AHLIA UNIVERSITY

ADMIN SERVICES DIRECTORATE
EMERGENCY RESPONSE GUIDE

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Preface

Ahlia Emergency Guide outlines the university's procedures and actions for managing major emergencies that may threaten the health and safety of the campus community or disrupt its programs and activities. The guide 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 or anywhere and a disaster may affect everyone.

What does Workplace Emergency mean?

A workplace emergency is an unforeseen situation that threatens employees, students or customers; disrupts or shutdown operations; or causes physical or environmental damage.

Emergency Management

Ahlia University shares its emergency response with Gosi complex security management team to minimize any risk threats.

Emergency, Health & Safety committee

The Emergency, Health and Safety committee was established under the University Council's decision No (74) in 2009 updated 2011. The committee's main responsibility is to manage and deal with any emergency or disastrous situations. The committee consists of faculty and admin staff from different departments and can form other subcommittees or an emergency response team in case of necessities.

Emergency Procedure Flowchart

1. Assess the situation/
2. Risk. Check for hazards/dangers.

Action

If by yourself when assessing situation

Two or more staff when assessing situation

Endeavour to summon help by: Whistle Blasts, Assistance from a bystander or security guards

Provide EAR, CPR, if trained Emergency care may require.

One staff member should respond to the emergency, with the other staff member summonsing help.

Provide EAR, CPR, if trained And Emergency Care may require.

Emergency Authorities Arrive

Act on Authority of Emergency Services

Emergency type and response flow

Objectives are:

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

Emergency Type & Response Flowchart

Medical

- Notify security guard in location
- Or call the following:
  - security & Safety Officer (36258941)
  - Admin Director (36258940)
- Apply First Aid if trained
- Staff member should remain with injured person until emergency services arrive
- Complete accident /injury report form

Fire

- Remain calm
- Rescue those in danger
- Pull the alarm
- Evacuate Building
- Do not use elevators, use the stairs
- Go to assembly point
- Don't re-entre
- Flow instruction of security & safety personnel

Security

- Notify security guard in location
- Or call security office (36258941) or guard security on site
- Be discreet & calm
- Identify your self
- State your location
- Report incident
- Wait for protection & assistance from security personnel

Evacuation Procedure

1. **Remain calm:** do not shout.
2. **Rescue:** persons who are in immediate danger (this step is usually performed simultaneously with fire alarm).
3. **Alarm:** pull the nearest fire alarm.
4. **Inform:** security personnel and follow his/her instruction.
5. **Contain:** close doors and windows to isolate emergency.
6. **Evacuate:** evacuate the building using the nearest exit, do not use elevators.
7. **Extinguish:** (in case of fire) you may fight the fire if you have been trained to do so, your exit is assured and the alarm has been given.

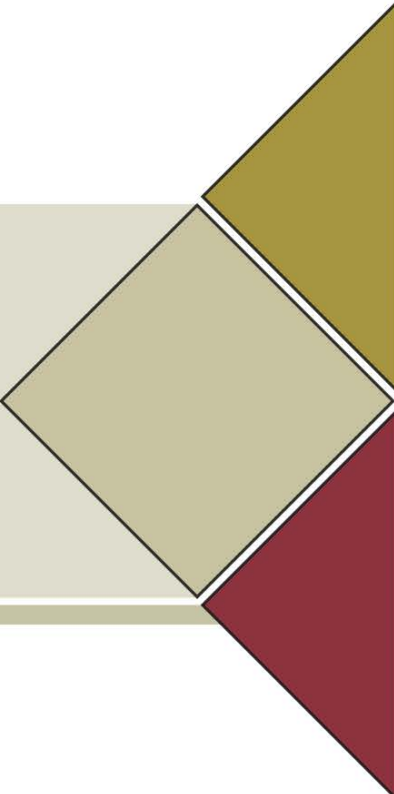## Security & Safety section responsibility in case of emergency

1. Evaluate the need for evacuation.
2. Initiate evacuation.
3. Activate fire alarm if evacuation is required.
4. Liaise with Gosi management security team.
5. Contact Statutory Authorities, Fire, Ambulance and Police.
6. Lead the emergency response team in case of emergency.
7. Ensure that all personnel have been alerted that an evacuation is in progress.
8. Account for all staff and students in liaison with area security guards and the Emergency Services representative.
9. Evaluate in conjunction with Emergency Services if building is safe prior to any staff or students re-entering.
10. Document & assess emergency situation, what happened, what was the outcome.
11. Review the Emergency Plan, evaluate response to emergency drills and revise the plan as is required.

Staff responsibility in case of emergency response

1. Report their presence to the Security & Safety Officer or Security guards at the assembly area.
2. Not to leave the assembly area unless directed by the Security guards.
3. Carry out tasks as directed by the Security guards.
4. Contribute to debriefing.

Accident /injury reporting

1. University security &safety section will be responsible to manage and follow up with any accident/injury situation inside university campus area related to employees or students.
2. If you suffer a serious injury, immediately seek medical attention by calling 24 hours security on site.

3. Security & safety section will call college of medical & health science for necessary medical assistance.
4. The patient will be transferred to the nearest hospital if the injury was serious or upon request from the patient, security officer or staff on site will accompany the patient to hospital.
5. An accident report will be prepared by security & safety officer and attached to it hospital report to be sent to human resource directorate for recording and following up with the patient if necessary.
6. Do not try to move a patient from an accident location it might increase the risk of complications, just call security guards or any staff on site and wait for assistance.

Smoking

Smoking is one of the emergency type above which is fire, in fact it is it a well known risk to fire in close or open environment. Upon Amiri decree law no (10) of 1994 smoking is prohibited in public area. Thus is it not permitted anywhere on the University's campus or other premises.

Ministry of Interior/Civil Defense's safety specification certificate

Ahlia campus is in fulfill to all safety requirements by civil defense, we are continuing to establish a high safety and health standards by quarterly risk assessment report to determine what kind of hazards in workplaces could cause an emergency.

First Aid boxes

There are 6 first aid boxes all around the university campus to ensure in case of any accident/injury situation medical treatment can be reached to the patient as soon as possible in short time, there locations are as follows:

- Security & safety office.
- Director of student counseling office.
- Registration & admission office.
- Chairman of medical & health science office.
- Maintenance office.
- Office boys' office.

Other useful information

A- Fire facts & fire extinguisher usage

For a fire to thrive and spread it requires three things:

Fuel

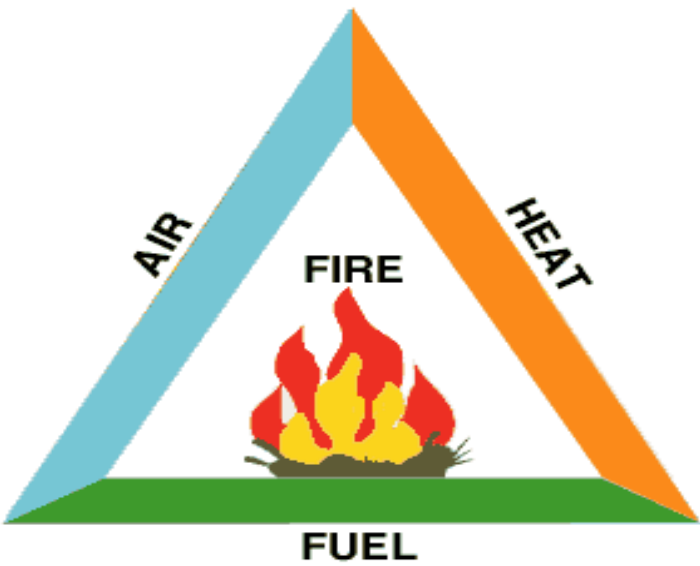➡ If fuel is removed; the fire will go out.

Air

➡ If air is removed; the fire will die.

Heat

➡ The removal of heat or the cooling of a fire is the most common form of suppression.

*** *Fire spreads fast: the size of typical fire can double in 30 seconds.*

How to use a fire extinguisher

P. A. S. S
It's easy to remember how to use a fire extinguisher if you can remember the acronym **P. A. S. S**, which stands for **Pull. Aim. Squeeze. Sweep**

Pull THE PIN ** THIS WILL ALLOW YOU TO DISCHARGE THE EXTINGUISHER	**Aim** AT THE BASE OF THE FIRE
Squeeze THE TOP HANDLE OR LEVER	**Sweep** FROM SIDE TO SIDE

Pull

Aim

Squeeze

Sweep

B-Electrical Safety

Don't overload an electrical circuit by connecting more devices into it than it is designed to handle it.

C-Alarm fire switch

Sound the fire alarm by activating the break-glass fire alarm call point in case of emergency.

D-what is EAR & CPR mentioned in Emergency Procedure Flowchart

The EAR - Expired Air Resuscitation or CPR - Cardiopulmonary Resuscitation are different in medical indications and procedures, these should only be practiced by a trained professional. There are trained faculty from medical & health Science College to apply such practice in real situations, call for assistance always.

***The next page contains a visual CPR procedure example with some explanation

CPR - CARDIO PULMONARY RESUSCITATION

This information is published for those who have had training in cpr and should not be used by an untrained person except in the gravest emergency where no skilled help is available

• CHECK FOR DANGER   • STAY WITH THE PERSON   • CALL FOR HELP AND START RESUSCITATION

1 AIRWAY

• Quickly turn person on side
• Remove foreign material from mouth
• Place neck and jaw in correct positions
• Listen for breathing
• Watch for chest movement

2 BREATHING

If not breathing
• Quickly turn person on back
• Open Airway
• Start mouth to mouth or mouth to nose
• 5 full ventilations in ten seconds
• Check neck pulse
• If pulse is present, resuscitation at a rate of 15 per minute (one every 4 seconds) - check the circulation after 1 minute and then every 2 minutes
• If breathing returns - place the person on side - keep the airway clear

3 AIRWAY

• Check neck pulse
If absent
• Begin external cardiac compression
• Place the heel of one hand on the lower half of the sternum
• Lock the other hand to the first by grasping wrist or interlocking fingers
• Keep fingers of the chest
• Do 2 ventilations and 15 compressions every 15 seconds

Emergency exit

There are many emergency exits in the campus all floors; they are in green color with lights on.

*** Know the emergency exits

Assembly point is your Destination

Emergency contacts

Ahlia university emergency contacts

Name	Position	Tel
Mohamed Jassim	Director/Admin services	36258940
Hameed Mansoor	Head-security and safety	36258941 39680041
Hussain Jaffer	Services coordinator	36258939 39272761
Mahmood Al Naqi	Head-maintenance section	36258934

Emergency authorities' contacts

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