

OFFICE COMMUNICATION

1st March 2021

EMERGENCY RESPONSE PROCEDURE IN THE CAMPUS

1. These instructions lay down the procedure to be followed in the campus on occurrence of untoward incidents. The responsibilities for dealing with the various categories of cases are given at Appendix-I. A First Information Report (FIR) will be rendered by the fastest available means to the persons responsible for initiating the response measures (*Action Addressees*). For simultaneous actions at all levels, it will be disseminated to all Information Addressees as well. One core Emergency Response Team (ERT) will operate under the direct supervision of Principal in case of major incidents like student unrest, death, accident, or fire.
2. In emergent situations there is a tendency for rumor mongering and misinformation. Requisite information will be made available to the stakeholders from the office of the Principal/Assoc. Dean. Any briefing of outside agencies (Press/ Police, etc.) on major incidents will be done only by the Principal/Assoc. Dean/nominated senior faculty.
3. Parents will be informed by the respective functionaries concerned [Chief Warden (CW) on hostel incidents / Professor, Students Affairs (PSA) / Department].
4. Security Officer will be the de-facto Fire Officer. They shall prepare a Fire Fighting Team consisting of Cordon Party, Fire Fighting Party, and First Aid Party. They shall provide the necessary training and firefighting equipment at critical points.
5. **Constitution of ERT: Given in Appendix-II.**
6. **Responsibility:**
 - (a) During non-working Hours:Centrally nominated ERT
 - (b) During working hours: The respective Departmental Response Teams assisted by the centrally nominated ERT
7. **Procedure to be adopted(During Non-Working Hours).**
 - (a) First Information report (FIR): Any staff member noticing any abnormal activity by students shall inform the nearby security staff, who will in turn inform the Security Officer.
 - (b) Quick Relay of Information: Security Officer relays the information to Principal, PSA and ERT.
 - (c) Quick Assembly of ERT: All members of the ERT shall rush to the spot on getting the intimation.
 - (d) The ERT will initiate necessary actions to defuse the situation.
 - (e) Additional staff members will be assembled, if required.

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8. Procedure to be adopted (During Working Hours).

- (a) Responsibility - Dept. Chairperson
- (b) Composition of Response Team
 - Dept..Vice-Chair
 - Batch Coordinator
 - Respective Faculty Advisors
 - Centrally nominated ERT
 - Security Officer along with staff
- (c) Block Coordinators:
 - Block wise to be assigned by Principal at Bengaluru Campus on an ad hoc basis
- (d) Actions to be initiated:
 - First Information Report (FIR): Any staff member noticing any abnormal activity by students shall inform the Block Coordinator, respective Dept. Vice Chair, and the Security Officer.
 - Quick Relay of Information: Security Officer relays the information to Principal, PSA, and ERT.
 - Quick Assembly of Response Team: Block Coordinator/ Dept Vice Chair is responsible to assess the situation and summon the staff earmarked. Additional staff members will be assembled, if required.
 - The Response Team will initiate all actions to defuse the situation.

9. Additional Instructions for ERT:

- (a) Assemble forthwith at the scene of the incident and respond suitably. The team must talk to the students and mobilize other faculty to manage the situation in case of student unrest.
- (b) Accompany the students to hospital/police station in case of need.
- (c) Acquire complete picture of the incident and equip to answer queries from parents.
- (d) Prepare a FIR and submit to the Action/Info Addressees of ERT, Chairperson/Class Advisors.
- (e) The team must volunteer to do any work at the spot and wholeheartedly execute it.
- (f) One team member will take the responsibility of sharing the information to the concerned persons either through Mobile, E-mail, or SMS.
- (g) One team member will take the responsibility of making a report/documentation for filing.
- (h) The Chairperson/nominated faculty from the department to which the student belongs will follow up with the parents after the incident.

Dr. SriramDevanathan
Principal

To:

All Departments - all@blr.amrita.edu

Copy To:

Campus Director

Appendix-I

Incident	Location	Action Addressees	Information addressees	Remarks
Liquor/ Banned substances	Inside campus	Professor, Affairs (PSA)	Principal, Chief Warden, Dy. Chief Warden	<ul style="list-style-type: none"> Enquiry-cum-Disciplinary action by PSA Inform parents.
Liquor/ Banned substances	Outside campus	PSA	Principal, Chief Warden, Dy. Chief Warden, Dept.	
Women Harassment	All types	Chairperson - Women's Grievance Cell	Principal, PSA	Enquiry
Minority harassment	All types	Chairperson - SC & ST Complaints and Redressal Cell	Principal, PSA	Enquiry
Ragging/ Affray/ Assault	Within/ outside campus	PSA, Disciplinary Action Committee	Chief Warden, Dy. Chief Warden/ Dept. Chairperson, Principal, Dean, PSA	<ul style="list-style-type: none"> Enquiry-cum-Disciplinary action by PSW Inform parents
Student Unrest	Campus	Principal, PSA, ERT	Principal, Chief Warden, Dy. Chief Warden, PSA, Clinic, Security, all Depts., Admin. Manager (Mr. C. M. Gopalakrishnan)	<ul style="list-style-type: none"> ERT to reach the venue forthwith Protect girl students Suspend classes (on orders from Principal)
Suicide Attempt/ Death /Accident	Campus	Principal, PSA, Clinic, Chief Warden Dy. Chief Warden, ERT,GM, Security	Principal, PSA, Dept.	<ul style="list-style-type: none"> Reach the venue ASAP by ERT Rush casualty to clinic PSA to inform Police, after obtaining clearance from Principal Cordon the area for further enquiry - Responsibility of Security Officer.
Fire	Campus	Security Officer, Admin. Manager, ERT	Principal, Chief Warden, Dy. Chief Warden, Clinic	Fire Fighting Equipment to be kept serviced & checked at all times
Cyber Crimes	-	Principal	Dean, Head of ICTS	Action in consultation with Principal

Appendix-II

Constitution of Emergency Response Team

Name	Designation	Parent Department
Dr. R. S. S. Rao	Professor & Head	Student Affairs
Mr. C. M Gopalakrishnan	Manager	Administration
Mr. Narendrababu K. R.	Chief Warden-Hostels	Administration
Mr. Ramakrishnan K.	Physical Education Instructor and Dy. Chief Warden-Boys Hostels	Physical Education
Ms. Parvathy R.	Dy. Chief Warden-Girls Hostels	Administration
Dr. Sreeja Kochuvila	Assistant Professor	ECE
Mr. Rajesh M.	Assistant Professor	CSE
Ms. Sreevidya B.	Assistant Professor	CSE
Dr. Anand R.	Assistant Professor	EEE
Ms. Syama S.	Assistant Professor	EEE
Mr. Rajeevlochana G. Chittawadigi	Assistant Professor	ME
Dr. Tanashree Redij	Assistant Professor	Amrita Darshanam
Mr. Maria Sabastin	Assistant Professor	Management
Mr. T. Sudheer	Head	ICTS
Mr. Ramachandran C.	Chief Security Officer	Administration