

CDMC SUB TEAMS

1. Awareness Generation and Communication Team (Staff)

S.N.	Name	Designation	Contact no.
1.	Dr Neha Gautam	Assistant Professor	9418147793
2.	Mr. Mohit Kumar	Assistant Professor	8894391960
3.	Ankita Tandon	Assistant Professor	9418992291
4.	Mr Anoop Diltā	Assistant Professor	9805035120
5.	Mr Aashish	Assistant Professor	7018334183

Roles and Responsibilities

Before Disaster

Acquire college map, evacuation plan, building plan, information on number of students, teachers and other staff, No. of Classrooms, Labs, and contact information of nearest Fire Station, Hospital, Police Station, etc Collect and develop IEC material like posters, booklets, leaflets, paintings, pamphlets, charts etc in coordination with HPDMA/district administration. Organize activities like painting, debate, essay, skit, slogans etc related to disaster management in coordination with college management for students, teachers and other staff. Conduct awareness generation programmes for the college staff in coordination with local representatives, fire station and police department, rotary club etc. Organize health camps for students and teachers on first aid techniques. Support other teams in carrying out their regular drills Keep college up to date with information on daily weather, reports on earthquake, floods or any other disaster. Prepare a list of contact details of parents of all the students and inform the parents about the contact details of team members for better communication & coordination during emergencies.

During Disaster

Alert the college and authorities with appropriate alarming methods. Assist other teams to carry out their duties in emergency.

After Disaster

Monitor the situation & communicate with emergency responders for post-disaster activities such as medical first aid, search & rescue etc.

2. First Aid Team First Aid Team (Staff)

S.N..	Name	Designation	Contact No
1.	Dr Gitanjali Mahendra	Associate Professor	9816022297
2.	Dr Sapna Sharma	Associate Professor	9418495919
3.	Ms. Nivedita Bhardwaj	Assistant Professor	9816113346
4.	Ms. Poonam Chauhan	Assistant Professor	9816056633
5.	Ms. Reena Thakur	Assistant Professor	9418200233
6.	Ms Shruti Gupta	Assistant Professor	9459224137
7.	Ms. Megha Katoria	Assistant Professor	9857265737
8.	Ms. Raman Bassi	Assistant Professor	9857508011
9.	Dr Kusum Sharma	Assistant Professor	7876013046
10.	Dr Navdeep Thakur	Assistant Professor	7018986705
11.	Ms. Preeti Thakur	Assistant Professor	7018705334

First Aid Team (Students)

Roles and Responsibilities

Before disaster

First aid kit should be kept in college (at a place which is easily accessible & known to all) and its stock must be up to date. All the members of the team must be trained in basic first aid techniques through local health department/fire brigade/NGO's working in health sectors. The refresher training must be provided regularly to every member of this team. Conduct regular drills to improve the effectiveness and capability.

During Disaster

Establish emergency first aid post at appropriate place in the college. Provide first aid facilities based on the extent of injuries.

After Disaster

Call 108 or help from nearby health centre/hospital depending on the extent of injuries. Find an appropriate place to establish centre for catering the injured people. Record all the cases and treatment provided. For seriously injured people, send them to nearby health hospital in coordination with 108 with help from the transport team.

3. Search and Rescue Team Search and Rescue Team (Staff)

S.N.	Name	Designation	Contact
1.	Dr Shramja Munjal	Associate Professor	9418477011
2.	Dr. Deepti Pajni	Associate Professor	9816028086
3.	Mr. Manu Mahajan	Assistant Professor	9816327990
4.	Ms. Unnatti Chauhan	Assistant Professor	9816410665
5.	Ms. Madhu Pahwa	Assistant Professor	9882079403
6.	Ms. Savita Rana	Assistant Professor	9418593979
7.	Ms. Meenakshi Sharma	Assistant Professor	9418077709
8.	Ms. Anita Kumari	Assistant Professor	8988210109
9.	Ms Babita	Assistant Professor	9816089857
10	Ms Rohini	Assistant Professor	9418715701

Search and Rescue Team (Students)

Roles and Responsibilities

Before Disaster

Acquire map of the college, building plan with indication of entries, exits, staircases, corridors, gates, door, windows etc, and a copy of the college evacuation plan. Get information on number of students in each class, teachers, other staff, classrooms, labs. All the keys of classrooms, labs, college gates must be kept at appropriate place so that it

can be easily accessed and the entire team members should be aware about it. Vital equipment such as whistle, rescue helmets, torches, lanterns, ropes, and ladder (In case of two storey building) and equipments required to rescue disabled people must be kept ready. The team member should be trained in basic search and rescue techniques through local fire department. Mock drills must be organized regularly to ensure effectiveness and better coordination.

During Disaster

Carry out search and rescue operation as per the situation. Rescue people as per their vulnerability i.e. disable people must be given preference over the others. The rescued people must be move out to safer place.

After Disaster

All rooms should be checked so that no one is left in any of the room. For seriously injured people, injured people should be handed over to first aid team for medical assistance. Update rescue procedures as learned during rescue operations, if any

4. Evacuation Team Evacuation Team (Staff)

S.N.	Name	Designation	Contact
1.	Mr. V.K. Sanoria	Associate Professor	9418187201
2.	Mr. Susheel Gupta	Assistant Professor	9418109705
3.	Ms Shweta Thakur	Assistant Professor	9882886289
4.	Mr. Pankaj	Assistant Professor	9817051965
5.	Ms. Monika Bhatnagar	Assistant Professor	9805520440
6.	Ms. Poonam Thakur	Assistant Professor	
7.	Ms. Kanu Mehta	Assistant Professor	9418192311
8.	Ms Sangeeta Bali Sharma	Assistant Professor	9418026911
8.	Ms. Neha Jhoita	Assistant Professor	8988105225
9.	Mr Nishant Sharma	Assistant Professor	9459742524

List of Students

Before Disaster

Acquire map of the college, building plan with indication of entries, exits, staircases, corridors, gates, door, windows etc, and prepare an evacuation plan for the school. Get information on number of students in each class, teachers, other staff, classrooms, labs. All the keys of classrooms, labs, school gates must be kept in appropriate place so that it can be easily accessed. Also, the entire team member should aware about it. Sign posts should be put on walls by assessing hazard so that people from every room can get guidance for easy and early evacuation. Make arrangement for necessary supplies for evacuation giving importance to the needs of disabled people. Regular evacuation drills must be practiced in coordination with other teams for different hazards.

During Disaster

Evacuate people as per the procedure confirmed in practice drills. Students must be guided till the last student is out of risk. After Disaster Take a roll call of all the evacuated people, note and match it with the actual number mentioned in the college records. If any discrepancy arises in the number, report it to search and rescue team. Monitor the evacuation process and note special points which were missed in practiced drills. Keep 2 members of the team at the gates to deal with parents and guardians and coordinate with fire brigade, police personnel and other related agencies to help them reach the affected areas.

5. Fire Safety Team (Staff)

S.N.	Name	Designation	Contact
1.	Mrs Anuja Sharma	Associate Professor	9816030009
1.	Dr Anupama Tomar	Associate Professor	9816028058
2.	Dr. Ravi Bhushan	Associate Professor	9816073535
3.	Ms. Neha Walia	Assistant Professor	9418903075
4.	Shivani Chauhan	Assistant Professor	9816601720
5.	Ms. Priyanka Mehta	Assistant Professor	9805768815
6.	Mr Nishant Sharma	Assistant Professor	9459742524
7.	Ms Swati Kapil	Assistant Professor	7807379361
8.	Ms. Babita	Assistant Professor	

5. Fire Safety Team (Student)

Roles and Responsibilities

Before disaster

Ensure that the college has sufficient number of fire extinguishers installed and the same are in working condition. All the team members must know how to operate the fire extinguisher. Ensure that the periodic fire safety assessment is done by local fire department in consultation with district administration. Team members must participate in the mock drill regularly. Ensure that the electric wires and switches including main switches must be covered and if found open report to the school management to get it repaired in consultation with electricity department.

During disaster

Switch off the main switch if possible and cut down the supply of electricity for the entire school. If any student catches fire, order him to do STOP, DROP and ROLL. Use fire extinguishers and try to extinguish the fire wherever seen. If fire is taking huge magnitude, then get out of the college building. Inform local fire brigade as early as possible.

After disaster

Ensure that all students are present in the school ground. If found missing in the head count, must report to search and rescue team. Assist search and rescue team and first aid team to carry out their operations. Prepare updates and report to the college management/local district administration for better coordination.