

## IMPORTANT CONTACTS

### PUBLIC EMERGENCY NUMBERS

Name	Tel
Fire	
Ambulance	999
Police	
Traffic Accidents	199
Electricity	17241111
Water	80001008
Drainage	80001810

### AHLIA UNIVERSITY CAMPUS

Name	Contact
HAMEED MANSOOR HEAD SECURITY & SAFETY SECTION	Hotline ( 24/7 ): 39747727 Office: 17298977 E-mail: hsalman@ahlia.edu.bh

### SECURITY GUARD CONTACT NUMBER

For any Assistance, You can call any of the SECURITY STAFF available in the campus at all the times.

No.	Name	Contact
1	LAMA	36921321 / 39817155

### Health Unit

For any medical issues or immediate check-ups you can refer to the university's Health Unit, Tel No. 17298956.



**Safety  
Pocket  
Guide**

## SECURITY & SAFETY SECTION POLICY

AHLIA University Management and its entire workforce are committed to ensure the Security and Safety of the Campus, Students, Faculties and other interested parties. Ahlia unceasingly undertakes to make every effort towards eliminating or minimizing Security and Safety risks.

AHLIA University on its main campus as well as all its peripheral locations promotes the highest standards in Security and Safety by implementing Security and Safety procedures that include observation of the following:

- Prevention of campus related injury
- Prevention of campus security hazards
- Continual improvement in Safety and Security procedures and performance
- Complete compliance with applicable legal and administrative requirements to which AHLIA University is subject that relate to its safety and security risks.

AHLIA University Security and Safety Policy serves as the framework for setting and reviewing Security and Safety objectives.

## OBJECTIVE

The Ahlia Campus Emergency Response Booklet outlines the university's procedures for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The plan identifies individuals that are responsible for emergency response and critical support services.

At Ahlia University all members of the campus community share a responsibility for preparedness. An emergency can strike anytime and anywhere and a disaster may affect everyone. Therefore:

- All campus units are expected to maintain a Building / Floor Emergency Plan to protect people, property, and programs, and to support campus emergency response and recovery.
- All employees and students have a personal responsibility to know what to do before, during, and after an emergency in order to ensure their personal safety and protect their work.
- The university maintains a comprehensive emergency preparedness education and training program to mitigate potential hazards and to familiarize students and employees with emergency procedures.

## EMERGENCY INFORMATION

- Ahlia University Campus is equipped with fire alarm system, detectors, sprinklers and house reels as well as a big amount of fire extinguishers are distributed all over the campus.
- All students/staff have to be familiar with the locations of:
  - Break glass/call points
  - Emergency exit doors
  - Assembly point (outdoor car park)
  - Campus emergency hotline No. 39747727  
**Mr. Hameed Mansoor (Head of security And Safety Section)**

## EMERGENCY PREPAREDNESS

It is the policy of the Security & Safety Section to immediately respond to all emergencies and to notify other local authorities when necessary. All personnel normally working in any of the areas identified through this plan shall be aware and familiar in the following emergency management information:

- The general information contained within this document
- The Key personnel roles and responsibilities
- Emergency exit locations and paths
- Assembly point locations
- Fire Fighting equipment locations
- The written procedures applicable to Ahlia University for the emergency evacuation.

## PERSONAL SAFETY - STEPS TO TAKE

Ahlia University is completely safe communities, but no community is crime free. To ensure your own security and that of your friends and colleagues, take care and use common sense by following suggestions outlined in this Guide. Please do your part in the following ways:

- Be Aware of your vulnerability follow the measures of self protection and property protection outlined in this pocket guide.
- Be Alert for suspicious or criminal activity and conditions that may represent a hazard to the community.
- Know the evacuation routes and meeting locations for your office and places you visit during the business day.
- Get involved by becoming more security conscious and by reporting all incidents of Suspicious or criminal activity, no matter how insignificant they may appear, to the security & Safety Section.

## PROTECTION OF PROPERTY

- Avoid bringing large amounts of cash or valuables to the campus.
- Keep desks, cabinets, etc., locked when not in use.
- Report all suspicious persons or improperly secured areas to the security and safety section immediately.

## EMERGENCY RESPONSE

The objective of the emergency response procedures is to:

- Decrease the level of risk to life and property
- Protect lives and properties.
- Control an incident, and minimise its effect
- Provide the basis for training people who may be involved in a workplace emergency.

## FIRE EMERGENCY

Should you discover smoke or fire;

1. Pull the alarm (if a fire alarm box can be safely reached). If that is not possible, call 999.
2. Evacuate the building using the evacuation procedures listed below.
3. Go to the assembly point.
4. Do not re-enter the building until told to do so by the appropriate authority (Fire, Police, fire & Safety Section or Facilities Services).

## MEDICAL EMERGENCY

Should a medical emergency occur, such as a heart attack, stroke, epileptic fit, seizure, burns etc;

- The first member on the scene should assess the situation and if they do not have first aid training, immediately notify the Security guard in location, or Senior First Aid trained personnel.
- Notify Emergency Services on 999, and request an ambulance.
- Apply first aid if trained.
- A staff member to meet the Ambulance outside the venue, and take them to the medical emergency.
- At least one staff member is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident.
- Complete an incident/accident report form.

## Fire Alarm



## First Aid Kit



## Fire Exit



## Emergency Assembly point

