



ST THOMAS COLLEGE PALAI
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ST. THOMAS COLLEGE, PALAI
DISASTER MANAGEMENT POLICY
2024

DISASTER MANAGEMENT POLICY

The college recognizes the importance of proactive measures to mitigate the impact of disasters and safeguard the welfare of its campus community. In alignment with this ethos, the college proudly unveils its Disaster Management Policy, a comprehensive framework designed to champion safety and resilience in the face of adversity. This policy sets forth clear guidelines and robust procedures, ensuring the protection and well-being of students, faculty, staff, and visitors during emergencies. By fostering a culture of preparedness and swift response, St. Thomas College, Palai, endeavours to empower its community to navigate challenges with confidence and fortitude.

Objectives

- To identify and assess potential hazards and risks to the college campus.
- To develop and implement measures for disaster prevention, preparedness, response, and recovery.
- To establish clear roles, responsibilities, and protocols for all stakeholders involved in disaster management.
- To promote a culture of safety, awareness, and resilience among the college community.

Preparedness for Policy Implementation

- An Institutional Risk Management Committee (IRMC) will be established. The Committee shall be chaired by the Principal and shall consist of the Bursar, NCC Officers in charge, 2 senior teachers, the Administrative Assistant/Superintendent of the college office, a representative of student union and one member of district disaster management authority as an external member.
- The IRMC shall conduct institutional risk audit at least once in six months. The purpose of the audit is to ensure that all facilities used by students comply

with the building and fire safety rules put up by the Government. Further, any event with a participation of 200 or more participants can be organized in the campus only after the IRMC approves the plan for the same in advance. The IRMC shall be responsible for periodic assessment of the vulnerabilities in the infrastructure and suggest measures to mitigate such vulnerabilities.

- Emergency response procedures, including evacuation routes, assembly points, and communication channels, will be developed, communicated, and regularly practiced through drills and exercises.
- Emergency supplies, including first aid kits, emergency lighting, and communication equipment, will be maintained and readily accessible across campus.

Safety Measures for Large Crowded Programs

- IRMC will conduct risk assessments prior to large events to identify potential hazards and address safety concerns.
- Ensure sufficient crowd management personnel are trained and deployed to maintain order and assist in emergencies.
- Establish designated entry and exit points to facilitate orderly ingress and egress ensuring multiple exit pathways and displaying clear instructions.
- Provide medical aid stations and emergency response teams on standby during events.
- Communicate safety instructions and emergency procedures to attendees through announcements, signage, and digital displays.
- All celebrations on campus, including College Union activities, should receive prior permission from the Principal at least five working days before the event. The IRMC should monitor these celebrations
- All students have to wear identity tag in the campus.

- No vehicles should be used during celebrations inside the college Campus & Hostels. Student's vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited.
- Public, including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any ease.
- Bike race/motor car race/elephant procession or activities of similar nature should not be permitted inside the Campus/Hostels.
- In the interest of security of students, Police shall be informed well in advance about all festival celebrations.
- Performers from outside must be restricted, and if unavoidable, special permission should be taken from the authorities. Such programmes must be informed to the Police, Fire & Rescue forces, and LSGIs.
- The maximum number of people that can be accommodated in a hall / open area must be restricted considering 5 people per square meter as the standard.
- Long queues and crowds should be avoided.
- No firecrackers, food preparation or use of inflammable materials must be allowed in the venue.
- Proper backup of power supply shall be ensured during the conduct of programmes.
- CCTV shall be installed in all auditoria without fail and shall be in working condition.

Specific Procedures and Precautions Outlined for Natural Calamities

Floods

- Monitor weather forecasts and river levels to anticipate flooding.
- Identify flood-prone areas of the campus and take all necessary precautions for further developments like constructions of buildings.



- Implement flood warning systems and protocols for the safety of the campus community.

Lightning

- Install lightning rods and surge protectors on campus buildings.
- Educate individuals about lightning safety, including seeking shelter indoors during thunderstorms.
- Suspend outdoor activities and evacuate open areas during lightning alerts.
- Provide first aid training for treating lightning-related injuries.

Earthquakes

- Conduct seismic assessments of campus buildings and infrastructure.
- Secure heavy furniture, equipment, and fixtures to prevent injury and damage.
- Establish "Drop, Cover, and Hold On" protocols for individuals during earthquakes.
- Designate safe assembly areas away from buildings and potential hazards.

Response

- The Institutional Risk Management Committee (IRMC) will be responsible for coordinating emergency response efforts, including evacuation, medical assistance, and communication with external agencies.
- Clear lines of authority and communication will be established to ensure prompt and effective decision-making during emergencies.
- Technology, such as mass notification systems and social media, will be utilized to disseminate timely information and instructions to the college community.

Recovery

- Following an emergency, a thorough assessment of damage and needs will be conducted to prioritize recovery efforts.



- Support services, including counselling and assistance with temporary housing, will be provided to affected individuals.
- Lessons learned from each emergency response will be documented and incorporated into the college's disaster management plan for continuous improvement.

Implementation and Review of the Policy

- The Disaster Management Policy will be communicated to all members of the college community and integrated into relevant policies, procedures, and training programs.
- Regular reviews and updates of the policy will be conducted to reflect changes in risk profile, best practices, and lessons learned from past incidents.
- Feedback from stakeholders will be actively sought and considered to ensure the policy remains relevant and effective in safeguarding the college campus.

Embracing the value of safety and preparedness, St. Thomas College, Palai (Autonomous), takes pride in unveiling its Disaster Management Policy. This policy serves as a beacon of assurance, guiding our community through unforeseen challenges with grace and resilience. With clear guidelines and thoughtful plans in place, we stand united in our commitment to safeguarding the well-being of every member of our college family – students, teachers, staff, and guests alike. Together, we forge ahead, empowered by the knowledge that we are fortified by preparation and strengthened by unity.