

# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS 2019-2020.

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>03</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	/	
6.	Earthing properly done in the office	/	
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system		X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X	X
9.	Is any defective equipment in use in the office Specify:		X
10.	Are there any live wires lying or tangled in the open		X
11.	Is electricity tapped at any electrical joint		X
12.	Is any plug point used for multiple loads Specify at how many points:		X
13.	Any other observation		X

S.No	Data Safety Assessment		
1.	Does the office have the list of all important documents (Guard file)	/	
2.	Does the office have at least one soft copy of such documents		X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)		X
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down		X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.		X
6.	If office is under flood risk, If yes, does the important files placed above the risk level		X
7.	Any other observation		X

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	X
2.	Are they properly fixed to the wall	/
3.	Are these cabinets empty on the top	
4.	Are desks placed with proper distance between them for easy movement	/
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	/
6.	Are window/ split ACs/ coolers properly clamped with the wall	/
7.	Are computers (desktops) clamped properly on the table	/
8.	Any other observation	

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	/
4.	Has the building safety audit conducted by a structural engineer	X
5.	If yes, when was the last audit done	____ Month ____ Year X
6.	Any other observation	

**Map the Hazards**

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	X	
7.			

*(Handwritten Signature)*  
 (LOKNATH-DITRD)  
 Asst - Professor



# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	/
2.	Are they properly fixed to the wall	/
3.	Are these cabinets empty on the top	
4.	Are desks placed with proper distance between them for easy movement	/
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	/
6.	Are window/ split ACs/ coolers properly clamped with the wall	/
7.	Are computers (desktops) clamped properly on the table	/
8.	Any other observation	

S.No	Structural Safety Assessment	
1.	How old is your building	08 years
2.	Is the building structure earthquake resistant	/
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	/
4.	Has the building safety audit conducted by a structural engineer	/
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	/	
2.	Flood	/	
3.	Fire	/	
4.	Building Collapse	/	
5.	Stampede	/	
6.	Medical Emergency		
7.			



# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

2020-2021

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets <u>03</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	
14.	Are office maps and escape route displayed in the office	
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✓

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>03</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	X

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	X
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	X



# GOVT.COLLEGE, LAWAN (C.G.)


## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	X
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	X

S.No	Structural Safety Assessment	
1.	How old is your building	38 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✓
4.	Has the building safety audit conducted by a structural engineer	X
5.	If yes, when was the last audit done	X Month X Year
6.	Any other observation	X

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	X
2.	Flood	X	X
3.	Fire	X	X
4.	Building Collapse	X	X
5.	Stampede	X	X
6.	Medical Emergency	X	X
7.	X	X	X

  
 07.03.2020  
 गौ. कौ. कॉलेज  
 लवान  
 जिला 078 लवान

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers)  b. Water Buckets - <u>03</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	✗

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✗
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	✗



# GOVT. COLLEGE, LAWAN (C.G.)


## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	x
2.	Are they properly fixed to the wall	
3.	Are these cabinets empty on the top	
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	x

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	x
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✓
4.	Has the building safety audit conducted by a structural engineer	x
5.	If yes, when was the last audit done	x Month x Year
6.	Any other observation	x

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	x	x
2.	Flood	x	x
3.	Fire	x	x
4.	Building Collapse	x	x
5.	Stampede	x	x
6.	Medical Emergency	x	x
7.		x	x

  
 10.03.2021  
 प्रिन्सिपल  
 ग्रेजुएट कॉलेज

2020-21  
**GOVT.COLLEGE, LAWAN (C.G.)**

**OFFICE DISASTER MANAGEMENT PLAN  
 ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>03</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	-

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✗
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	-



# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	X
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	X
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	X

S.No	Structural Safety Assessment	
1.	How old is your building	08 years
2.	Is the building structure earthquake resistant	
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	
4.	Has the building safety audit conducted by a structural engineer	
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake		
2.	Flood		
3.	Fire		
4.	Building Collapse		
5.	Stampede		
6.	Medical Emergency		
7.			

*Verified*  
*S. K. Patel*  
*Assistant Professor*

2019-20

**GOVT.COLLEGE, LAWAN (C.G.)**

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>03</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	-

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	X
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	X
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	-



# GOVT. COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	X
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	X
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	X

S.No	Structural Safety Assessment	
1.	How old is your building	8 6 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✓
4.	Has the building safety audit conducted by a structural engineer	X
5.	If yes, when was the last audit done	Month Year X
6.	Any other observation	X

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	X	
7.			

*Inspected*  
S.K. Patel  
Assistant Professor

## GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>3</u> (numbers) b. Water Buckets - <u>3</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	✗

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	✗



# GOVT. COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	X
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	X

S.No	Structural Safety Assessment	
1.	How old is your building	5 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	corn ✓
4.	Has the building safety audit conducted by a structural engineer	X
5.	If yes, when was the last audit done	Month X Year X
6.	Any other observation	X

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	X
2.	Flood	X	X
3.	Fire	X	X
4.	Building Collapse	X	X
5.	Stampede	X	X
6.	Medical Emergency	X	X
7.			

Dr. Chandana Roy

CRoy

## GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>3</u> (numbers) b. Water Buckets - <u>3</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify: <span style="margin-left: 100px;">No</span>	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	✗

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	✗



# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	
4.	Are desks placed with proper distance between them for easy movement	
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	✗

S.No	Structural Safety Assessment	
1.	How old is your building	<del>5</del> 6 years
2.	Is the building structure earthquake resistant	✗
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✓
4.	Has the building safety audit conducted by a structural engineer	✗
5.	If yes, when was the last audit done	____ Month ____ Year ✗
6.	Any other observation	✗

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	✗	✗
2.	Flood	✗	✗
3.	Fire	✗	✗
4.	Building Collapse	✗	✗
5.	Stampede	✗	✗
6.	Medical Emergency	✗	✗
7.			

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers)  b. Water Buckets - <u>03</u> (numbers)	✓  ✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✓

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓	
6.	Earthing properly done in the office	✓	
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system		X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	yes	X
9.	Is any defective equipment in use in the office Specify:	photocopy	X
10.	Are there any live wires lying or tangled in the open	..	X
11.	Is electricity tapped at any electrical joint		X
12.	Is any plug point used for multiple loads Specify at how many points:		X
13.	Any other observation		X

S.No	Data Safety Assessment		
1.	Does the office have the list of all important documents (Guard file)	✓	
2.	Does the office have at least one soft copy of such documents		X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)		
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down		X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.		X
6.	If office is under flood risk, If yes, does the important files placed above the risk level		X
7.	Any other observation		X



# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment		
1.	Are cabinets placed away from the exit door	<input checked="" type="checkbox"/>	x
2.	Are they properly fixed to the wall	<input checked="" type="checkbox"/>	
3.	Are these cabinets empty on the top		
4.	Are desks placed with proper distance between them for easy movement		
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	<input checked="" type="checkbox"/>	
6.	Are window/ split ACs/ coolers properly clamped with the wall	<input checked="" type="checkbox"/>	
7.	Are computers (desktops) clamped properly on the table	<input checked="" type="checkbox"/>	
8.	Any other observation		x

S.No	Structural Safety Assessment		
1.	How old is your building	<del>2011</del> years	8
2.	Is the building structure earthquake resistant		x
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	<input checked="" type="checkbox"/>	8
4.	Has the building safety audit conducted by a structural engineer		x
5.	If yes, when was the last audit done	— Month Year	x
6.	Any other observation		x

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	x	
2.	Flood	x	
3.	Fire	x	
4.	Building Collapse	x	
5.	Stampede	x	
6.	Medical Emergency	x	
7.			

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प्रो. लक्ष्मी

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>03</u> (numbers)	✓ ✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✓

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓	
6.	Earthing properly done in the office	✓	
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system		✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	no	✗
9.	Is any defective equipment in use in the office Specify:		✗
10.	Are there any live wires lying or tangled in the open		✗
11.	Is electricity tapped at any electrical joint		✗
12.	Is any plug point used for multiple loads Specify at how many points:		✗
13.	Any other observation		✗

S.No	Data Safety Assessment		
1.	Does the office have the list of all important documents (Guard file)	✓	
2.	Does the office have at least one soft copy of such documents		✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)		
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down		✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.		✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level		✗
7.	Any other observation		✗



OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Non-Structural Safety Assessment		
1.	Are cabinets placed away from the exit door	<input checked="" type="checkbox"/>	X
2.	Are they properly fixed to the wall	<input checked="" type="checkbox"/>	
3.	Are these cabinets empty on the top		
4.	Are desks placed with proper distance between them for easy movement	<input checked="" type="checkbox"/>	
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	<input checked="" type="checkbox"/>	
6.	Are window/ split ACs/ coolers properly clamped with the wall	<input checked="" type="checkbox"/>	
7.	Are computers (desktops) clamped properly on the table	<input checked="" type="checkbox"/>	
8.	Any other observation		X

S.No	Structural Safety Assessment		
1.	How old is your building	08 years	
2.	Is the building structure earthquake resistant		
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	<input checked="" type="checkbox"/>	
4.	Has the building safety audit conducted by a structural engineer		X
5.	If yes, when was the last audit done	____ Month ____ Year	X
6.	Any other observation		X

Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	X	
7.			

निदेशिका अटल/अ

श्री गुरु

GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	अग्निशमन प्रशिक्षण कार्यक्रम कराया गया है।

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

11/11/2024  
प्रतिपाद्यक  
हिममि

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✓
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✓
12.	Is any plug point used for multiple loads Specify at how many points:	✓
13.	Any other observation	✓

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✗
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✓
7.	Any other observation	✗




# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	No AC
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	∅

S.No	Structural Safety Assessment	
1.	How old is your building	310 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	—
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	— Month — Year
6.	Any other observation	मरुभूतकी हल्ला

## Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	—	—
2.	Flood	—	—
3.	Fire	—	—
4.	Building Collapse	—	—
5.	Stampede	—	—
6.	Medical Emergency	—	—
7.		—	—

  
 Anurag  
 2021/04/14

GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

2019-20

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes	
	a. Sand Buckets - <u>03</u> (numbers)	03
	b. Water Buckets - <u>03</u> (numbers)	03
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✓
9.	Is any defective equipment in use in the office Specify:	X No
10.	Are there any live wires lying or tangled in the open	No
11.	Is electricity tapped at any electrical joint	✓
12.	Is any plug point used for multiple loads Specify at how many points:	No
13.	Any other observation	-

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✓
7.	Any other observation	-



OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	-
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	-

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	outdoor
4.	Has the building safety audit conducted by a structural engineer	No
5.	If yes, when was the last audit done	- Month Year
6.	Any other observation	-

Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	×	
2.	Flood	×	
3.	Fire	×	
4.	Building Collapse	×	
5.	Stampede	×	
6.	Medical Emergency	×	
7.			

Ym  
05.07.2021  
Y.R. Mahilaw  
Principal

# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Fire Safety Assessment	Tick <input checked="" type="checkbox"/> or <input type="checkbox"/>
1.	Are Fire extinguishers installed in the office	<input checked="" type="checkbox"/>
2.	Are they the appropriate ones for the office	<input checked="" type="checkbox"/>
3.	Are they in working condition	<input checked="" type="checkbox"/>
4.	Are they located at appropriate positions	<input checked="" type="checkbox"/>
5.	Are they placed at appropriate height	<input checked="" type="checkbox"/>
6.	Are instructions indicated on the extinguishers	<input checked="" type="checkbox"/>
7.	Is the language of instruction understood by all employees	<input checked="" type="checkbox"/>
8.	Is hydrant present in the office, If yes a. Sand Buckets - _____ (numbers)  b. Water Buckets - _____ (numbers)	3  3
9.	Is facility of separate water tanker available in the office	<input checked="" type="checkbox"/>
10.	Is emergency fire-fighting training and SOP disseminated to the staff	<input checked="" type="checkbox"/>
11.	Is the inspection conducted periodically	<input checked="" type="checkbox"/>
12.	Are do's and don'ts displayed at appropriate locations within office?	<input checked="" type="checkbox"/>
13.	Are employees aware of emergency contact numbers	<input checked="" type="checkbox"/>
14.	Are office maps and escape route displayed in the office	<input checked="" type="checkbox"/>
15.	Is the emergency exit door present in the office	<input checked="" type="checkbox"/>
16.	Which direction do the doors open (put a tick if it opens towards outside)	<input checked="" type="checkbox"/>
17.	Do you dispose newspapers and other flammable scrap regularly	<input checked="" type="checkbox"/>
18.	Any other observation	No hazardous wastes in the campus

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	<input checked="" type="checkbox"/>
2.	Are the wires coated with insulating material	<input checked="" type="checkbox"/>
3.	Are the wires coated with insulating material	<input checked="" type="checkbox"/>
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	<input checked="" type="checkbox"/>

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✓
9.	Is any defective equipment in use in the office Specify:	No
10.	Are there any live wires lying or tangled in the open	No
11.	Is electricity tapped at any electrical joint	✓
12.	Is any plug point used for multiple loads Specify at how many points:	No
13.	Any other observation	-

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✓
7.	Any other observation	-



# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓ (few)
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	✓

S.No	Structural Safety Assessment	
1.	How old is your building	8 1/2 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	Outdoor
4.	Has the building safety audit conducted by a structural engineer	Yes No
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	-

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	×	
2.	Flood	×	
3.	Fire	×	
4.	Building Collapse	×	
5.	Stampede	✓	
6.	Medical Emergency	×	
7.			

d/ptd  
 03/03/2021  
 (Ajay Dindro)

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	fire safety & training conducted on regular basis

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

*Mayank*

Submitted by - Mayank Verma (Asst. Grade-3)



## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	yes @ office
9.	Is any defective equipment in use in the office Specify:	∞ NO
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	✓
12.	Is any plug point used for multiple loads Specify at how many points:	single use only
13.	Any other observation	systematic piping required for wiring at office premises

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	yes ✓
2.	Does the office have at least one soft copy of such documents	X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	X
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, if yes, does the important files placed above the risk level	✓
7.	Any other observation	NO



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	NO ACs
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	∅

S.No	Structural Safety Assessment	
1.	How old is your building	Eight years
2.	Is the building structure earthquake resistant	Yes ✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors)	leaking bathroom cracked walls
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	Honey comb is there in the college building.

## Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	—	—
2.	Flood	—	—
3.	Fire	—	—
4.	Building Collapse	—	—
5.	Stampede	—	—
6.	Medical Emergency	—	—
7.	Honey bee		

*अप्राप्त*  
मरीक तम

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick <input checked="" type="checkbox"/> or <input type="checkbox"/>
1.	Are Fire extinguishers installed in the office	<input checked="" type="checkbox"/>
2.	Are they the appropriate ones for the office	<input checked="" type="checkbox"/>
3.	Are they in working condition	<input checked="" type="checkbox"/>
4.	Are they located at appropriate positions	<input checked="" type="checkbox"/>
5.	Are they placed at appropriate height	<input checked="" type="checkbox"/>
6.	Are instructions indicated on the extinguishers	<input checked="" type="checkbox"/>
7.	Is the language of instruction understood by all employees	<input checked="" type="checkbox"/>
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	<input checked="" type="checkbox"/>
9.	Is facility of separate water tanker available in the office	<input type="checkbox"/>
10.	Is emergency fire-fighting training and SOP disseminated to the staff	<input checked="" type="checkbox"/>
11.	Is the inspection conducted periodically	<input checked="" type="checkbox"/>
12.	Are do's and don'ts displayed at appropriate locations within office?	<input checked="" type="checkbox"/>
13.	Are employees aware of emergency contact numbers	<input checked="" type="checkbox"/>
14.	Are office maps and escape route displayed in the office	<input checked="" type="checkbox"/>
15.	Is the emergency exit door present in the office	<input checked="" type="checkbox"/>
16.	Which direction do the doors open (put a tick if it opens towards outside)	<input checked="" type="checkbox"/>
17.	Do you dispose newspapers and other flammable scrap regularly	<input type="checkbox"/>
18.	Any other observation	<input checked="" type="checkbox"/>

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	<input checked="" type="checkbox"/>
2.	Are the wires coated with insulating material	<input checked="" type="checkbox"/>
3.	Are the wires coated with insulating material	<input checked="" type="checkbox"/>
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	<input checked="" type="checkbox"/>

Submitted by - Lalit Mohan. Paikora.

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	✓

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	✓



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	✓

S.No	Structural Safety Assessment	
1.	How old is your building	08 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	Corridors,
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	____ Month ____ Year
6.	Any other observation	

## Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake		
2.	Flood		
3.	Fire		
4.	Building Collapse		
5.	Stampede		
6.	Medical Emergency		✓
7.			

*Lalit Mohan Prakash*

Lalit Mohan Prakash

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	—

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

*Yashpal*  
25/10/21  
*Yashpal Kumar Mehta*

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✓
9.	Is any defective equipment in use in the office Specify:	∅
10.	Are there any live wires lying or tangled in the open	∅
11.	Is electricity tapped at any electrical joint	✓
12.	Is any plug point used for multiple loads Specify at how many points:	single use
13.	Any other observation	systematic pipms required for wiring at office

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	∅
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	∅
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	∅
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, if yes, does the important files placed above the risk level	✓
7.	Any other observation	NO

*Yashant*  
25/10/21

*Yashant Kumar Yadav*



# OFFICE DISASTER MANAGEMENT PLAN

## ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	No AC
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	γ

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	leaking bathroom cracked wall
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	Honeycomb at office

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	—	—
2.	Flood	—	—
3.	Fire	—	—
4.	Building Collapse	—	—
5.	Stampede	—	—
6.	Medical Emergency	—	—
7.			

Yashwanth  
 25/10/21  
 Yashwanth Kumar, Y...

# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers)  b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	✗

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	✗




## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	f

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	Corridors
4.	Has the building safety audit conducted by a structural engineer	X
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	X

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	f	
7.			

  
 Rakesh Kumar Dabhoiwale  
 Chem. Dept Lecturer

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	X
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	X
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	X X
15.	Is the emergency exit door present in the office	X
16.	Which direction do the doors open (put a tick if it opens towards outside)	X
17.	Do you dispose newspapers and other flammable scrap regularly	X
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

*Signature*  
L2/A P.P. Room

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	×
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	×	
2.	Flood	×	
3.	Fire	×	
4.	Building Collapse	×	
5.	Stampede	×	
6.	Medical Emergency	×	
7.			

LUNA PRASAD  
*(Signature)*

GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✗
17.	Do you dispose newspapers and other flammable scrap regularly	✗
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	X

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	X



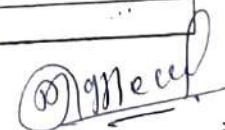
# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	X
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	X
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	X

S.No	Structural Safety Assessment	
1.	How old is your building	09 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✓
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	X

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	✓	
7.			

  
 miss mageshwarigallewad  
 Hirceli

GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✗
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✓
7.	Any other observation	




# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	6 X
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	____ Month ____ Year
6.	Any other observation	

## Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	X	
7.			

  
 R.K. Khandalkar  
 Asstt. Professor

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	<del>✗</del> ✓
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✗
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✗
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

*J. K. Sahu*  
Rajkumari Sahu

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	X
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	X

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	X



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✗
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	✗

S.No	Structural Safety Assessment	
1.	How old is your building	08 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✗
4.	Has the building safety audit conducted by a structural engineer	✗
5.	If yes, when was the last audit done	____ Month ____ Year
6.	Any other observation	✗

## Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	✗	✗
2.	Flood	✗	✗
3.	Fire	✗	✗
4.	Building Collapse	✗	✗
5.	Stampede	✗	✗
6.	Medical Emergency	✓	✓
7.			

  
 Rakamani Sathy

GOVT.COLLEGE, LAWAN (C.G.)

OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✗
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✗
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✗
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

*Shikha Madaria*  
25/10/2021  
Shikha Madaria

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	X
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	X

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	X




# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✗
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	✗

S.No	Structural Safety Assessment	
1.	How old is your building	08 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✗
4.	Has the building safety audit conducted by a structural engineer	✗
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	✗

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	✗	✗
2.	Flood	✗	✗
3.	Fire	✗	✗
4.	Building Collapse	✗	✗
5.	Stampede	✗	✗
6.	Medical Emergency	✗	✗
7.		✗	✗

  
 25/10/2021  
 Shikha Madanig

# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✗
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✗
18.	Any other observation	✗

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	X

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	X



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✗
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	✗

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	✓
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	✗

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	✗	
2.	Flood	✗	
3.	Fire	✗	
4.	Building Collapse	✗	
5.	Stampede	✗	
6.	Medical Emergency	✗	
7.			

Do. Smrita Jainwal  
*Smrita Jainwal*

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>03</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	—

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✓
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✓
9.	Is any defective equipment in use in the office Specify:	✓
10.	Are there any live wires lying or tangled in the open	✓
11.	Is electricity tapped at any electrical joint	✓
12.	Is any plug point used for multiple loads Specify at how many points:	single
13.	Any other observation	systematic piping required for wiring at office.

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	X
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✓
7.	Any other observation	NO



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	No AC
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	7

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	Yes
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	leaking washroom cracked wall
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	Honeycomb at College

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	—	—
2.	Flood	—	—
3.	Fire	—	—
4.	Building Collapse	—	—
5.	Stampede	—	—
6.	Medical Emergency	—	—
7.			

(BR) Verma

Bholaram Verma

**OFFICE DISASTER MANAGEMENT PLAN  
ASSESSMENTS**

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>02</u> (numbers) b. Water Buckets - <u>02</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✗
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✗
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✗
16.	Which direction do the doors open (put a tick if it opens towards outside)	-
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	X
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✓
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✓
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✓
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	✓
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	X
4.	Has the building safety audit conducted by a structural engineer	✓
5.	If yes, when was the last audit done	_____ Month Year
6.	Any other observation	

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	X	
7.			

*Balram*  
 BALRAM  
 20/11/2021

# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Fire Safety Assessment	Tick <input checked="" type="checkbox"/> or <input type="checkbox"/>
1.	Are Fire extinguishers installed in the office	<input checked="" type="checkbox"/>
2.	Are they the appropriate ones for the office	<input checked="" type="checkbox"/>
3.	Are they in working condition	<input checked="" type="checkbox"/>
4.	Are they located at appropriate positions	<input checked="" type="checkbox"/>
5.	Are they placed at appropriate height	<input checked="" type="checkbox"/>
6.	Are instructions indicated on the extinguishers	<input checked="" type="checkbox"/>
7.	Is the language of instruction understood by all employees	<input checked="" type="checkbox"/>
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>05</u> (numbers) b. Water Buckets - <u>05</u> (numbers)	<input checked="" type="checkbox"/>
9.	Is facility of separate water tanker available in the office	<input checked="" type="checkbox"/>
10.	Is emergency fire-fighting training and SOP disseminated to the staff	<input checked="" type="checkbox"/>
11.	Is the inspection conducted periodically	<input checked="" type="checkbox"/>
12.	Are do's and don'ts displayed at appropriate locations within office?	<input checked="" type="checkbox"/>
13.	Are employees aware of emergency contact numbers	<input checked="" type="checkbox"/>
14.	Are office maps and escape route displayed in the office	<input checked="" type="checkbox"/>
15.	Is the emergency exit door present in the office	<input checked="" type="checkbox"/>
16.	Which direction do the doors open (put a tick if it opens towards outside)	<input checked="" type="checkbox"/>
17.	Do you dispose newspapers and other flammable scrap regularly	<input checked="" type="checkbox"/>
18.	Any other observation	Give instruction to students also

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	<input checked="" type="checkbox"/>
2.	Are the wires coated with insulating material	<input checked="" type="checkbox"/>
3.	Are the wires coated with insulating material	<input checked="" type="checkbox"/>
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	<input checked="" type="checkbox"/>

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	✗
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	✗
9.	Is any defective equipment in use in the office Specify:	✗
10.	Are there any live wires lying or tangled in the open	✗
11.	Is electricity tapped at any electrical joint	✗
12.	Is any plug point used for multiple loads Specify at how many points:	✗
13.	Any other observation	✗

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	✗
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	✗
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	✗
6.	If office is under flood risk, If yes, does the important files placed above the risk level	✗
7.	Any other observation	✗



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓
3.	Are these cabinets empty on the top	✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	N/A

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	X
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	Corridors
4.	Has the building safety audit conducted by a structural engineer	X
5.	If yes, when was the last audit done	Month Year
6.	Any other observation	X

## Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	X	
2.	Flood	X	
3.	Fire	X	
4.	Building Collapse	X	
5.	Stampede	X	
6.	Medical Emergency	4	
7.			

13/08/2020  
 Tirth Ram Bhandari  
 Lab Technician  
 Govt College Lawan...

# GOVT.COLLEGE, LAWAN (C.G.)

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Fire Safety Assessment	Tick ✓ or ✗
1.	Are Fire extinguishers installed in the office	✓
2.	Are they the appropriate ones for the office	✓
3.	Are they in working condition	✓
4.	Are they located at appropriate positions	✓
5.	Are they placed at appropriate height	✓
6.	Are instructions indicated on the extinguishers	✓
7.	Is the language of instruction understood by all employees	✓
8.	Is hydrant present in the office, If yes a. Sand Buckets - <u>3</u> (numbers)  b. Water Buckets - <u>3</u> (numbers)	✓
9.	Is facility of separate water tanker available in the office	✓
10.	Is emergency fire-fighting training and SOP disseminated to the staff	✓
11.	Is the inspection conducted periodically	✓
12.	Are do's and don'ts displayed at appropriate locations within office?	✓
13.	Are employees aware of emergency contact numbers	✓
14.	Are office maps and escape route displayed in the office	✓
15.	Is the emergency exit door present in the office	✓
16.	Which direction do the doors open (put a tick if it opens towards outside)	✓
17.	Do you dispose newspapers and other flammable scrap regularly	✓
18.	Any other observation	Give instruction to students also

S.No	Electric Safety Assessment	
1.	Is the central shutdown system in place Has the MCB* system installed	✓
2.	Are the wires coated with insulating material	✓
3.	Are the wires coated with insulating material	✓
4.	Are the electric aisles removed before closing the office Are electrical equipment and wires checked and replaced at regular intervals	✓

## OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

5.	Are those equipment, which get heated installed at least one meter away from any kind of highly combustible materials	✓
6.	Earthing properly done in the office	✓
7.	Do the rooms have separate, dedicated power panels for both computer equipment and the A/C system	+
8.	Is there any wiring running under rugs, over nails, or across high-traffic areas	X
9.	Is any defective equipment in use in the office Specify:	X
10.	Are there any live wires lying or tangled in the open	X
11.	Is electricity tapped at any electrical joint	X
12.	Is any plug point used for multiple loads Specify at how many points:	X
13.	Any other observation	NA

S.No	Data Safety Assessment	
1.	Does the office have the list of all important documents (Guard file)	✓
2.	Does the office have at least one soft copy of such documents	X
3.	Has at least one soft copy of such documents stored in the office e-mail account (which should be secure)	✓
4.	Does one copy of such documents stored in external hard disk to avoid the risk of losing in case of system or network crash-down	X
5.	Have such documents been stored away from places which can catch fire easily? For example- PC, printer AC and joint of cables or circuits.	X
6.	If office is under flood risk, If yes, does the important files placed above the risk level	X
7.	Any other observation	NA



# OFFICE DISASTER MANAGEMENT PLAN ASSESSMENTS

S.No	Non-Structural Safety Assessment	
1.	Are cabinets placed away from the exit door	✓
2.	Are they properly fixed to the wall	✓✓
3.	Are these cabinets empty on the top	✓✓
4.	Are desks placed with proper distance between them for easy movement	✓
5.	Are working desks placed at a proper distance from heavy electrical equipment e.g. Xerox machine	✓
6.	Are window/ split ACs/ coolers properly clamped with the wall	✓
7.	Are computers (desktops) clamped properly on the table	✓
8.	Any other observation	NA

S.No	Structural Safety Assessment	
1.	How old is your building	8 years
2.	Is the building structure earthquake resistant	Yes No
3.	Is there any portion in the building which shows sign of cracks? If yes then specify the locations (balcony, corridors, windows, doors )	Corridors
4.	Has the building safety audit conducted by a structural engineer	Yes
5.	If yes, when was the last audit done	____ Month ____ Year
6.	Any other observation	NA

### Map the Hazards

S.no	Hazard	Last Occurrence (history)	Probable month of Occurrence (Seasonal Disasters)
1.	Earthquake	No	
2.	Flood	No	
3.	Fire	No	
4.	Building Collapse	No	
5.	Stampede	No	
6.	Medical Emergency	No	
7.			

Dr. Chandana Ray

(Signature)