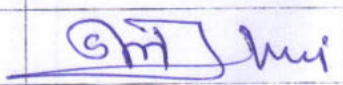
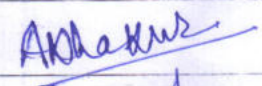
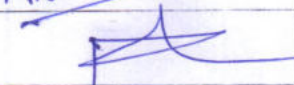




**Standard Operating
procedure
For
Disaster Management Cell**

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Authority	Name	Signature
Prepared by	Mr.S.M.Teli	
Approved by	Registrar	
Reviewed by	Principal	

1. EMERGENCY PLAN

This Plan requirement is to minimize the harmful effect on the people, property & environment.

In Spite of numerous risks mitigation measures taken and after carrying out various hazard/Risk Assessment studies and Environmental Impact Analysis, prevention and control measures, a well defined and systematic approach is necessary to deal with any eventuality that may still occur. This contingency plan fulfils this object. It will deal with incidents, which may still occur and could affect people and property both on the site and in the vicinity.

The plan elaborates various aspects and assigns specific key role to be played with corresponding responsibilities and authority. This plan is practiced by simulation of incidents that can be dealt during Mock Drills involving local authorities. The plan has been prepared duly supported by external specialists and guidance from the authorities. The emergency management plan elaborates the control efforts to be put in, by all concerned, in the event an emergency. Regular mock drills (fire fighting training) with the plane are essential for its effectiveness. The plan will

Be modified /revised whenever major change in operations are carried out. It shall be updated periodically.

2. EMERGENCY ORGANIZATION

2.1 OBJECTIVES

The objectives of the plan as follows

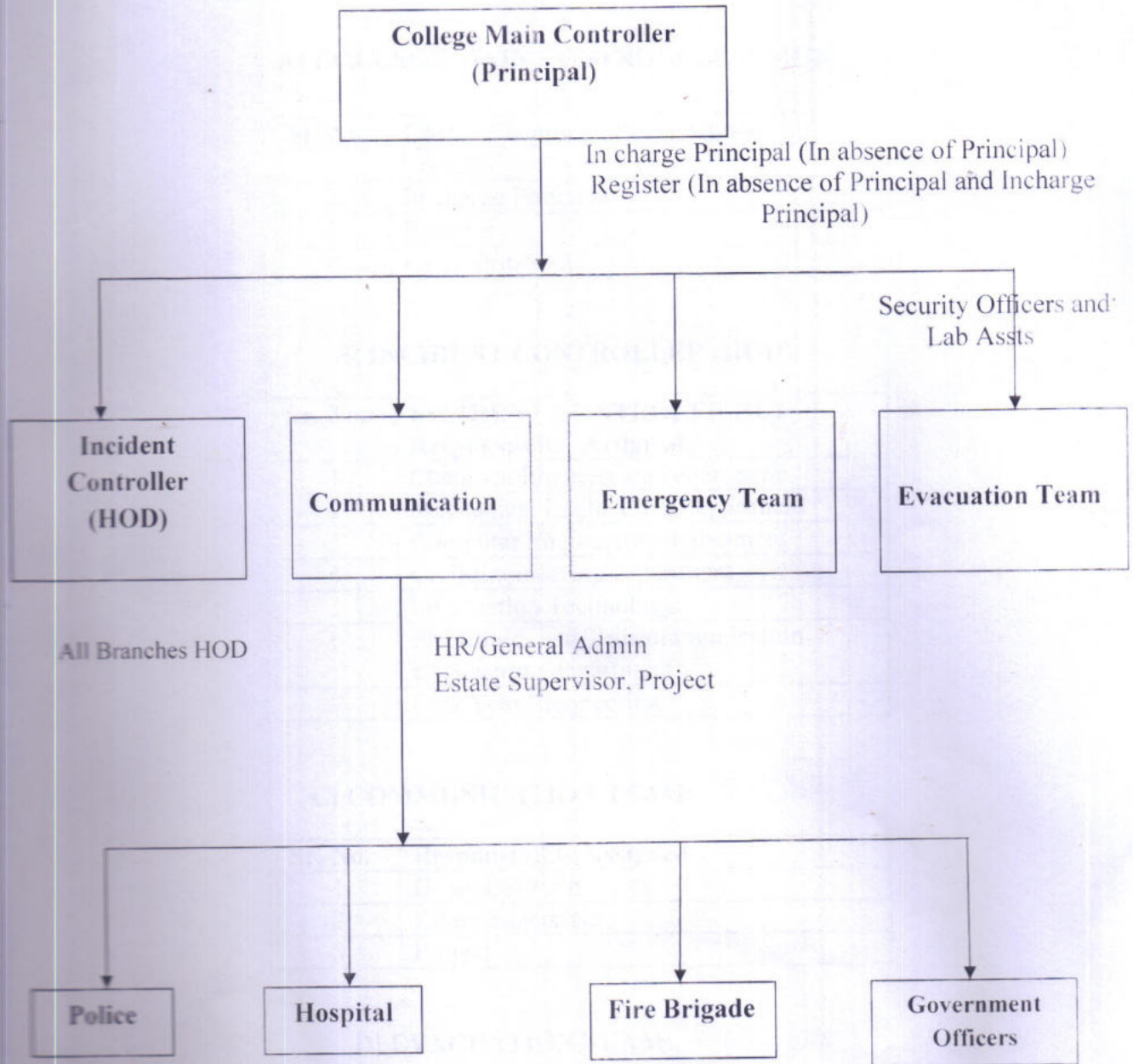
1. Controlling the emergency, localize the emergency and eliminating the hazard.
2. Welfare of person managing the disaster.
3. Head –Count and rescue operation.
4. Rescue of personnel.
5. Treatment of injured personnel.
6. Safeguarding other by steps including evacuation.
7. Minimizing damage to property and environment.
8. Information and assisting relatives.
9. Informing and collaborating with statutory authorities.
10. Informing the News Media.
11. Preserving records and organizing investigation.

2.2 ROLE AND RESPONSIBILITIES DURING EMERGENCY

In order to achieve above objectives the role of key personnel is clearly defined to avoid confusion and to meet the emergency effectively. The College Main Controller and the Incident Controller (Department Head) are the personnel for effective control of an emergency. As per emergency preparedness chart the success of control of an emergency situation depends upon their timely action. The action for these persons and **Emergency Do's and Don'ts** are given in this section.

- ❖ College Main Controller,
- ❖ Incident Controller (Department Head),
- ❖ Lab Assistants.
- ❖ Security Officers,
- ❖ Security Shift supervisor
- ❖ Telephone operator.
- ❖ Outside Drivers/Owners of vehicle.

4. EMERGENCY PREPAREDNESS ORGANIZATION CHART



3. EMERGENCY TEAM

EMERGENCY TEAM				
MAIN CONTROLLER				
NO	NAME	DESIGNATION	INTERCOM	MOBILE NO
1	Mr.S.S.Joshi (Principal)	Chairperson	101	7774864781
NO	COMMUNICATION TEAM		INTERCOM	MOBILE NO
1	Mr.S.M Teli (Coordinator)	Member Secretary	150	9665816241
2	Mr.A K Sawant(Project)	Member	200	9422421609
3	Mr.Sandip Pephade (Estate Supervisor)	Member	200	9527207078
4	Mr. D.D.Shembekar (General Admin)	Member	114	02355-252753
5	Mr. A.K.Thakur (Registrar)	Member	110	9821776546
NO	INCIDENT CONTROLLER		INTERCOM	MOBILE NO
1	Mr.S.H.Gharat (CHEMICAL HOD)	Member	149	8979711684
2	Mr.G.D. Parulekar (CIVIL HOD)	Member	204	7888047494
3	Mr. A.K.Mangore(COMPUTER HOD)	Member	182/172	8149715541
4	Mr. B.S.Potdar (ASH HOD)	Member	162	8308322581
5	Mr. O.A.Jarli (MECH)	Member	190	9404956734
6	Mrs.S.S.Tathare (E&TC HOD)	Member	123	9422570804
7	Mr. B.N. Patel (LIBRARY)	Member	270	7507031130
NO	EVACUATION TEAM		INTERCOM	MOBILE NO
1	Mr.A.S Kadam (Security Officer)	Member	112	9420376120
2	Mr.R.R.More(Security Officer)	Member	112	9875875336
3	Mr. Khadilkar V.P. (Lab Assts.Mech Dept.)	Member	137	7030530408
4	Mr. Mohite S. B. (Lab Assts.Chem Dept.)	Member	153	9270939609
5	Mr. Pendharkar P.R. (Lab Assts.Com Dept.)	Member	184/182	8605168618
6	Mrs. Kokaje M.M. (Lab Assts.Extc Dept.)	Member	124	7588620236
7	Mr.Patil P.A. (Lab Assts.Extc Dept.)	Member	139	8308518944
8	Mr.Pawar H.S.(Lab.Tech.Civil dept)	Member	203	9421228320

5. KEY PERSONNEL OF THE ORGANIZATION AND RESPONSIBILITIES ASSIGNED TO THEM IN CASE OF AN EMERGENCY

A] COLLEGE MAIN CONTROLLER (CMC):

Sr. No.	CMC –Responsibility Assigned
1	Principal
2	In charge Principal
3	Register
4	Pa To Principal

B] INCIDENT CONTROLLER (HOD):

Sr. No.	INCIDENT CONTROLLER (IC) Responsibility Assigned
1	Chemical Engineering department
2	Mechanical Engineering department
3	Computer Engineering department
4	Civil Engineering department
5	Information Technology
6	Electronics and Telecommunication Engineering department
7	First Year Engineering

C] COMMUNICATION TEAM:

Sr. No.	Responsibility Assigned
1	General Admin
2	Estate Supervisor
3	Project

D] EVACUATION TEAM

Sr. No.	Responsibility Assigned
1	Security Officer
2	Lab Assts.

6 RESPONSIBILITIES

A) COLLEGE MAIN CONTROLLER (CMC):

- Activate the Emergency Control Person.
- Verify the head count & arrange for search /rescue
- Instruct for shutting & Evacuation if required.
- Seek assistance from external agencies, Fire station & Mutual aid
- Liaison with statutory authorities
- Give clearance signal when normal

He Shall,

- Be over all in charge of the situation and of emergency squad.
- Direct all operations and call the external help from emergency center.
- In consultation with incident controller, take stock of the situation considering the exact place & severity of emergency.
- Ensure that all the key persons are at department. Delegate the responsibilities to employee as depending upon the situation.
- Withdraw the staff in case of the human life is in peril.
- Call the members of MUTUAL AID if required. Search for the injured and/or casualties.
- Arrange to call the other experts/the suppliers if required

B) INCIDENT CONTROLLER (HOD):

- Arrive immediately and assess the situation
- Activate the security head to report the emergency to main controller (principal) or report to main controller directly.
- Assume the responsibility of the main controller (principal)
- Direct Shutdown or stop the experiments in the department. Identify the areas likely to be affected by the emergency.
- Call outside emergency services like fire brigade, police, and members of mutual aid.
- Give advice, information as requested by the head of the Fire Brigade, police and Mutual Aid member

- Preserve all evidence for a subsequent enquiry and he shall maintain a log of events to facilitate further investigation.

C] SECURITY OFFICER

- Ask for ambulance to proceed to scene of emergency.
- Remove the obstruction from road and keep clear. Direct Fire brigade & ambulance services, as instructed by main controller.
- Restrict entry of unauthorized & untrained persons or vehicles in premises & towards emergency area. Control traffic movement for smooth & normal flow.
- Initiate rescue operations if required
- Call fire brigade & ambulance during off hours if instructed.
- Inform police, if instructed by college main controller.
- Close the main. Stop the movement of men & students.
- Determine the number of total persons on the college site including faculty, lab assistant and visitors at that movement from display board of IN – OUT.

D] ALL FACULTY MEMBERS AND STUDENTS

All faculty member should stop there lectures and conducting experiments in the laboratory. Gather their respective assembly points for head count

E] HOUSEKEEPING AND OTHER EMPLOYEES (VISITORS)

Housekeeping at the college shall stop work. Keep all Housekeeping tools safely aside and report to the assembly point. They should stand in a queue behind their supervisors.

F] OUTSIDE DRIVERS /OWNER OF THE VEHICLES:

Outside Drivers/Owners of should not start their vehicle unless instructed by College main control. On instructed should move out without obstructing the road.

D] ADMINISTRATION OFFICER (HR)

- Arrange for assistance or support required at college such as medical assistance, food, informing to the families of the affected /Injured persons, hospital accommodation etc.
- Inform H.O.for arranging for insurance company surveyors in the event of loss of material or properties and arrange for survey of the site as per the rules of the company and the insurance requirements.

ALL FACULTY AND ADMINISTRATIVE DEPARTMENTS

- All faculty and administrative departments shall identify the critical operations and critical facility requirements of their units, which must be protected in the case of an emergency.
- Faculty and administrative departments shall have both a communications plan and an emergency response plan, including shutdown procedures.
- Will establish a Floor/Building Captain system for notification, evacuations, and training.
- This information shall be in writing and the Emergency Director, Director of Safety and Security, and Facilities Director shall hold a copy. These plans shall be reviewed at least annually.

GENERAL INSTRUCTIONS

1. Speed is essential.
2. Clarity of information and instructions to all concerned persons and authorities.
3. Telephone system is to be used only for essential communication to combat the emergency.
4. In case of communication failure, send messengers by bicycles or any other transport available.
5. Ensure that MOCK DRILLS are conducted-Once in a Six Month.
6. Adequate quantity of material to neutralize the risk elements should be kept ready.

GIT GHARDA INSTITUTE OF TECHNOLOGY	GIT-STANDARD OPERATING PROCEDURE FOR GIT DISASTER MANAGEMENT	Page 1 to 16
	DOCUMENT NO:-GIT/DM/01	Revision Number: 05 EFF. Date:-20/07/19

SR. NO	DESCRIPTION	PAGE NO	
		FROM	TO
1	Emergency Plan	3	3
2	Name And Address Of Person Furnishing The Information	4	4
3	Emergency Organization	5	5
4	Emergency Team	6	6
5	Emergency Preparedness Organization Chart	7	7
6	Detail College Layout	12	12
7	Location Of Dangerous Substances	13	13
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9	Fire Fighting Resources	15	15
10	Emergency Preparedness	16	16

Authority

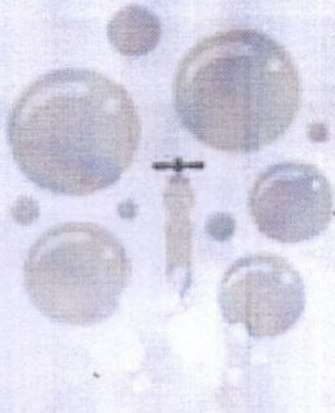
Prepared By - S J Kulkarni

Approved By - Registrar

Reviewed By - Principal

CORONAVIRUS DISEASE – (COVID19)

Protect yourself and other from getting sick



Wash your hands

- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



If your hands are not visibly dirty Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



When coughing and sneezing cover mouth and nose with tissue



Throw tissue into closed bin immediately after use

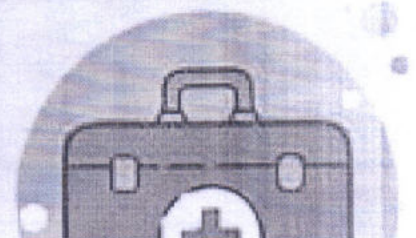


Avoid close contact when you are experiencing cough and fever



Avoid spitting in public

If you have fever, cough and difficulty in breathing seek medical care early and share previous travel history



COMP.NO.19/A.Y. 2020-2021

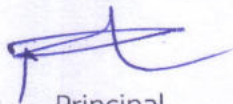
 13th March, 2021

CIRCULAR

The **Disaster Management committee** is reconstituted and will continue till the end of A.Y. 2021-2022. The members of the committee are as follows,

EMERGENCY TEAM			
MAIN CONTROLLER			
COMMUNICATION TEAM			
Sr. No.	Name	Designation	Mobile No.
1	Mr. Gadre M. S.	Chairperson	9422631677
2	Prof. (Dr) Kulkarni S. J.	Member – Secretary	9664213953
3	Mr. Jadhav S. D.	Member	8408824337
4	Mr. Shembekar D. D.	Member	9145363639
INCIDENT CONTROLLER			
Sr. No.	Name	Designation	Mobile No.
1	Prof. Potdar B. S.(HOD ASH)	Member	8308322581
2	Dr. Talnikar V. D.(HoD Chem)	Member	9422727389
3	Dr. Danawade B. A.(HoD Mech)	Member	9822730639
4	Dr. Bane R. R. (HoD Comp)	Member	9422632740
5	Dr. Khedekar S. R. (HoD Extc)	Member	9403573999
6	Dr. Patil S. K. (HoD Civil)	Member	9767503463
7	Mr. Joshi S. P. (Asst.Librarian)	Member	8308347555
EVACUATION TEAM			
Sr. No.	Name	Designation	Mobile No.
1	Mr. Bhuran S.V.	Security Supervisor	7038840067
2	Mr. Latake N.	Security Supervisor	9604357820
3	Mr. Kadam V.	Security Supervisor	9145008864
4	Mr. Mohite S.B.	Lab. Tech. Chem	9270939609
5	Mr. More S.L.	Lab. Asst. Mech	9403504785
6	Mr. Pendharkar P.R.	Lab. Asst. Comp	8605168618
7	Mr. Patil P.A.	Lab. Tech. Extc	8308518944
8	Mrs. Gamare N.V.	Lab. Asst. EXTC	9657827069
9	Mr. Pawar H.S.	Lab. Tech. Civil	9421228320

Committee should conduct at least two meeting in every semester and as & when required. Chairperson/Convener/Member Secretary should maintain the record of minutes of meetings and produce to the undersigned as and when required.



Principal

Cc(by email) to : All GIT Staff

Enclose: Role and Responsibilities


Role and Responsibilities:

- | |
|--|
| 1. To analyse risk which expose the college to the potential for disruption of its activities such as natural, technological, or human-caused or others (e.g., pandemic, loss of research data, equipment failure) |
| 2. To Design and conduct two internal disaster drills per year. One of the drills is to include fire hazard |
| 3. Overseeing the development of emergency preparedness and response plans |
| 4. Reviewing annually existing emergency management policies and procedures, and recommending changes to the Principal |
| 5. Creating performance measurements, specifically for : (a) Response to emergencies and drills, (b) Reviewing emergency responses and drills for problems (c) Frequency of emergencies and failures |
| 6. To create disaster management teams for residential campus, hostels and academic domain |
| 7. To update disaster manual from time to time and ensure that information about disaster procedure is known to everyone |



A handwritten signature in blue ink is located in the bottom right area of the page. The signature is stylized and appears to be a name with a surname, possibly 'J. ...'. It is written over the bottom right corner of the table.