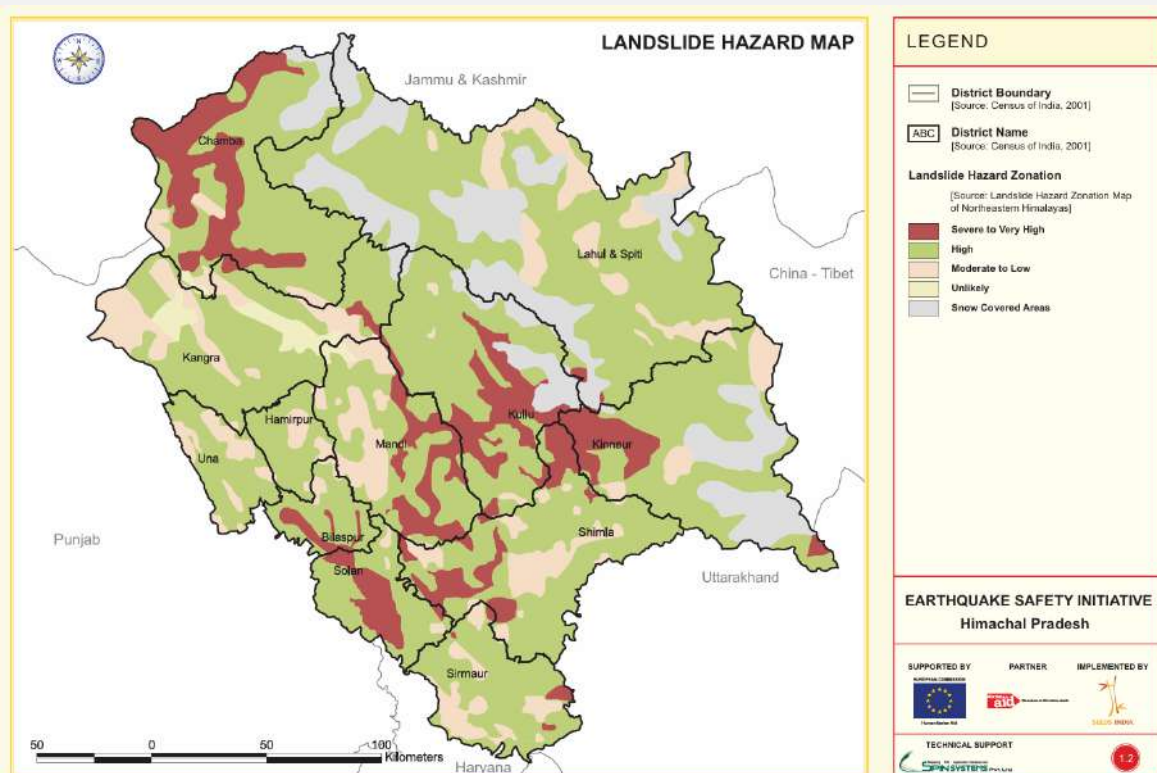


Buildings damaged by the Kangra Earthquake, 1905



**Landslide**

As per landslides Atlas of India prepared by the National Remote Sensing Centre, ISRO, all 12 districts of Himachal are susceptible to landslides. Almost every year, different parts of the state are affected by major landslides which result in the loss of lives, damage to houses, roads, means of communication and agricultural land etc. Hamirpur district is generally plain in area having some hills. Landslides generally happen during the rainy season damaging houses, human lives, cattle etc. and can lead to road blocks. The fragile nature of rocks forming the mountains, along with the climatic conditions and various anthropogenic activities has made the district vulnerable to the Landslides. The vulnerability of the geologically young, unstable and fragile rocks has increased many times in the recent past due to various unscientific developmental activities. Deforestation, unscientific road construction, terracing and water intensive agricultural practices, encroachment on steep hill slopes are the anthropogenic activities, which have increased the intensity and frequency of landslides. Man induced unplanned construction activities are very much responsible for landslides. During the previous monsoon season (2023) heavy rains and landslides in Himachal Pradesh including Hamirpur district have caused widespread damage to crops, fertile land and public and private buildings in all parts of Himachal Pradesh. Therefore landslide is one of the important hazards that may be concerning for the college administration.



**Map 3: Landslide Hazard Map of Himachal Pradesh**



### **Landslides during Rainy Season**

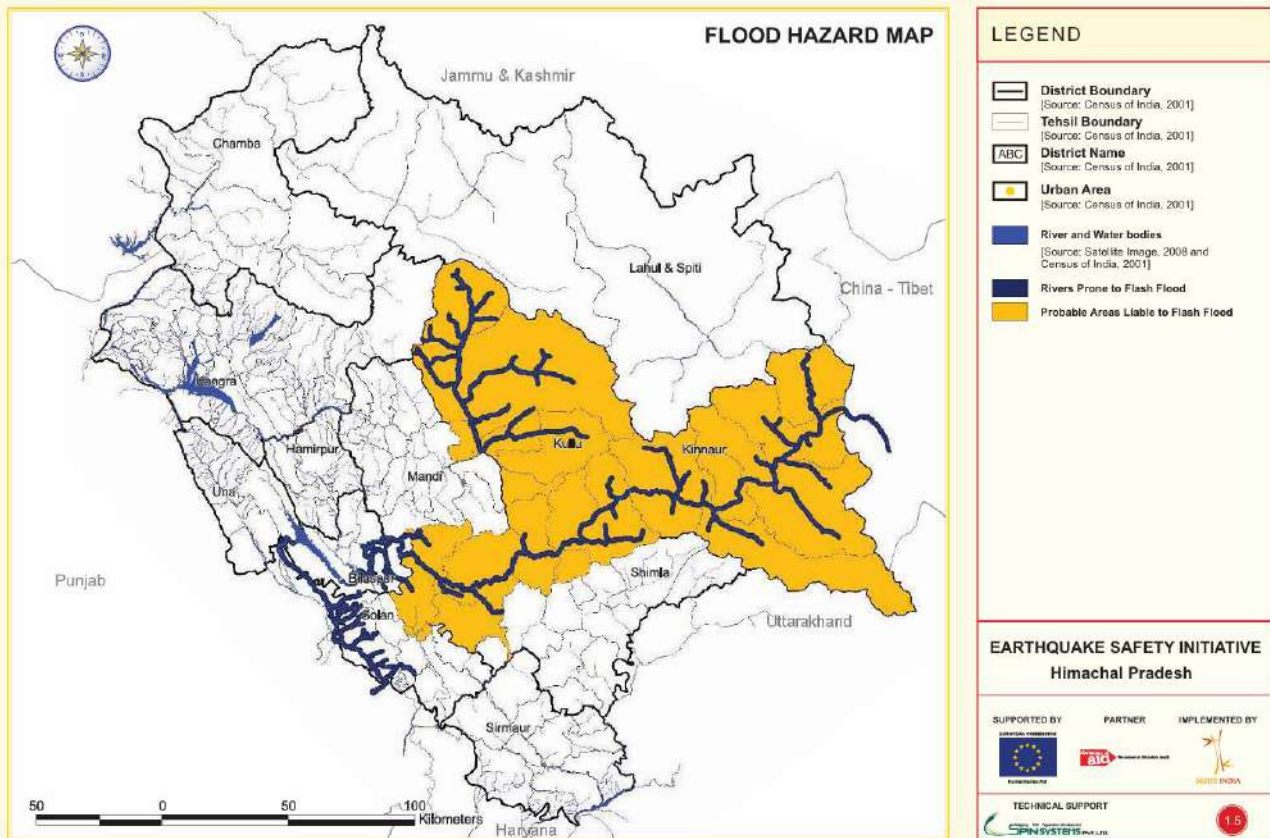
#### **Road Accidents**

Road accidents are unfortunately common occurrences globally and can happen due to various reasons such as human error, vehicle defects, road conditions, weather conditions, and more. They often result in injuries, fatalities, property damage, and economic losses. Governments and organizations worldwide work towards road safety measures including improved infrastructure, awareness campaigns, stricter traffic regulations, and better enforcement to reduce the frequency and severity of road accidents. The students of Government College Bhoranj sometimes also faced road accidents due to human error and narrow road outside the college.

#### **Floods**

Although Hamirpur is a drought prone district, but flood like situation can arise during the rainy season. The river Beas flows in this district from Sujanpur to Nadaun and then enters the Kangra district. There are 5 big rivulets (small rivers have less water generally and very high in rainy seasons) namely Kunah, Seer, Maan, Sukkar, Chainth Khad flowing through different parts of the district. Never the less, major threat of floods remains from Beas River and its tributaries. The region has experienced lot of incidence of floods during the monsoon period. Notably, 28 people were rescued after 12 houses were submerged by floods in Hamirpur district by Himachal Pradesh State Disaster

Response force in August 2021. The college is located on the left bank of *Kunah Khad* and in 2023, several incidents of damages have been reported during monsoon season. Flooding is therefore a significant concern to the college, necessitating both structural and non-structural risk reduction measures.



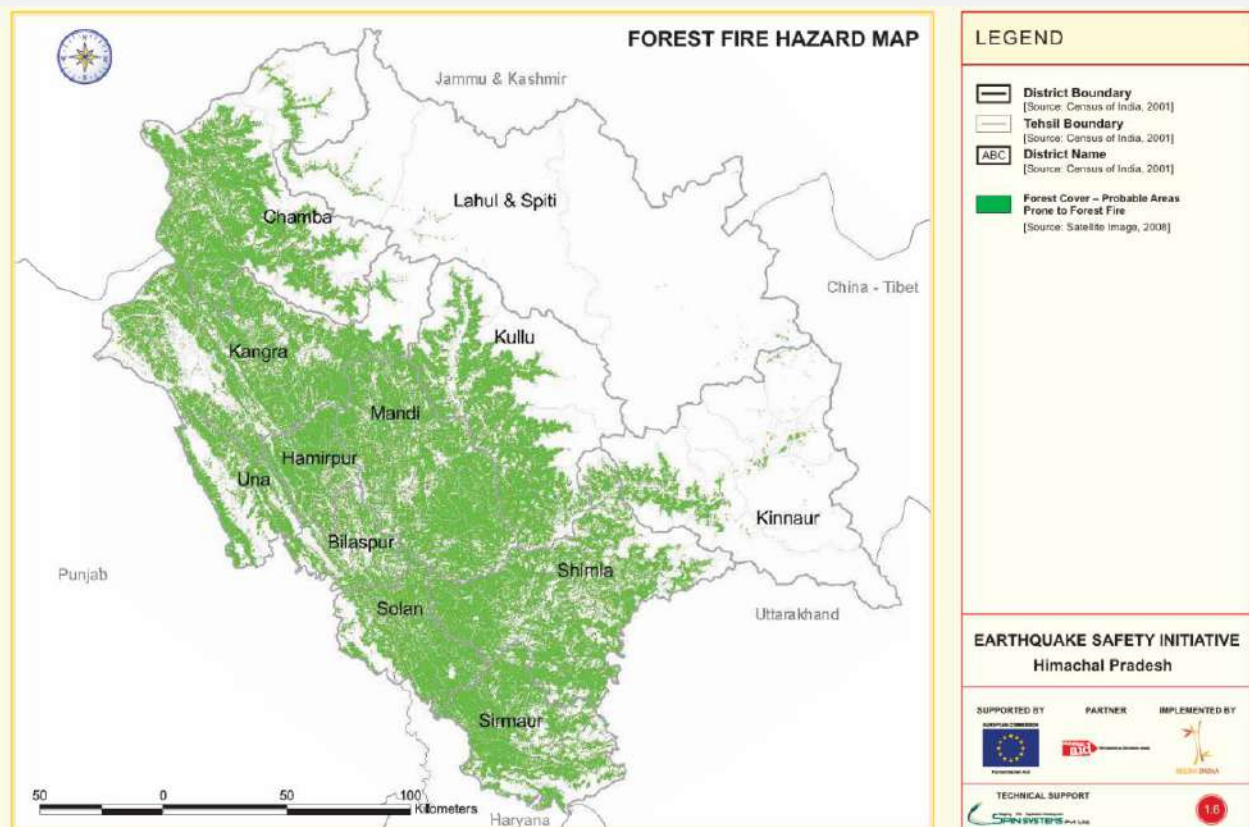
Map 4: Flood Hazard Map of Himachal Pradesh



Flood during Monsoon Season in *Kunah Khad*

**Fire**

Fires occur in two different ways—urban fires that originate from anthropogenic activities and forest fires, which originate from anthropogenic activities as well as natural causes like lightning over a mature patch of forest. There have been many incidents of fire in district Hamirpur. While the losses in these incidents run into crores of rupees and architectural loss is irreplaceable. The kind of disaster happen normally in summer and mostly in the forest of the district is forest fire. The leaves of the trees (e.g. Chir) dry up in the month of April and May and these dry leaves catch fires. Occurrence of fire incidents in the house and cow sheds of the villagers and shops etc. are also reported in the district. There is a risk of fire on the college campus due to short-circuit in laboratories and high voltage transmission lines that pass close to the institution. Aside from that, the presence of large amounts of material such as wooden infrastructure and paper in various portions of the building makes fire a significant risk for the college. Forest fires are a common type of disaster that occurs in the district's forests during the summer. The leaves of trees (such as Chir) dry off in April and May, causing fires. Fires in villagers' houses and cow sheds, as well as shops, have been recorded in the vicinity of college. Therefore, Fire is also one of the important hazard in the college.



**Fig 5: Forest Fire Hazard Map of Himachal Pradesh**



### Reported Incidents of Fire in the College Vicinity

## 4. VULNERABILITY PROFILE OF THE COLLEGE

### Vulnerabilities

Vulnerability refers to the conditions determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazards. For the purpose of the College Disaster Management Plan, two types of vulnerabilities have been analyzed: **Physical:** Poor design and construction of buildings and critical infrastructure, unregulated land use planning, etc. **Social:** Poverty and inequality, social exclusion and discrimination by gender, social status, disability and age (amongst other factors), etc.

### Physical Vulnerability

The physical vulnerability of a building is determined based on its own structural elements, i.e. strength of the columns, presence of foundation, regular horizontal bands, etc. It also includes the susceptibility of the building to the impacts of any external factors capable of causing damage. Lack of knowledge and skills for hazard-resistant construction is one of the most common factors which result in the form of weak structures causing building collapses. Although modern construction methods have produced buildings that are known to endure all natural disasters, issues have arisen with the use of building materials and construction techniques. RCC is one of the predominant construction materials that are used in almost all the new constructions. However, there is a lack of trained engineers and masons to execute the construction of buildings as per the National Building Codes. The Government College Bhoranj constitutes of several building blocks constructed in different years. The vulnerability of the college building increases due to lack of proper drainage of rainy water, passing of high voltage electric grid line near the college building and possibility of floods in *Kunah Khad* during monsoon period.






### Social Vulnerability

Social vulnerability is linked to the level of well being of individuals, communities and societies; levels of literacy and education; the existence of peace and security; access to basic human rights; systems of good governance; social equity; positive traditional values, customs and ideological beliefs; and overall collective organizational systems. For example, when a disaster occurs vulnerable groups such as, children, elderly and differently-abled, may be unable to protect themselves or evacuate properly and timely if necessary. In order to understand the social vulnerability in the Government College, Bhoranj, the demographic information of the students and teaching and non teaching staff was analyzed. Given below is some of the key information about the dimensions of social vulnerability among the students of the college. As per 2023-24 session, 474 students pursuing their education in this college. Out of these students, 260 (122 boys and 138 girls) belong to General category, 169 (65 boys and 104 girls) to the Scheduled Castes, 2 (one boy and one girl) to the Scheduled Tribes and 43 (16 boys and 23 girls) are from the Other Backward Classes. Besides, one girl enrolled in the college has some form of disabilities. Any form of discrimination and unequal access to information and resources based on gender or economic status of the people is also a key indicator of social vulnerability.


**5. RISK PRIORITIZATION MATRIX**

Based on the hazard and vulnerability profile of the College, the risk of five major hazards was assessed on two parameters of risk assessment-likelihood and consequences.

In order to plan the risk management activities effectively, it is required that the risk of various hazards is prioritized. Risk prioritization also helps in decision support for investments related to disaster risk mitigation. The level of risk is colour-coded for understanding the severity of risk at the College level.

Colour	Level of Risk
	Very High Risk
	High Risk
	Medium Risk
	Low Risk
	Very Low Risk

The likelihood of the hazard is based not only on the past occurrences in the college premises, but also on the basis of their occurrence in the state. The consequences are assessed on the basis of underlying physical vulnerabilities found in the built environment within and around the college as well as in the social conditions.

		Earthquake Risk					
<b>Consequences</b>	5	<b>Catastrophic</b>					
	4	<b>Major</b>					
	3	<b>Moderate</b>					
	2	<b>Minor</b>					
	1	<b>Insignificant</b>					
			<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
			1	2	3	4	5
		<b>Likelihood</b>					

		Landslide Risk				
<b>Consequences</b>	5	Catastrophic				
	4	Major				
	3	Moderate				
	2	Minor				
	1	Insignificant				
		<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
		1	2	3	4	5
<b>Likelihood</b>						

		Flood Risk				
<b>Consequences</b>	5	Catastrophic				
	4	Major				
	3	Moderate				
	2	Minor				
	1	Insignificant				
		<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
		1	2	3	4	5
<b>Likelihood</b>						

		Fire/Forest Fire Risk				
<b>Consequences</b>	5	Catastrophic				
	4	Major				
	3	Moderate				
	2	Minor				
	1	Insignificant				
		<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
		1	2	3	4	5
<b>Likelihood</b>						



		Road Accident Risk					
<b>Consequences</b>	5	Catastrophic					
	4	Major					
	3	Moderate					
	2	Minor					
	1	Insignificant					
			<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
			1	2	3	4	5
		<b>Likelihood</b>					

Besides the above mentioned risks, the risk of two other hazards is also present in the vicinity of the college.

		Lightening Risk					
<b>Consequences</b>	5	Catastrophic					
	4	Major					
	3	Moderate					
	2	Minor					
	1	Insignificant					
			<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
			1	2	3	4	5
		<b>Likelihood</b>					

		Cloudburst Risk					
<b>Consequences</b>	5	Catastrophic					
	4	Major					
	3	Moderate					
	2	Minor					
	1	Insignificant					
			<b>Rare</b>	<b>Unlikely</b>	<b>Possible</b>	<b>Likely</b>	<b>Certain</b>
			1	2	3	4	5
		<b>Likelihood</b>					

## **6. PREPAREDNESS**

### **Preparedness**

The term Preparedness may be defined as ‘the knowledge and capacities developed by the institutions, community and individuals to effectively anticipate, respond to and recover from the impacts of likely, near or current disasters. Preparedness is based on a thorough analysis and understanding of disaster risks and good linkages with early warning systems. It includes activities like Emergency Evacuation planning, stockpiling of equipment and supplies, constitution of the Disaster Management Committee and Disaster Management Teams, conducting relevant training courses and drills, creating mechanisms for early warning, etc. This will build the ability to quickly and appropriately respond when a disaster or an emergency situation occurs.

### **Key Activities for Preparedness**

- Constitution of College Disaster Management Committee and Teams
- Resource Inventory
- Capacity Building and Training
- Mechanism for alerting students and teachers during college timing.
- College map with evacuation plan
- Action plan for conducting Mock Drills
- Development of a checklist to identify the gaps.
- Steps for updating of DM Plan

### **Guiding Note for Preparedness**

A preparedness plan establishes arrangements in advance to enable timely, effective and appropriate responses to potential events or emerging situations that might threaten life or the infrastructure. In order to save lives and protect infrastructure and investments cost in the College, the college administration has to commit and start implementing college disaster management protocols and safety measures in line with the guidelines issued by DM Authorities.

### **Constitution of College DM Committee & Team**

A higher level of preparedness helps to minimize the loss of life, prevent injuries and reduce the economic losses. It is must to constitute the College Disaster Management Committee and its teams to ensure a better preparedness and response to disasters and emergency situations. The various teams constituted will comprise of members from among staff member and students. The teams will work under the overall supervision of College DM committee. During the preparedness phase, the

identification of Teams would be done and their roles and responsibilities will be allocated.

### **Resource Inventory**

The enlisting of inventory is an essential part of preparedness. Listing out the available resources inside the Institute which can be used during any situation for effective response. Such tools may range from stretchers, flashlights, hammers, spades, fire extinguishers, ropes, etc. This will help the institute's administration to find out the gaps between what is available and what is required.

The following actions should be taken to update the inventory list:

- Listing of resources available inside the Institute which could be used during any disaster situation for effective response
- Identification and listing of resources outside the Institute within vicinity of one to five kilometers
- Displaying the important telephone numbers in the Principal's room as well as on a wall where everyone can read that information
- Critical health problem record of staff and trainees also displayed on ID card with blood group along with updated contact details and alternate contact person
- Disaster preparedness check-lists which help in a self-assessment on how prepared the College community is to deal with any hazard

### **Capacity Building & Training**

Capacity building and training of students and teachers is an important step to ensure safety of institution's community in a disaster situation. Every year appropriate number of students should be trained in various skills of disaster management. As a part of preparedness exercise, college needs to prepare an Emergency Kit. It is suggested that College establish a network with nearest hospital for help in case of emergency.

The College Disaster Management Committee may prepare an Action plan for the training of teachers, non-teaching staff and students on Disaster Management including all the task force constituted and also organize refresher course. Annual calendar for conducting various preparedness activities along with plan to implement it. This will include the list of various awareness generation programs to be conducted by the college annually. The College DM Committee can plan out the Annual calendar for conducting various preparedness activities along with plan to implement it.

This will include a list of various awareness generation programs to be conducted by the college annually. Important days like the International Day for Disaster Risk Reduction (13 October) and 1905 Kangra Earthquake Anniversary (4 April) should be celebrated. The important dates can be celebrated to generate awareness and build capacity among students. It is also important to involve community members and other stakeholders (e.g. PTA, local government officials, NGOs working in the area, health workers) in the preparedness activities.

### **Alarm System**

The alarm system enables college administration, students, staff and everyone else to take timely action to reduce their risks in advance of hazardous events. In institutions like colleges, the fire alarm and chain of speakers with the power back up can be used to issue alerts. It is also recommended to prepare floor wise evacuation plan and display it properly on each floor of the building. The evacuation plan may be discussed by the evacuation team with teachers and students to generate awareness to conduct mock drills

### **Awareness Generation**

Awareness generation/sensitization is a part of preparedness measures aiming at sensitizing and educating all the stakeholders including students, teachers and officials/parents, issues related to the safety of college. It is suggested that an annual calendar of the events may be prepared including various activities involving students/teachers etc. where experts from outside may be invited for giving their opinion on Institution safety issues. Some of the measures which could be undertaken by college management for creating awareness are as follows:

- Through posters, audio-visual clips, organizing debates, quizzes, sports activities, drawing competitions and rallies in the college.
- Through display of important information on notice boards including the Evacuation Plan

### **Mock Drills**

Mock drills are a way of listing of preparedness plan. It is one of the last steps of preparedness. The mock drills on earthquake, fire etc. must be conducted at periodic intervals preferably once in every six months and the deficiencies may be assessed for updating the plan. Detailed guidelines to conduct Mock-drills are provided in the plan.

### **Earthquake Drill**

- Practice drop, cover and hold

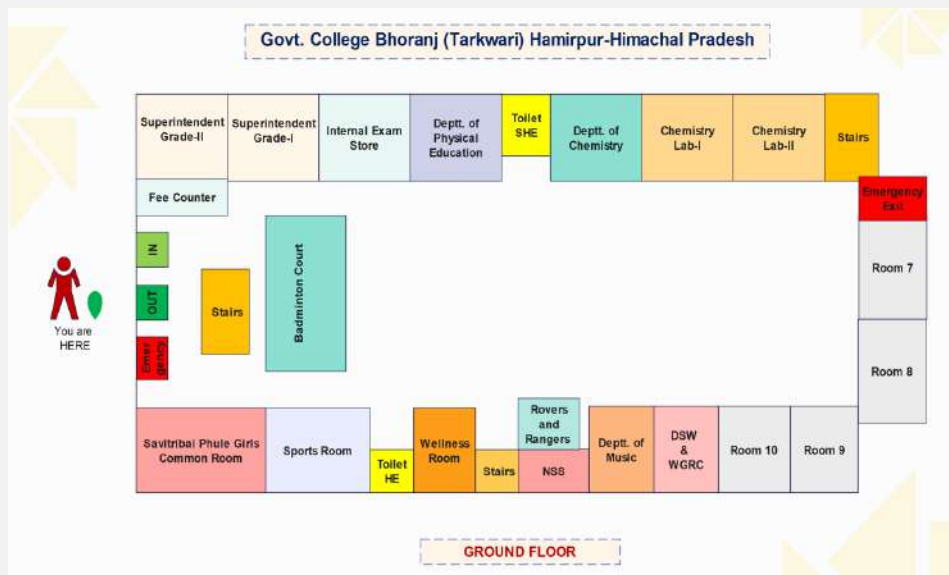
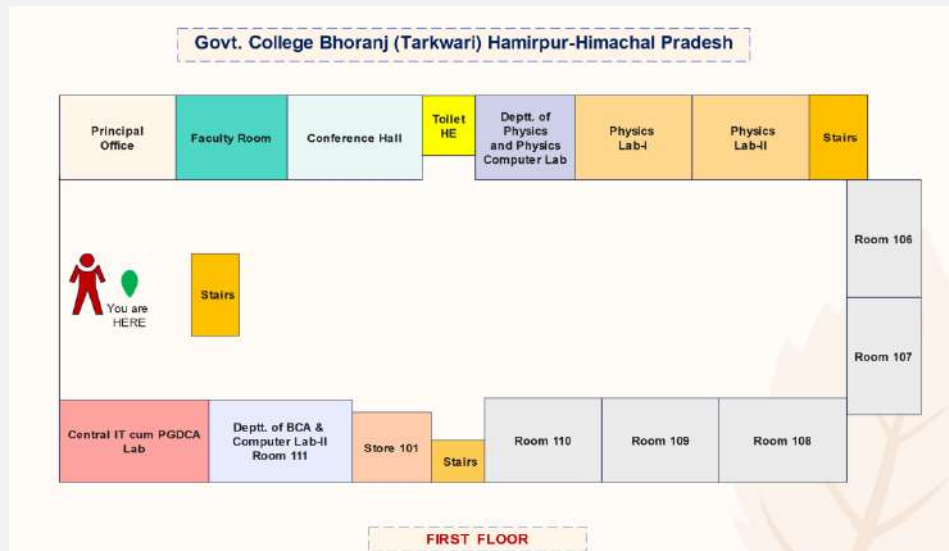
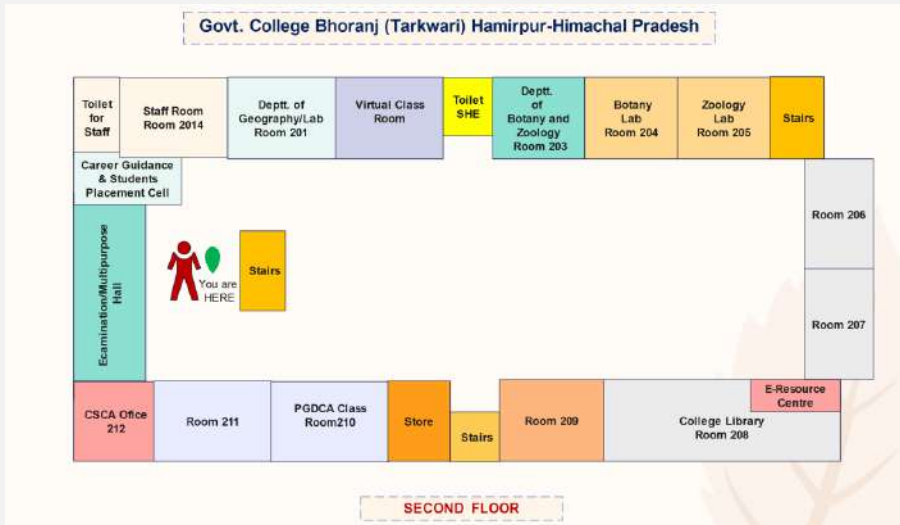
- Evacuate classrooms in less than one minute without falling and pushing.
- Evacuate college in less than 4 minutes using different exits.
- Lookout for the missing people.
- Stay away from weak areas/structures.
- Help those who need assistance (rescue of persons with special needs).

### Fire Drill

- Evacuation from classrooms
- Ensure safe storage of inflammable liquids/ chemicals
- Put off electricity.



Mock Drills by NDRF Team at Government College Bhoranj (Tarkwari)



**Evacuation/Guide Plan: Government College Bhoranj (Tarkwari)**

## 7. MITIGATION

### Mitigation

The term Mitigation can be defined as the lessening or minimizing of the adverse impacts of a hazardous event. The adverse impacts of hazards often cannot be fully prevented, but their impact can be reduced to a great extent. Mitigation measures include structural and non-structural techniques. Structural technique focuses on Engineering methods, Constructions, retrofitting etc. On the other hand, Non-structural technique concentrates on improved environmental and social policies, public awareness etc.

### Key Activities for Mitigation

List of **Non-Structural Measures** to be undertaken in the college:

- Clearing passages and stairways which are to be used as evacuation routes
- Fixating of cupboards to the walls
- In chemistry lab-the containers used for storing the chemical should be shatter proof
- Securing computers in labs from falling
- The availability of fire extinguisher in every room

### Safety Audit

- Electric safety audit: checking of the electrical system by an electrician especially during winter
- Fire safety audit: checking for possible sources of fire and identifying inflammable items within the college
- Wash audit: Audit of purity of water supply and hygienic conditions in washrooms

List of **Structural Measures** to be undertaken in the college:

- Rapid Visual Screening of Buildings for Potential Seismic Hazards
- Repair and retrofitting of weak structures
- Demolition of too weak and damage structures

### Guiding Note for Mitigation

The mitigation strategy is a collective action that eliminates or reduces risk from future emergency

events. Mitigation planning is complementary to preparedness planning. This is an approach which promotes the active and effective participation of stakeholders to proactively identify the major risks and take measures to reduce their impact. Mitigation planning is a long-term exercise and hence it is essential to prioritize the actions along with a definite timeline and budget constraints. Some of the nonstructural mitigation measures like clearance of exit routes, securing chemistry lab and computer lab, installing fire extinguisher etc. could be done immediately by incurring minimal cost.

Some other structural mitigation measures like Rapid visual screening of buildings for potential hazard, repairing and retrofitting of weak structures and demolishing of too weak and damage structures etc. will require more time and funds. For this purpose, it is important to involve community members and other stakeholders (e.g. PTA, and local government officials, NGOs working in the area). This can help the college authority to mobilize maximum resources and at the same time will be having wider community reach to obtain more effective results.

As a part of mitigation action, the College should also undertake periodic fire and electrical safety checks by involving officials from the Electricity Board, Fire services etc. this safety audits should be more frequent during the Winter season because of the low temperature, the use of electricity is higher and the chances of short circuit too. Other measures like testing of purity of drinking water and hygiene conditions of washrooms in the college should also be undertaken.

## **8. RESPONSE**

### **Response**

Response is 'Every action taken during or immediately after a disaster in order to save lives, reduce health impacts, and meet the basic needs of the people affected.' Disaster response is predominantly focused on immediate and short term needs. A proactive response will be based on effective early warning systems and communication, and the preparedness level of established College management committees leading in the implementation of College Disaster Management Plan.

### **Key Activities for Response**

- Deployment of Evacuation, Search & Rescue and first aid teams
- Communication and alerting protocol
- Safe evacuation from the College area
- Informing the concerned departments like fire department, District Administration, Home guards and police etc.



- Arrangement of Food, water, shelter, logistic and necessary medicines.
- Preparing, reviewing and updating (if required) the Standard Operating Procedure (SOP)

### **Guiding Note for Response**

This section of plan is directly related with the Preparedness section of the Plan. Essentially, it means the more you put your efforts in preparedness, more effective will be your response. Plan indicates the various roles and responsibilities of teachers, non-teaching staff and students during disaster situation.

The development of Standard Operating Procedure (SOP) at local or college level is must for a quick and efficient response. A SOP is a pre decided set of instructions to follow during the time of emergency. The plan also mentions the steps to be followed in case of an earthquake, fire, flash flooding, or any emergency situation, like stampede or health problems faced by any students. The plan includes all the steps that need to be taken up by the college disaster management committee to ensure safe evacuation from the affected site. Communication and alerting protocols are to support the disaster management teams to take quick decision on the ground to avoid miss communication. The protocols help respondents to take decision about the alert mechanism which includes the assessment of the level of hazard at college and accordingly informing the concerned level of administration.

Evacuation plans must provide for problems involved in students with mobility, visual and hearing impairments. The college disaster management committee has the responsibility to inform and give time to time updates to the concerned departments like fire department, District administration, Home guards, police, etc. The response should be a combined effort to save lives. The Standard Operating Procedures mainly focusing on Disaster Response during different emergency situations are provided in the plan for an orderly and well-coordinated action in the aftermath of a disaster.

## **9. RECOVERY**

### **Recovery**

Recovery is the process by which affected population are assisted in returning to their proper level of functioning after a disaster. The restoring or improving of economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected society, aligning with the principles of sustainable development, including build back better, to avoid or reduce future disaster risk is called Recovery. Recovery is a long term and continuous process.

### **Key Activities for Recovery**

- Construction and repairs of damaged buildings

- Providing Psycho-social support to students
- Reopening of college for Educational Continuity

### **Guiding Note for Recovery**

Disasters have a widespread impact on the education institutions, which includes damage to the college building and disruption of institutional infrastructure, and organizational structures, as well as individual health and well being. Disaster disrupts college institute through:

- Damage to building & infrastructure
- Use of building as temporary shelters
- Deaths and injuries of students, staffs and visitors
- Impact on Mental health of students and staffs
- Damage to or loss of teaching and learning materials
- Risk of outbreaks of diseases

Combination of these factors interrupts functioning of the college over the short and long-time span. For these reasons, it is important to have College Disaster management plan that details how the college will protect its resources and return to normal activities. This planning should involve community members and other stakeholders e.g. PTA, local government officials, college students, NGOs present in the area and the health workers. After the disaster, coordinated efforts of different stakeholders working for the college can help to maximize resource mobilization and at the same time, have a more effective result.

After any disaster, the extent of psycho-social and mental health problems is massive especially to the students. Psycho-social support in the context of disasters refers to comprehensive interventions aimed to address psycho-social problems arising in the aftermath of a disaster. These support help individuals to restore their mental well-being and social cohesion. Psycho-social support helps in reducing the level of stress that prevents adverse psychological consequences among disaster affected people.

The recovery process should also promote the administration to build back better which includes improving the college construction design to withstand future hazards and focuses on more inclusive and resilient college campus. It is also important to incorporate Disaster Risk Reduction education and life skills in core curriculum.

## 10. COLLEGE DISASTER MANAGEMENT COMMITTEE

### CORE COMMITTEE

**Chairperson:** Principal (Dr. Vijay Thakur)

9418062157

**Vice-Chairperson:** Vice Principal (Sh. Kuljit Singh)

9418280351

**Co-Chairperson:** Coordinator, DM Cell (Sh. Mukesh Kumar)

7018219175

**Treasurer:** Superintendent Grade-II (Sh. Praveen Sharma)

7018602023

**Secretary:** Assistant Coordinator, DM Cell (Sh. Ravi Dutt)

9418000849

### MEMBERS

**Coordinator of College DM Teams:** Dr. Mohinder Kumar

9418094393

**Programme Officer of NSS:** (Sh. Prince Thakur)

9418024834

**Incharge of Rovers:** (Sh. Bhupender Sharma)

8219215032

**Incharge of Rangers:** (Smt. Sunita Kumari)

9418207764

**Rep. of the Parents-Teachers Association:** (Sh. Milap Chand-PTA President)

9816731622

**Rep. of the Police Department:** (Sh. Yog Raj, SHO, Police Station Bhoranj)

7018200075

**Rep. of the Health Department:**(Dr. Lalit Kalia, BMO, Civil Hospital Bhoranj)

9418138466

**Rep. of Fire Department:** (Sh. Virender Kumar, Asst. Fire Officer, Fire Station, Bhoranj)

9817232464

**Representative of Disaster Management Cell, DDMA Hamirpur:** Smt. Samiksha Sharma)

7018651916

## 11. COLLEGE DISASTER MANAGEMENT TEAMS

### AWARENESS GENERATION TEAM

**Sh. Ravi Dutt**

9418000849

**Dr. Asha Devi**

9418636235

**Dr. Sandeep Kumar**

9459002202

### FIRST AID TEAM

**Mrs. Pooja Devi**

8559082894

**Prof. Nikhil Kumar**

9625220023

**Prof. Bhupender Kumar**

8219215032

### SEARCH AND RESCUE TEAM

**Dr. Kuljit Singh**

9418062157

**Dr. Mohinder Kumar**

9418094393

**Prof. Vinay Kumar**

7876196399

### FIRE SAFETY TEAM

**Prof. Mukesh Kumar**

7018219175

**Prof. Nishant**

9418276452

**Prof. Virender Kumar**

9418392644

### EVACUATION TEAM

**Dr. Pawan Kumar**

7018457657

**Prof. Ashish Negi**

7018131674

**Prof. Abhinav**

9418455836

### PSYCHOLOGICAL SUPPORT TEAM

**Mr. Bhupender Kumar**

8219215032

**Prof. Sunita Kumari**

9418207764

**Prof. Kultaran Kumari**

8988111136

### SITE SECURITY TEAM

**Dr. Vivek Chand**

9418298001

**Prof. Gulshan Kumar**

8219967524

**Mr. Praveen Sharma**

7018602023

### PUBLIC RELATION TEAM

**Mr. Prince Thakur**

9418024834

**Prof. Tilak Raj**

8219678535

**Prof. Shilpa Kumari**

6239071524

## **12. ROLES & RESPONSIBILITIES OF THE TEAMS**

### **AWARENESS GENERATION TEAM**

The members of this team are expected to review and update the College Disaster Management Plan in accordance with the instructions received from the College Disaster Management Committee. This team will also coordinate with the Disaster Management Authorities at state, district and tehsil level to obtain relevant Information, Education and Communication (IEC) material on disaster preparedness. This team will also strive to involve the students in learning and sensitization activities preparedness-related activities such as the development of IEC materials and display that material in the classrooms. The objective of this team is promote the knowledge and general awareness about disaster preparedness and to ensure that every individual in the college is aware of the steps to be followed before, during and after a disaster. The Awareness Generation Team will also ensure that thematic capacity building and learning events are conducted in the college at least twice in a year, especially on 13 October (International Day for Disaster Risk Reduction) and 4 April (Anniversary of the 1905 Kangra Earthquake).

### **Resources Required**

Besides gathering the general training and awareness materials developed by the state and district disaster management authorities, the Awareness Generation Team will also endeavor to collect the following items:

- Emergency Evacuation Plan of the College
- List of the Teaching & Non-Teaching Staff
- Class-wise List of Students
- Contact Details of nearby Emergency Services
- Videos, Posters & distributable IEC materials
- Multimedia Resources on Disaster Risk Management.

### **Training Required**

A thorough orientation on different aspects of Disaster Risk Management which can help in creating a culture of preparedness among the College community.

### **Key Roles of Awareness Generation Team**

#### **Before the disaster**

- Develop IEC materials posters, pamphlets, simple tips and plan for alternative media such as

street plays on Dos and Don'ts about different types of disasters.

- Conduct awareness generation activities systematically in the whole Institute, targeting different blocks and staff.
- Conduct awareness generation activities in the college and neighbouring areas in coordination with the Gram Panchayat representatives, the local police station and local NGOs.

### **During the disaster**

- Drop, cover and hold on at the first sign of an earthquake.
- Hold on to furniture's legs if it starts moving. If outside, move away from tall buildings.
- In case of other hazards, assist the Evacuation Team in evacuation of the Institution building.
- For a biological hazard (such as the COVID-19 pandemic or any other disease outbreak), assist the Warning Team in disseminating the required safety tip to the entire Institute.

### **After the disaster**

Disseminate information on Dos and Don'ts so that the situation doesn't worsen.

### **FIRST AID TEAM**

The members of this team are expected to maintain and control the First-Aid Room/Wellness Room of the college with all the required First-aid kits up-to date, to administer first aid and record all cases and treatments during the incident and to determine further assistance and refer to the nearest medical facility centre/hospital, etc. This Team is expected to know all the practical steps to administer First Aid for common types of injuries such as excessive bleeding due to amputations, impalements or choking, fractures, etc. during disasters and emergency situations.

### **Resources Required**

- First aid kit
- Health Cards containing information on Special medicines being regularly taken by any staff / employees
- Emergency Cards containing information on medical resources (health facilities) in the area

### **Training Required**

Training on Basic First Aid techniques and CPR (Cardio-Pulmonary Resuscitation) through any credible NGO, Red Cross, Civil Defence/Fire Services or the Department of Health & Family Welfare.

## **Key Roles of First Aid Team**

### **Before the disaster**

- Make sure that first aid supplies are up to date and always complete
- Keep emergency cards and health cards up-to date.
- Ensure annual training for all new members and refresher training for existing members.
- Be aware of special medical requirements of staff /employees and ensure that they keep some stock medication in the are kept in the premises and regularly updated.
- Participate in regular drills.

### **During the disaster**

- Provide first aid and record all cases and treatments during the incident.
- Determine further assistance and refer to the nearest medical facility centre/hospital, etc.

### **After the disaster**

- Administer first aid and record all cases and the types of first aid provided.
- Determine need for further medical assistance.
- Coordinate requests for assistance through the Administrator.
- Assign First Aid Team members to accompany Search and Rescue Teams during their search operations.

## **SEARCH & RESCUE TEAM**

The members of the Search & Rescue Team are expected to collect the details on the number of students/Staffs/Teachers/employees present in the college during the drill or actual incident. If anyone is reported to be missing, the team should quickly facilitate search and rescue by physically, visually and vocally checking every room and area in the college premises and safely carrying the victim to the First-Aid Team in case of injuries.

### **Resources Required**

- A detailed map of the institute with different exits, stairs, doors, and windows clearly marked
- Information on number of staff and visitors
- Information on number of employees

- Flashlights/Torches with spare batteries
- Master keys to the locks of all emergency exit doors
- Hard hats for personal safety
- Stretchers, ropes and ladders

### **Training Required**

Training through the Department of Home Guards and Civil Defence or the Fire Services related to Search and Rescue techniques.

### **Key Roles of Search & Rescue Team**

#### **Before the disaster**

- Make sure the needed supplies are available on site
- Make sure the team members stay updated with their training
- Any special response technique for special needs persons must be tested during drills.

#### **During the disaster**

- Search and rescue the victims of a disaster
- Take victims to safer place
- Provide first aid to the trapped Survivors

#### **After the disaster**

- According to pre-established pattern, check (visually, vocally, physically) every room in the building
- Report location of injured to First Aid Team
- Report location of other problems to the College Disaster Management Committee
- Look for obvious structural problems or significant structural damage as sweep is made through the building(s)

### **FIRE SAFETY TEAM**

The Fire Safety Team is the primary team to alert the whole college for Safe Exit in case of emergency through warning signs and with the help of different colour flags, alarm bells etc. The Fire Safety Team should-

- Regularly practice the warning signs, including waving of flags or ringing alarm bells, etc.



- Regularly monitor and update on the potential hazard that the college can face and inform the college authorities.
- Maintain contact with all the other teams and with external stakeholders and keep them informed about the latest situation especially the Fire services.
- Be acquainted with the use of all the existing fire fighting systems/extinguishers available in the college and should ensure that all the equipments are in working conditions.
- Confirm existence of fire and control it, if possible.
- Look for conditions that may cause further development of the fire and seek assistance from maintenance staffs for removal of such conditions.
- Ensure that electric main switches are turned off and the fire don't spread much until the local fire services control and douse off the fire completely.

### **Resources Required**

- Fire Extinguishers
- Hard Hats, Gloves
- Map of the college showing the location of all exits, doors and windows, electrical main switches and the fire extinguishers.

### **Training Required**

A Training on basic Firefighting and Fire Safety Techniques through the Department of Fire Services or local Civil Defence or a credible NGOs in the field of Disaster Management.

### **Key Roles of Fire Safety Team**

#### **Before the disaster**

- Make sure that the firefighting equipment (extinguishers, etc.) is in working order and that the staff has received training in its use.
- Ensure that all non-structural hazards that can be the cause of fire (i.e. Chemical Laboratories. electrical switches) are properly secured.
- Coordinate with College Disaster Management Committee (CDMC) in ensuring that a fire safety assessment of the premises is conducted by Department of Fire Services and that the recommendations are implemented.

### **During the disaster**

- Switch off the main switch if possible and cut down the supply of electricity for the entire College.
- Evacuate to the safe area and do not stay in closed rooms.
- Use Fire Extinguishers.
- Use wet cloth/stay low below the smoke to escape.
- Follow the Stop Drop and Roll technique.
- Safely create a barrier between the fire and other parts of the building where the fire may reach if left uncontrolled.

### **After the disaster**

- Check for and confirm whether a live/active fire is left anywhere. Report the location of the same to College Administration and Site Security team.
- Look for conditions that may cause a fire to develop and seek maintenance staff assistance in removal of condition.

### **EVACUATION TEAM**

The Evacuation Team is expected to be acquainted with all the exits routes and doors and to keep all the staffs and students informed about their nearest exits. It should also regularly check the exit routes and keep them clear of obstacles. The team should be prepared to provide assistance to the differently abled students for safe evacuation. The team should ensure the evacuation of all in an orderly manner and practice the drill regularly to ensure that the emergency assembly/open area is safe and accessible. After a disaster, the Evacuation Team takes the Roll Call and report to the College Disaster Management Committee (CDMC) and the Search & Rescue Team.

### **Resources Required**

- Evacuation Plan
- Information on number of employees
- Master keys
- Public Address System and Siren.

### **Training Required**

Training on Evacuation Procedures through the Department of Fire Services or any credible

organization in the field of Disaster Management.

### **Key Roles of Evacuation Team**

#### **Before the disaster**

- Check the exits
- Identify the open areas where staff members can assemble after evacuation in an emergency.
- Make sure there are no hazards present for evacuating to the designated area.
- Make sure that necessary supplies are accessible.
- Assist the College DM Committee in developing options in the event evacuation is required during inclement weather.
- Be prepared for special equipment needs for mobility-impaired visiting trainees and staff.
- Any special response procedure for special needs visiting trainees and staff must be tested during drills.
- Conduct regular drills in coordination with the other teams and practice the different evacuation procedures used in different hazards.
- These different procedures have to be disseminated to the entire staff and separate drills to be conducted for them.

#### **During the disaster**

- Evacuate people as per the procedure confirmed in practice drills.
- Provide assistance to the differently abled students for safe evacuation.
- Students must be guided till the last student is out of risk.

#### **After the disaster**

- Ensure that emergency assembly area is accessible and safe.
- Determine if any additional assistance is required for evacuation.
- Take Roll Call and report to the College Disaster Management Committee (CDMC) and the Search & Rescue Team.

## **PSYCHOSOCIAL SUPPORT TEAM**

Disasters cause tremendous mental trauma to the survivors. Psychosocial Support Team provides psychological first aid and support to the affected community immediately after a disaster so as to reduce the stress and trauma of the affected people and facilitate speedy recovery.

### **Training Required**

Trained manpower for psycho-social and mental health services shall be mobilized and deputed for psycho-social first aid and transfer of critically ill persons to referral hospitals. A thorough orientation training program on 'Psychosocial Support in Disasters' should be organized by the college administration for this team.

### **Key Roles of Psychosocial Support Team**

#### **Before the disaster**

- Conduct practical training program on Psychosocial Support
- Orientation of NSS and other organizations/clubs volunteers on Mental Health & Psychosocial Support (MHPSS).

#### **Cover the following aspects:**

- Psychological First Aid givers shall be sensitized to local, cultural, traditional and ethical values and practices
- Made aware about 'Survivors experience'
- Normal/abnormal reactions
- Psycho-social care techniques

#### **During the disaster**

- Keep observing the people who appear to be in a state of shock or confusion
- Proper coordination with other teams

#### **After the disaster**

- Provide Psychological First Aid immediately
- Help affected people with basic needs
- Listen more than you speak
- Don't force people to speak if they are not willing, observe closely

- Refer to specialized help, if required

### **SITE SECURITY TEAM**

The Site Security Team is expected to work with the College Disaster Management Committee and the other teams to establish a release policy and should communicate the same with the parents. It has been observed in the past disasters that the security of the institution and its property is compromised in the chaos of a disaster. This team develops effective procedures on how the security of the property and the release of students will be handled during and after an emergency. This Team is also responsible for locking all the external gates/doors and secures the entire building premises, allowing only the Emergency Response Services and their functionaries into the building and facilitates them to reach their concerned spots.

### **Resources Required**

- Map of the College Premises
- Evacuation Plan
- Master keys
- Signage to post and materials to control the movement of people in and around the college premises
- Identification badge or armbands

### **Training Required**

An orientation on the crucial aspects of Site Security with the help of an expert agency. Key Roles of Site Security Team

### **Before the disaster**

- Work with the CDMC, PTA and the local Authorities to establish a release policy and communicate this policy to employees/staff
- Develop procedures for the handling of release

### **During the disaster**

- Secure the entire building premises
- Allow only the Emergency Response Services and their functionaries into the building and facilitates them to reach their concerned spots

### **After the disaster**

- Lock all the external gates and doors and secure buildings. (Note: Be sure locked doors can be opened from inside to prevent entrapment)
- Release staff/students according to pre-arranged policy
- Emergency Cards containing information on medical resources (health facilities) in the area

### **PUBLIC RELATIONS TEAM**

The Public Relations Team is expected to hold media briefings in consultation with the College Disaster Management Committee on any matters pertaining to a disaster or emergency situation. The team should be well acquainted with all the present/media policies. The team must keep in mind that only one member from the team would brief the media at one time in order to keep the clarity.

This team should be in constant contact with all the local media personal for promoting disaster-related awareness in print as well as electronic media time to time.

### **Key Roles of Public Relations Team**

#### **Before the disaster**

- Conduct an annual orientation workshop for the Public Relation team
- Establish Channels of Communication and Social Networking
- Invite Media Personnel to cover drills and relevant events

#### **During the disaster**

- Follow the safety procedures and try to coordinate with all Disaster Management Teams to collect actual information about the disaster or emergency situation.

#### **After the disaster**

- In case of a major disaster, set-up a Media Desk with all the relevant information properly compiled.
- Keep issuing periodical bulletins through Press Clubs and Media Bureaus.
- Hold Media Briefings as and when necessary.

**13. CONTACT DETAILS OF COLLEGE STAFF****FACULTY OF ARTS****DEPARTMENT OF SANSKRIT**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Dr. Asha Devi	Assistant Professor	9418636235

**DEPARTMENT OF GEOGRAPHY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Dr. Sandeep Kumar	Assistant Professor	9459002202

**DEPARTMENT OF ENGLISH**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Nishant	Assistant Professor	9418276452

**DEPARTMENT OF HINDI**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mr. Vinay Kumar	Assistant Professor	7876196399

**DEPARTMENT OF ECONOMICS**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Gulshan Kumar	Assistant Professor	8219967524

**DEPARTMENT OF PUBLIC ADMINISTRATION**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mr. Ashish Negi	Assistant Professor	7018131674

**DEPARTMENT OF MUSIC**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Shilpa Kumari	Assistant Professor	6239071524

**DEPARTMENT OF HISTORY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Tilak Raj	Assistant Professor	8219678535

**DEPARTMENT OF POLITICAL SCIENCE**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Sunita Kumari	Assistant Professor	9418207764

**DEPARTMENT OF PHYSICAL EDUCATION**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Virender Kumar	Assistant Professor	9418392644

**DEPARTMENT OF SOCIOLOGY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Bhupender Kumar	Assistant Professor	8219215032

**FACULTY OF COMMERCE****DEPARTMENT OF COMMERCE**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mr. Pawan Kumar	Assistant Professor	7018457657
2	Dr. Nikhil Kumar	Assistant Professor	9625220023

**FACULTY OF SCIENCE****DEPARTMENT OF ZOOLOGY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mr. Kuljit Singh	Associate Professor	9418280351
2	Mrs. Pooja	Assistant Professor	9459093977

**DEPARTMENT OF PHYSICS**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mr. Mukesh Kumar	Associate Professor	7018219175
2	Mr. Ravi Dutt	Assistant professor	9418000849
3	Dr. Naresh Kumar	Assistant professor	9857834505

**DEPARTMENT OF CHEMISTRY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Dr. Mohinder Kumar	Associate Professor	7018917577
2	Dr. Pooja Devi	Assistant professor	8559082894

**DEPARTMENT OF BOTANY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Dr. Vivek Chand	Assistant Professor	9418298001
2	Mr. Prince Thakur	Assistant professor	941024834

**DEPARTMENT OF CHEMISTRY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Dr. Abhinav	Assistant Professor	9418455836

**DEPARTMENT OF MATHEMATICS**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mrs. Kultaran Kumari	Assistant Professor	8988111136

**DEPARTMENT OF BCA/PGDCA**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mrs. Anu Parmar	Associate Professor	9882407925
2	Mrs. Shikha Thakur	Assistant professor	7807202475
13	Mr. Ashish Sharma	Assistant professor	7018154354
4	Mr. Vijay Kamal	Assistant professor	8219289694

**LIBRARY**

Sr. No.	Name of the Staff Member	Designation	Mobile No.
1	Mr. Kuldeep Kumar	Assistant Librarian	8894350841
2	Mr. Brijesh Kumar	Assistant Librarian	8894157159



## Helpline Numbers

**Single Emergency Number: 112**

<b>Police</b>	100	<b>Fire</b>	101
<b>Ambulance/Medical</b>	102,108	<b>Disaster Management</b>	1070.1077
<b>Disaster Management Control Room</b>	0177-2929688,2629439	<b>Report Against Corruption</b>	0177-2629893
<b>Cyber Crime Cell</b>	1930,0177-2620331	<b>Crime Stopper</b>	1090
<b>Child Helpline</b>	1098	<b>Women Helpline</b>	1091
<b>Gudiya Helpline</b>	1515	<b>Hoshiyar Singh Helpline</b>	1090