

# GOVT. POLYTECHNIC FOR WOMEN, MORNI (PANCHKULA)

## Emergency Response Guidelines

### Objective:

The objective of this document is to establish guidelines for the safety and security of employees during an emergency at the Govt. Polytechnic for Women, Morni (Panchkula).

### Content:

1. General Safety & Evacuation Guidelines
2. Handling Emergencies
  - Medical Emergency
  - Fire
  - Earthquake
  - Floods
  - Riot/Civil Disturbance
  - Bomb Threat
3. Emergency Contact Numbers

### General Safety & Evacuation Guidelines:

If you hear instructions to evacuate:

- Do not run, use the nearby staircase
- Please assist the physically challenged/pregnant ladies in the evacuation process.
- DO NOT PANIC! Panic is the most harmful & most difficult element to control in an emergency.
- Do not re-enter the facility until instructed to do so

### Medical Emergency:

- Call the nearest hospital, General Hospital, Morni (Panchkula) at 01733-250136. Be prepared to provide information such as the location of the incident, condition of affected person, etc.
- Notify the Regional Director.
- Attempt to comfort the injured party. Do not crowd around the person, give them space. Avoid contact with blood and bodily fluids. Do not clean up the area. Blood and bodily fluids can carry infection disease.
- Do not move the person.

### Fire Emergency Procedure

If a fire is discovered in the office:

- Rescue anyone in immediate danger without endangering yourself or others
- Confine the fire by closing the door
- Pull the manual fire alarm box
- Call the Emergency Helpline at 101, be prepared to provide information such as the location of the incident and assist fire fighters when they arrive

- Alert landlords.
- Feel doors for heat before opening them. Do not open any doors which are hot.

If you hear the fire alarm or instructions to evacuate:

- Remain calm. Listen for instructions
- Close doors but do not lock them. Take only essential belongings with you. Keep your hands free.
- Proceed downstairs. Use the handrails. Keep to the right on the stairs to avoid fire-fighters who may be coming up the stairs on their rights.

## **Earthquakes**

When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but big earthquakes can last up to a minute

Procedures to follow during the earthquake:

- Try to remain calm and reassure others.
- If you are indoors, move immediately to a safe place. Get under a desk, table, or workstation if possible. Stand in an interior doorway or in the corner of a room.
- Watch out for falling debris or tall furniture. Stay away from windows and heavy objects that may topple or slide across the floor.
- Do not be surprised if the electricity goes out, or if elevator, fire and burglar alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- If you are outdoors, try to get into an open area away from buildings and power lines.
- Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock.
- Also, aftershocks may occur –these are separate quakes that follow the main shock. Aftershocks may occur for several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

## **Procedures to follow after the Earthquake**

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

*Here are some safety guidelines to follow:*

- Remain calm and take time to assess your situation
- Seek medical help for those who need it (follow medical emergency procedures)
- Check for fires and fire hazards. Put out fires immediately if you can. Follow fire emergency procedures if you notice evidence of a fire.
- Do not light matches, use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
- Do not touch power lines, electric wiring, or objects in contact with them.

- Minimize usage of Telephones (Use the phone only to report emergency).
- There are no rules that can eliminate all earthquake danger. However, damage and injury can be reduced by following the above precautions.

### **Floods**

During a flood, follow the guidelines below:

- If a flood is imminent or predicted: If time allows, remove as much equipment as possible from your floor and place it on your desktop or a high shelf. Unplug any electrical equipment as well
- If a flood is predicted, you will be instructed by the Emergency Coordinator to evacuate the building.
- You will not be required to evacuate during a flood. If you feel you will be safer inside the building, you may remain.

### **Once the flood begins**

- Once water begins filling up the streets and buildings, employees will be strongly urged to stay in the building. If you choose to stay, follow the instructions below.
  - If time allows, remove as much equipment as possible from your floor and place it on your desktop or a high shelf. Unplug any electrical equipment as well.
  - Close all doors but do not lock them
  - Do not use any electrical equipment. Do not light fires or burn anything. Do not use the telephone unless it is an emergency.
  - If you are trapped on a floor with water entering, place a piece of clothing or other signal outside a window, alerting authorities of your situation
- Avoid stepping in the water. Downed power lines in nearby water could cause serious injury or death

### **After the water recedes**

- Once the water has receded, you may proceed out of the building.
- Take notice of downed power lines another danger that may have been caused by the flood.
- If the engine of your car was flooded, the car may not start.

### **Riot/Civil Disturbance**

Political Turmoil: Political Turmoil would include events such as bandhs, strikes, political rallies, demonstrations etc. All other related events which would affect logistics such as transport and other critical operational components would constitute political turmoil. The likely fallout of such events might lead to disruption of routine functioning of operations.

In the event of political turmoil, associates should do the following:

- Never put yourself in potential danger
- In case of such situations it is advisable to check with Regional Director before coming to the office.

## **Bomb Threat**

Keep calm! Listen! Do not interrupt! Look at your watch! Note down immediately and try to record with your mobile! Gather as much information as possible! Try to continue the talk!

-Inform the police immediately after the threat!

-Close the safe! Leave the place of threat!

## **Emergency Contact Numbers**

### **External**

Fire Station 101

Police Station 100 (General), 01733-250050(Morni Police Station)

Ambulance service 01733- 250136 (General Hospital, Morni (Panchkula))

### **Internal**

Mr. Sudhir Rana (Principal) +91-9988506409