

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

Emergency Response Team Members (ERT) – Academic Year 2026-27

S No	Name of the Staff	Position	Department
1	Dr.S Adarsh	Chair	Student Affairs
2	Dr S Balamurugan	Member	EEE
3	Mr Sreevalsan M	Member	ICTS
4	Mr Gopakumar	Member	ICTS
5	Dr.K Bagavinar	Member	Physical Education
6	Dr.V V Sajith Variyar	Member	AI
7	Dr.Viswanath P	Member	CIE
8	Dr.Sivraj P	Member	EEE
9	Dr.Sumesh A	Member	ME
10	Mr.Vipin Das	Member	AI
11	Mr.Dhivakar Raviram. R.P	Member	ASB
12	Dr.Radhika G	Member	CSE
13	Ms Aswathi K B	Member	OSA
14	Mr. Amanyu K	Member	AISL
15	Dr S Kanagaraj	Member	MSW
16	Mr Binoy V S	Member	Mass Communication.
17	Dr Aravind Vishnu S S	Member	Cyber Security
18	Mr Vijay Narayanan	Member	General Administration
19	Mr.Abhilash K K	Member	PGP Office
20	Mr.Jayashankar	Member	Security Officer

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 Warden (CW) on hostel incidents / (Head, Students Discipline (HSD) / 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	Head- Students Discipline (HSD)	HSD, Chief Warden	1. Enquiry-cum-Disciplinary action by HSD 2. Inform parents.
Liquor/ Banned substances	outside campus	Head- Students Discipline (HSD)	HSD , Chief Warden, Dept, PRO	
Women Harassment	All types	Chairperson Internal Complaint Committee (ICC)	HSD	Enquiry
Minority harassment	All types	Chairperson SC/ ST Complaints and Redressal Cell	HSD	Enquiry
Ragging/ Affray/ Assault	within/ outside campus	HSD, Disciplinary Committee	Chief Warden / Chairperson, HSD	1. Enquiry-cum-Disciplinary action by HSD 2. Inform parents
Student Unrest	Campus	HSD, ERT	Chief Warden , HSD, Clinic, Security, All Depts, PRO.	1. ERT reach the venue forthwith 2. Protect girl students 3. Suspend classes (on orders from Dean)
Suicide Attempt/ Death /Accident	Campus	Clinic, CW, ERT, CD, Security, PRO	Depts, HSD	1. Reach the venue ASAP by ERT 2. Rush casualty to clinic 3. Br. Matrukripamrita Chaitanya to inform Police after obtaining clearance from Dean 4. Cordon the area for further enquiry - Responsibility of Security Officer.
Fire	Campus	Security Officer; CD; ERT	Chief Warden , Clinic	Fire Fighting Equipment to be kept serviceable at all times
Cyber Crimes	-	HSD	Dean, Head ICTS, PRO	Action in consultation with Dean

- 5. Composition of ERT:** Associate Dean, Head - Student Discipline, Head - Student Welfare, Chief Warden, Faculty Wardens and member from various schools and Departments.
- 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 HSD 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.

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) 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 HSD 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 for report submission and 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. Sasangan Ramanathan

Dean – Academics

To

Dean – ASC /Dean - AIE/ Dean – ASPS/ Dean - ASB/Dean – AISL / Associate Dean - Student Affairs/ Principal ASC & ASPS / ASSBS / Vice – Principal ASB/ ASCOM / All Chairpersons-ASE/ ASC/ Director – ICTS/ Amritadharshanam / Chair – PGP Office/ Office Of AHEAD/ Academic Coordinator/ CoE / Dy.CoE /Academic Administrative Office/AUMS/ Head – Student Discipline / Head – Student Welfare / Chief Warden/ Senior Administrative Manager / Director Physical Education / Library/ Manager (General Admin) /Security officer / All Hostel Notice Boards/ Main Notice boards – Academic blocks- I,II,III & IV

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Pro Chancellor / Vice Chancellor/ Registrar/ Campus Director/ Office of Dean Academics