



**Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering &
Research, Ravet, Pune**

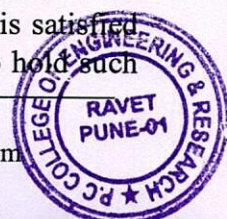


Standard operative measure (SOP) for Disaster Management Committee

Pimpri Chinchwad College of Engineering & Research, Ravet, Pune aims at providing a safe and secure environment to all its students, faculty members and stakeholders conducive for teaching and learning. The following SOP is an emergency response document that provides the procedures and directives for appropriate action during crisis.

Procedures

- The College has high wall boundaries to prevent unwanted intrusion. The entry points to college are manned by security guards, CCTV cameras and are further restricted through identity verification mechanism by maintaining registers and recording entry of visitors in them. The unknown entrants/visitors are allowed in the premises only after their identity proofs have been checked and contact details recorded.
- At least one woman security personnel may be deployed at entry points so that physical security check of girl students or visitors can be undertaken. Bags and other belongings of students/visitors can also be examined, manually and/or by metal detectors, in order to ensure a safe campus.
- Availability of PCR van outside college may be ensured by maintaining contact with the local police station, which may be called upon during emergencies.
- In case of riots or terrorist and mob attacks, the college may inform the nearest police station at the earliest and function as per their evacuation plan. The college in collaboration with the concerned authorities should also carry out mock evacuation drills for students and staff members at least once a year.
- In case of some indiscipline or riot involving the students of the college within the campus, the duly constituted Discipline Committee of the college may be contacted. A written complaint can be submitted to the convener of the committee. The Discipline Committee will look into the nature of the complaint and will suggest action.
- In case of any Disaster, college may abide by the advisory and guidelines issued by the Disaster Management Authority of India. Some workshops and mock drills in tandem with the Disaster Management Authority for students and staff members may be organized by the college frequently.
- In case of Fire or Fire-related emergencies, nearest fire station shall be contacted.
- As per Ordinance XV-C, the Principal of the college, the Head of the Department or an Institution, the authorities of college, shall take immediate action on any information of the occurrence of ragging. The Principal of the College may also enquire into any incident of ragging and make a report to the Trust office of the identity of those who have engaged in it and the nature of the incident. The Proctor may submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident. If the Principal of a College or Head of the Department or Institution or the Proctor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such





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an enquiry, he/ she may so advise the Principal accordingly. When the Principal is satisfied that it is not expedient to hold such an enquiry, their decision shall be final. Adhering to the above, the college ensures a ragging-free campus. Any incidence of ragging may be reported to the convener of the Anti-Ragging Committee.

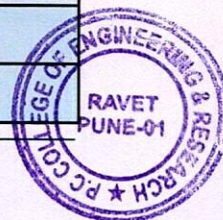
- In case of any sexual harassment within college, the duly constituted Internal Complaints Committee addresses the matter for its appropriate and timely redressal (POSH Act, 2013). In case the matter involves students, student representatives of ICC are also consulted to redress the matter.
- During excursions/trips the college must ensure well-being of students. Teachers mandatorily accompany the students during excursions/trips to guide and supervise them. The number of students for the purpose must be decided on the basis of important factors such as length of journey, manageability, route etc. The college maintains – a first aid kit, no objection certificate from guardians of students, medical fitness of students and contact of guardians during such trips. During an outstation trip, regular connection is maintained with the teachers who have accompanied the students and their well being is ascertained. During an emergency, the college ensures all necessary help which further ensures the safety of the group.

Emergency numbers operating (Source: Ministry of Health and Family Welfare)

Pimpri Chinchwad College of Engineering & Research, Ravet	8237238080
Lokmanya Hospital, Nigdi	020-67392001/02/03
Ojas Hospital, Ravet	020-27405500
Local Police Station, Ravet	9112620100
Local Ambulance Service	9822242100(Lokmanya Hospital, Nigdi) 8793828282(Ojas Hospital, Ravet)
Local Fire Brigade, Pradhikaran	9922501477
National Emergency Number	112
Police	100
Fire	101
Ambulance	102
Centralised Accident and Trauma Services (CATS)	1099
Disaster Management Services	108
Women Helpline	1091

Plot No. B, Sector no. 110, Gate no.1, Laxminagar, Ravet, Haveli, Pune - 412101.

Phone: 8237238080; E-mail : pccoer.ravet@gmail.com; Website : <https://www.pccoer.com>





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Air Ambulance	9540161344
Disaster Management (N.D.M.A): 011-26701728	1078
Relief commissioner for natural calamities	1070
Delhi University Helpline	155215
Earthquake / Flood / Disaster (N.D.R.F Headquarters)NDRF Helpline No:	011-24363260 9711077372
Cyber Crime Helpline	155620

FIRST AID PROTOCOL

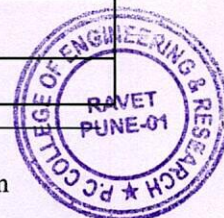
The college has an airy, well ventilated, well kept medical room for emergency health care needs of students and its staff members. The medical room is equipped with first aid kit and has the facility of a single bed in-case required.

CONTENTS OF A FIRST AID BOX (To be maintained at all times):

Sr.No.	Particular	Use for
1	Cotton 50GM	Cleaning/Swabbing of wounds.
2	Roll Bandage 2"	Different types of cuts, injuries and wounds.
3	Cipladine Ointment 25GM	Treat and prevent skin infection in minor burns, deep cuts in the skin.
4	Omni gel Ointment 30GM	Used to relieve acute musculoskeletal pain and pain of osteoarthritis of joints. It reduces pain, swelling and joint stiffness.
5	Antiseptic Liquid 100ML	Effective on all types of minor cuts, bruises and wounds.
6	Band Aids	Protects the wound and scab from friction, bacteria, damage and dirt.
7	Tab. Nicip Plus	Flue & Body pain
8	Tab. CetipL	Cold & Allergy
9	Tab. Cyclo Plus	Stomach pain
10	Tab. AcemizMR	Swelling & Back pain
11	Tab. Vomistop	Vomiting
12	Cap. Omee	Acidity
13	Tab. Clod Free	Cold
14	Tab. Paracip 650	Fever
15	Tab. Nodard Plus	Flue & Body pain

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Some guidelines that can be followed during a medical emergency:

In case of heavy bleeding – until help arrives, put pressure on the wound in order to slow down/stop the blood flow. In case the person looks pale, it indicates lack of blood flow and requires immediate hospitalization. For minor cuts and grazes the wound can be washed but in case of heavy bleeding it must be avoided.

In case of high degree burns – use only water, do not use ice; ice might cause frostbite. Cover the burned area with a clean plastic bag or cling film to prevent infection. Do not try to remove anything stuck to the burn and call for emergency help. For minor or superficial burns, one must wash it properly with cold water, clean it and apply the recommended ointment to it.

In case a person is feeling faint/becomes unconscious – If a person is feeling faint, tell them to lie down on their back and raise their legs to improve blood circulation. A person who faints usually regains consciousness on their own. In case one does not, then tilt the head of the person backwards and pull the tongue forward in order to clear airways until emergency service arrives. Any type of unconsciousness is a medical emergency and requires immediate medical care. The unconsciousness may be a result of injury or trauma, or poisoning or other diseases like cerebrovascular accidents, hypertension, diabetes mellitus etc.

In case of nose bleeding - Ask person to sit in an upright position with head tilted forward and breathe through mouth. Apply pressure using thumb and index finger below the nose bridge until bleeding stops and loosen any tightness around the neck due to clothing.

In case of head Injury - A cold compress must be applied to reduce swelling and lessen the pain. Head injuries can cause concussion sometimes indicated through dizziness, blurred vision, headache, feeling sick, headache and confusion. Concussions are a medical emergency and the person must be rushed to the nearest available health care centre.

In case of Dog Bite & Snakebite - In case of dog bite wash the wound liberally with water and soap and take the person to the nearest hospital for treatment of the wound. Rabies vaccination is available free of cost at all Government hospitals. Snake bite is an emergency and the person bitten should be taken immediately to the hospital. Treatment for snake bite is available free of cost in all Government hospitals.

In case of Heart Attack - The symptoms of heart attack (Myocardial Infarction) are: severe pain / pressure in the chest area, breathlessness, sweating and cold extremities, immense anxiety, sudden unconsciousness. A patient having symptoms of heart attack may be taken to the hospital where Intensive Cardiac Care (ICCU) facilities are available.





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CPR - Cardiopulmonary Resuscitation is a life-saving technique and can be used effectively in emergency situations. The steps of CPR as given by RED CROSS society are as follow:

- Place the heel of one hand on the lower half of the person's breastbone.
- Place the other hand on top of the first hand and interlock your fingers.
- Press down firmly and smoothly (compressing to 1/3 of chest depth) 30 times.
- Administer 2 breaths as described below in mouth-to-mouth,
- The ratio of 30 chest compressions followed by 2 breaths is the same, whether CPR is being performed alone or with the assistance of a second person.
- Aim for a compression rate of 100 per minute

As Lokmanya Hospital, Nigdi and Ojas Hospital, Ravet is situated near the college in the premises where beds are available for our college students for emergencies, which the college health care centre cannot handle. For medical emergencies which require further attention, the person can be taken to the nearest hospital.

PRINCIPAL

Pimpri Chinchwad College of Engg. & Research
Laxminagar, Ravet, Pune-412 101

