

	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel	No.	AIKTC/SOP/EST/01
		Rev.	00
	STANDARD OPERATING PROCEDURE FOR EMERGENCY SUPPORT TEAM(EST)	Date	24/04/2024
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1. **PURPOSE:** Emergency Support Team (EST) is tasked with responding swiftly and effectively to any emergencies that may arise within the organization. The primary objective is to ensure the safety and well-being of all personnel and minimize any potential damage or disruption to operations.
2. **SCOPE:** All the Schools, Departments and Sections of Anjuman-I-Islam's Kalsekar Technical Campus, Panvel
3. **RESPONSIBILITY:** All concerned members deputed as *Emergency Support Team (EST)*
4. **DEFINITION:**
An Emergency Support Team (EST) is a group of trained individuals within an organization or community tasked with responding to emergencies swiftly and effectively.
5. **OBJECTIVES:**
The primary purpose of an EST is to ensure the safety and well-being of people and property during crises or disasters. These teams are typically composed of members with diverse skills and expertise relevant to managing various types of emergencies, such as medical emergencies, natural disasters, fires, or security incidents.
6. **ABBREVIATIONS:**
AIKTC- Anjuman-I-Islam's Kalsekar Technical Campus,
EST - Emergency Support Team
6. **PROCEDURE**
 - 6.1 Formation of EST which can effectively mitigate the impact of emergencies and safeguard the organization and its personnel.
 - 6.2 EST will plan and impart training sessions to the members within the scope of emergency areas such as medical emergencies, natural disasters, fires, or security incidents.
 - 6.3 In an emergency EST shall assess the situation and gather as much information as possible about the nature and extent of the emergency.
 - 6.4 EST shall maintain open lines of communication with all relevant stakeholders, including emergency services if necessary.
 - 6.5 EST shall execute the pre-established response plan, adapting as necessary based on the evolving situation.
 - 6.6 EST shall utilize available resources efficiently to address the emergency effectively.
 - 6.7 EST shall monitor and evaluate the progress of the response efforts and adjust strategies as needed.
 - 6.8 EST shall provide support and assistance to affected personnel, including medical aid, evacuation, or counselling services as required.

Dr. Varsha Pawar

Prepared by Dr. Varsha Pawar



[Signature]

Director



**Anjuman-I-Islam's
Kalsekar Technical Campus, New Panvel**

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6.9 EST shall keep detailed records of all actions taken during the response and prepare a comprehensive report following the resolution of the emergency.

7.0 TARGET

7.1 Organizing regular training to EST members in emergency response procedures, including drills and simulations.

7.2 EST conducts periodic reviews of the organization's emergency preparedness plans and updates them as necessary.

7.3 Team members are encouraged to participate in external training programs and stay updated on best practices in emergency management.

8.0 REFERENCES:

8.1 AICTE Guidelines

8.2 Meeting of Controllers & Jt. Controllers in Directors office dated 20/04/2024.

9.0 RECORDS

9.1 Notices and minutes of meetings conducted

9.2 Reports of program conducted by EST in shared Drive of IQAC

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Centre Controller

Reviewed and Approved by the Director