



Ref No: AMRITA/CBE/OSA/06/2024/01

Date: 27.06.24

**OFFICE COMMUNICATION**

Sub: Constitution of Emergency Response Team Members (ERT) – Order- Issued.

**Emergency Response Team Members (ERT) – Academic Year 2024-25**

S No	Name of the Staff	Position	Department
1	Dr.S Mahadevan	Chair, Committee	ADSA
2	Dr.K Bagavinar	Member	Chief Warden
3	Dr.S Adarsh	Member	PSW
4	Dr.Anantha Narayanan	Member	CSE
5	Mr.P Gopakumar	Member	ICTS
6	Mr.Vijay Narayanan	Member	Administration Office
7	Ms.Radhika	Member	CSE
8	Mr.V V Sajith Variyar	Member	CEN
9	Dr.Devarajan	Member	ME
10	Mr.Dhivakar Raviram. R.P	Member	ASB
11	Mr.Jayashankar	Member	Security Officer
12	Dr.Rajathilagam B	Member	CSE
13	Ms.Aswathi KB	Member	FSW

**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 below. 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 the Assoc.Dean 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 Assoc.Dean. Any briefing of outside agencies (Press/ Police etc) on major incidents will be done only by the Assoc.Dean / nominated senior faculty.
3. Parents will be informed by the respective functionaries concerned (Chief Faculty Warden (CFW) on hostel incidents / (Professor, Students Welfare (PSW) / Department).
4. Security Officer will be the de-facto Fire Officer. He shall prepare a Fire Fighting Team consisting of Cordon party; Fire Fighting Party and First Aid Party. He shall provide the necessary training and firefighting equipment at critical points.



**Appendix**

Incident	Location	Action Addressees	Information addressees	Remarks
Liquor/ Banned substances	Inside campus	Professor, Students Welfare (PSW)	Assoc.Dean, Chief Warden	1. Enquiry-cum-Disciplinary action by PSW 2. Inform parents.
Liquor/ Banned substances	outside campus	PSW	Assoc.Dean, Chief Warden, Dept, PRO ( <i>Shri Sheshadri</i> )	
Women Harassment	All types	Chairperson Women's Complaints and Redressal Cell	Assoc.Dean , PSW	Enquiry
Minority harassment	All types	Chairperson SC/ ST Complaints and Redressal Cell	Assoc.Dean , PSW	Enquiry
Ragging/ Affray/ Assault	within/ outside campus	PSW, Disciplinary Committee	CCWH/ Chairperson, Assoc.Dean, PSW	1. Enquiry-cum-Disciplinary action by PSW 2. Inform parents
Student Unrest	Campus	Assoc.Dean / PSW, ERT	Assoc.Dean, CCWH, PSW, Clinic, Security, All Depts, PRO, DGM ( <i>Shri C.M.Gopalakrishnan</i> )	1. ERT reach the venue forthwith 2. Protect girl students 3. Suspend classes (on orders from Dean)
Suicide Attempt/ Death /Accident	Campus	Assoc.Dean ; Clinic, CCWH, ERT,DGM, Security, PRO	Assoc.Dean, Dept, PSW	1. Reach the venue ASAP by ERT 2. Rush casualty to clinic 3. Br. Gopan to inform Police after obtaining clearance from Dean 4. Cordon the area for further enquiry - Responsibility of Security Officer.
Fire	Campus	Security Officer; DGM; ERT	Assoc.Dean, CCWH, Clinic	Fire Fighting Equipment to be kept serviceable at all times
Cyber Crimes	-	Assoc.Dean	Dean, Head ICTS, PRO	Action in consultation with Dean

5. **Composition of ERT:** All CFWs are members of the ERT and 4 additional members are centrally nominated.
6. **Responsibility:**
  - (a) During non working Hours: Centrally nominated ERT.
  - (b) During working hours: The respective Dept 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 Assoc. Dean; PSW and ERT.
  - (c) Quick Assembly of ERT: All members of the ERT shall rush to the spot on receipt of intimation.
  - (d) The ERT will initiate necessary actions to defuse the situation.
  - (e) Additional staff members will be assembled if required.



(e) Additional staff members will be assembled if required.

**8. Procedure to be Adopted (During Working Hours).**

(a) Responsibility – Dept Chairperson.

(b) Composition of Response Team.

- Dept Vice Chairperson – In Charge
- Batch Coordinator
- Respective class advisors
- Centrally nominated ERT.
- Security officer along with staff.

(c) Block Coordinators:

- Block wise to be assigned at Bangalore Campus

(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 Chairperson, and the Security Officer.
- Quick Relay of Information: Security Officer relays the information to Assoc. Dean; PSW and ERT.
- Quick Assembly of Response Team: Block Coordinator/ Dept Vice Chairperson 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:**

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

**Dr.S Mahadevan**

Associate Dean – Student Affairs

**Dr.S.Mahadevan**

**Associate Dean - Student Affairs**

Principal ASC/ASPS/Vice Principal ASB/ All

Chairpersons-ASE/ Director – ICTS/ Amrita Darshanam / Dept. of Mass Communication / Chair – PGP Office/ Office Of AHEAD/

Coimbatore - 641 112

Academic Coordinator/ Dy.COE /Academic Administrative Office/AUMS/PSW/ Chief Warden/Director Physical Education / Library/

Manager (General Admin) /Security officer / All Hostel Notice Boards/ Main Notice boards – Academic blocks- I,II,III

To

Dean – ASC /Dean AIE/ Dean – ASPS/ Dean ASB/ Associate Dean- Student Affairs/ Principal ASC/ASPS/Vice Principal ASB/ All Chairpersons-ASE/ Director – ICTS/ Amrita Darshanam / Dept. of Mass Communication / Chair – PGP Office/ Office Of AHEAD/ Academic Coordinator/ Dy.COE /Academic Administrative Office/AUMS/PSW/ Chief Warden/Director Physical Education / Library/ Manager (General Admin) /Security officer / All Hostel Notice Boards/ Main Notice boards – Academic blocks- I,II,III

Copy to:

Pro – Chancellor / Vice Chancellor/ Registrar/ Principal Director, CIR/ Campus Director/ Office of Dean Engg.