Standard operative measure (SOP) for Safety and Emergency

Aryabhatta College aims at providing a safe and secure environment to all its 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 convenor of the committee. The Discipline Committee will look into the nature of the complaint and will suggest action. As per ordinance XV-B all powers relating to discipline and disciplinary action are vested in the Vice-Chancellor. The Vice-Chancellor may delegate all or such powers as they deem proper to the Proctor and to such other persons as they may specify in this case.

- 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 of Delhi for students and staff members may be organised by the college frequently.

- In case of Fire or Fire-related emergencies, nearest fire station shall be contacted.

- The college abides by the Promotion of Equity in Higher Education Institutions regulation 2012 (UGC regulation) in word and in spirit. Any discrimination either verbal or behavioural, based on the caste, religion, colour, nationality sex, gender, sexual orientation and social status must be strictly prohibited. The college resolves to act in case of any discrimination reported by students or staff members as per established norms.

- 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 Proctor of the University may also enquire into any incident of ragging and make a report to the Vice-Chancellor 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 an enquiry, he/ she may so advise the Vice- Chancellor accordingly. When the Vice-Chancellor 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 convenor 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.

- The college has prepared a code of conduct for students enrolled and the same is displayed on the institutional websites for compliance. A reference to such document may be made available in the college prospectus too.

- A similar code of conduct is also prepared for the teaching and the administrative staff and displayed on the website. Regular monitoring is done by the code of conduct committee to ensure necessary compliance of the same by all stakeholders of the college.

- 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)

Aryabhatta College Contact Number	011-24110490
National Emergency Number	112
Police	100
Fire	101
Ambulance	102

Centralised Accident and Trauma Services (CATS)	**1099**
Disaster Management Services	**108**
Women Helpline	**1091**
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**

Medical Centre/Hospitals Near College:

1. WUS Health Centre, South Campus, University of Delhi
   Address: Benito-Juarez Road, University of Delhi South Campus, New Delhi-110021.
   Phone: (011) 24110505
2. Sadhu Vaswani Mission Medical Centre
   Address: 27, Rd Number 4, Sector 4, Shanti Niketan, New Delhi-110021
   Phone: 011 4147 2000
3. Primus Super Speciality Hospital
   Address: Chandragupta Marg, Opposite Russian Embassy, Chanakyapuri, New Delhi-110021
   Phone: 011 6620 6630
4. Safdarjung   Hospital
   Address: Ansari Nagar East, near to AIIMS Metro Station, New Delhi-110029
   Phone: 011 2673 0000

Nearest Police Station:

1. Police Out Post, South Campus

   Address: Benito Juarez Marg, University of Delhi

   Phone: 011 2617 7179

2. <u>Police Station South Campus</u>

Address: K Block, Police Colony, Sector 12, Rama Krishna Puram, New Delhi-110022

Phone: 011 2617 7179

Nearest Fire station: Delhi Fire Station

Address: Bhikaji Kama Palace, Vivekanand Marg, East Block, Rama Krishna Puram, New Delhi -110022

Phone: 01126173583

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 all the necessary medications, first aid kit and has the facility of a single bed in-case required. A full-time qualified nurse is present in case of need during college hours. The clinic can handle situations by providing immediate relief in the form of first-aid.

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

 ➢ Container/Box: To keep all first aid items in one common container.
 ➢ Gauze Pads: To cover wounds and prevent infection.
 ➢ Roll Bandage: To stabilize strains and sprains and cover wounds.
 ➢ Triangular Bandage: To cover wounds and prevent infection.
 ➢ Bandages: To stop minor bleeding and prevent infection.
 ➢ Adhesive Tape: To secure bandages to wounds.
 ➢ Antibacterial Ointment: To prevent infection on small cuts.
 ➢ Calamine Lotion: To prevent itching.
 ➢ Soap: To clean minor wounds and cuts and to prevent infection.
 ➢ Latex Gloves: To protect the rescuer from infection and blood pathogens.
 ➢ Bandage Scissors: To cut gauze and bandages.
 ➢ Tweezers: To pull splinters.
 ➢ Moleskin: To protect blisters and prevent infection.
 ➢ Antiseptic lotion / Antibiotic: To prevent infections.
 ➢ Analgesic: Pain killer
 ➢ Anti-inflammatory: anti-pyretic/ painkiller

➢ Ointment for minor burns

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.

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

A WUS health centre is situated near the college in the premises of the South Campus, University of Delhi 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.