

STANDARD OPERATING PROCEDURES - DURING EARTHQUAKE

Response:

- Immediately report nearby Institute Staff / Reception/ Security personnel, if witnessed sudden shaking.
- Move away from windows, glass and unfastened objects.
- Perform “DROP, COVER AND HOLD ON DRILL” under tables, desks or chairs until the “shaking” signal stops.



- COUNT ALOUD to 60 — earthquakes rarely last longer than 60 seconds and counting is calming.
- ASSUME “CRASH” POSITION on knees, head down, hands clasped on back of neck or head covered with book or jacket
- If desk not available, put School bags/books over head.



- Hold the door open to prevent it from locking the people inside.
- If outside:
 - Get clear of buildings.
 - Power lines.
 - Trees.
 - Light poles and other dangers.
 - Drop down to your knees and cover your head and neck.

Evacuation and Assembly

Once the shaking stops:

- Leave the building in single file and in a calm, orderly manner. (Two files if staircase is wide)
- Follow pre-determined route unless instructed otherwise.
- Assist pupils with physical or mental disabilities during evacuation.
- No running to avoid panic and stampede.

On staircases:

- Descend in disciplined file.
- No overtaking of classes or individuals.
 - **Lifts must not be used.**
 - Watch out for potential falling objects.
 - If not in class when the “shaking” signal went off:
- Stop immediately.
- Observe the surroundings for potential hazardous objects.
- Then proceed immediately to the evacuation point.

At the assembly point, do Roll Call or body count.

DON'T re-enter the building until told to do so.

Each teacher must report whether everybody is accounted for or if there are missing students.

KEEP IN MIND:

- Evacuate building in less than 4 minutes using different exits.
- Look out for friends.
- Stay away from weak areas.
- Try following 'Buddy System'.
- Help those who need assistance (Special needs students).
- Inform Institute authorities for missing/trapped students for care and special medication.

In the Library:

- Move away from where books and bookshelves may fall.
- Take cover under the tables.

In Science Laboratories:

- Extinguish all burners, if possible, before taking cover;
- Stay away from hazardous chemicals that may spill.

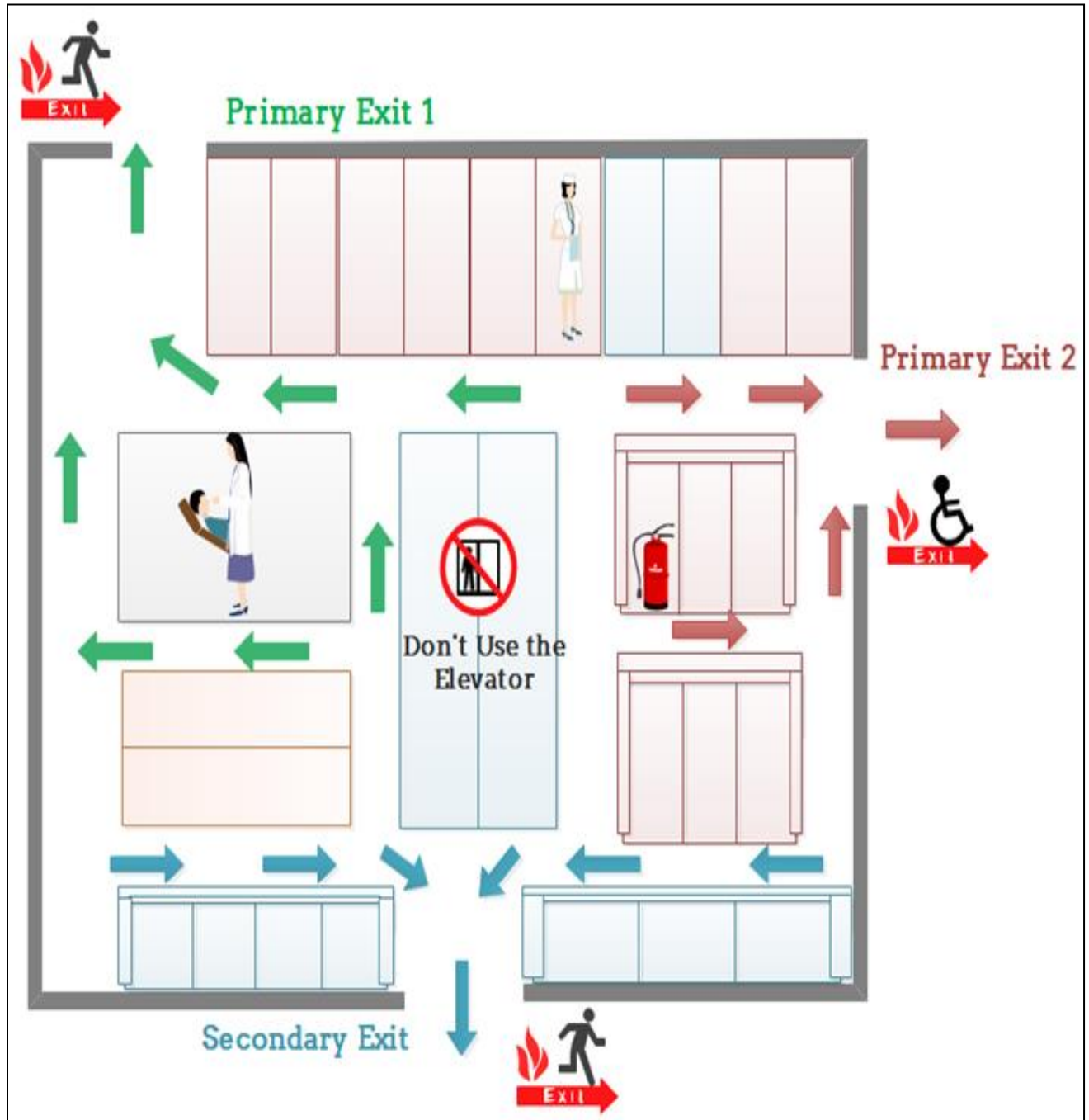
In other areas:

- Like gymnasiums, auditoriums, music rooms, language labs, mathematics labs, art rooms, etc. watch out for potential falling/moving objects.

Make sure to follow the four rules for evacuation:

- Don't talk!
- Don't push!
- Don't run!
- Don't turn back!

Sample Emergency Escape Plan of a building (One Floor only)



LIST OF EMERGENCY TELEPHONE NUMBERS – IIT MANDI

Security/Fire/Accidents - Emergency Numbers		
	Landline	Mobile
Emergency Number (South Campus) Duty Security Supervisor	01905-267096	6230864319
Emergency Number (North Campus) Duty Security Supervisor	01905-267808	7807964319
South Campus Security Office	01905-267126	6230864319
North Campus Security Office	01905-267984	9805326083
DSO	01905-267179	7505733145
SO	01905-267983	9418053088
Medical Emergency Numbers		
Medical Emergency (South)	01905-267014	7018777896
Medical Emergency (North)	01905-267849	9816663003
MO	01905-267209	9816661854
Dr. Milan Behl	01905-267238	9780671760
Dr. Om Prakash Mahenderu	01905-267209	9816231444
Dr. Utsav Thakur	01905-267849	8894184763
Dr. Rushali	01905-267849	9459366230
Hostel Office Emergency Numbers		
Chiefwarden	01905-267268	
Ms. Shelika, AR (Students)	01905- 267114	98820 90657
Mr. Pavin Samuel, JS	01905-267016	9736000510
Ms. Parul Malik, (Counselor)	01905-267008	parul_malik@iitmandi.ac.in