



# EMERGENCY RESPONSE PLAN

## Harivandana College

### Purpose

The Emergency Response Plan (ERP) outlines procedures to ensure the safety of students, staff, and visitors during emergencies. This plan aims to minimize harm and ensure a coordinated response.

### Emergency Types

- **Natural Disasters:** Earthquakes, floods, cyclones.
- **Fire Emergencies:** Building fires, electrical fires.
- **Medical Emergencies:** Accidents, health crises.
- **Man-Made Incidents:** Violence, bomb threats, or active shooter situations.
- **Utility Failures:** Power outages, gas leaks.

### Emergency Contact Information

- **Fire Department:** 101
- **Police:** 100
- **Ambulance:** 108
- **College Administration:** [Insert contact numbers]
- **Security Office:** [Insert contact numbers]
- **Nearest Hospital:** [Insert hospital name and contact]

### Roles and Responsibilities

#### Emergency Response Team (ERT)

- **Coordinator:** Principal/Head of Institution—overall authority during emergencies.
- **Evacuation Leaders:** Faculty or administrative staff assigned to guide evacuation procedures.
- **First Aid Team:** Trained personnel to administer first aid until professional medical help arrives.

- **Communication Officer:** Responsible for informing external emergency services and providing updates.
- **Security Team:** Ensure campus security and manage access points.

## Evacuation Procedures

1. **Sound Alarm:** Activate the fire alarm or emergency siren to alert all occupants.
2. **Evacuation Routes:** Follow designated routes marked on the emergency exit maps posted in classrooms and hallways.
3. **Assembly Points:** Gather at pre-determined safe assembly areas:
4. Ground near the main parking lot.
5. Open sports ground.
6. **Check Attendance:** Faculty and class representatives must account for all students and report to the ERT Coordinator.
7. **Assist Vulnerable Individuals:** Provide special assistance to individuals with disabilities or medical conditions.

## Communication Protocols

- **Internal Communication:**
  - Use the college intercom system or portable radios.
  - Notify all departments and offices immediately.
- **External Communication:**
  - Contact local emergency services using the numbers provided.
  - Inform parents or guardians as necessary.

## Training and Drills

- Conduct emergency drills twice a year to familiarize staff and students with evacuation routes and procedures.
- Train staff in basic first aid, fire extinguisher usage, and emergency response protocols.

## Emergency Supplies

- First aid kits in all major departments and administrative offices.
- Fire extinguishers in strategic locations across campus.
- Flashlights, batteries, and emergency contact lists in every department.

## Post-Emergency Actions

- Conduct a headcount to ensure everyone is accounted for.
- Provide necessary first aid and medical attention.

- File a detailed incident report.
- Conduct a debrief to evaluate the response and identify improvements.

## Review and Updates

- The Emergency Response Plan will be reviewed annually and updated based on changes in infrastructure, staff, or best practices.

## Effective Date

2 Jul 2021



A handwritten signature in blue ink, appearing to be "D. S.", written over a horizontal line.

**I/C Principal**  
Harivandana College  
Rajkot