Emergency and Disaster Preparedness Plan

AHLIA UNIVERSITY

2024

Ahlia University | Admin Services Directorate | Security & Safety Section
For inquiry, contact Security & Safety Section | 17298977

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1.0 Policy statement

AHLIA UNIVERSITY
SECURITY AND SAFETY POLICY

SECURITY AND SAFETY SECTION
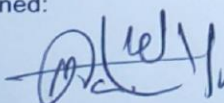
SECURITY AND SAFETY POLICY STATEMENT

AHLIA University Management and its entire workforce are committed to ensure the Security and Safety of the Campus, its 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 its 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.

Signed:

Ahlia University President
September 21, 2016

Ahlia University | Ahlia School | Security & Safety Section
For inquiry, contact Mr. Hameed Mansoor Head of Security & Safety Section | 17290675
Email hsalman@ahlia.edu.bh

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2.0   Objective

Ahlia University Emergency Response Plan 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 or 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. Vice president, deans and directors will distribute *Department Emergency Planning Guidelines* with "templates" for developing local plans that are consistent with university policies and procedures.

- **All employees and students have a personal responsibility to know what to do before, during, and after an emergency 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 RESPONSE MISSION

In any emergency situation, the overriding goals are to:

- Protect life
- Secure critical infrastructure and facilities
- Resume teaching and research programs

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3.0   Scope

This plan applies to **Ahlia University** relating to the following Emergency Event Scenarios.

Potential emergencies in the areas specified, have been identified as follows:

- A.   Medical Emergency.
- B.   Fire
- C.   Earthquake
- D.   Electrical Power Failure

3.1   Response Actions

The above-mentioned threats may require one or more of the following responses:

- Evacuation of the area (Fire, Power Failure)
- First Aid Treatment (Medical Emergency)

4.0   Emergency Preparation and Testing

4.1   Training Requirements

All personnel normally working in any of the areas identified through this plan shall be trained 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.

4.2   Exercise Drills

- Exercise drill will comprise of a walk through by the Head of Safety and Security and his teams Emergency Response Team and Security Guards along by coordination with civil defence, to ensure that all staff attending the event are aware of the evacuation procedure requirements.

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4.3   Maintenance and Testing of Equipment

- Maintenance and testing of all Fire Detection Systems, Smoke alarms and heat alarms, Fire Alarm Monitoring systems, Sound systems for emergency purposes and fire extinguishers to be conducted by a suitably qualified person **contractor** at intervals

- Logbooks will be kept of all testing and maintenance carried out.

- The Hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged, indicating its last service date.

4.4   Emergency Plan Review

- A review of the Emergency Plan will be undertaken immediately after the event

5.0   General Roles and Responsibilities

The roles and responsibilities of personnel working at the premises/event are listed below.

5.1   Security and Safety Section will take following responsibility.

- Evaluate the need for evacuation.
- Initiate evacuation.
- Activate fire alarm if evacuation is required
- Contact Statutory Authorities, Fire, Ambulance and Police.
- Account for all staff and students in liaison with area security guards and the Emergency Services representative.
- Evaluate, in conjunction with Emergency Services if building is safe prior to any staff or students re-entering.
- Document emergency situation, what happened, what was the outcome.
- Review the Emergency Plan, evaluate response to emergency drills, and will revise the plan as is required.

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5.2 Area Security guards will take following responsibility.

Their tasks:
- Coordinating with local emergency services.
- Check all toilets are evacuated.
- Ensure that all personnel have been alerted that an evacuation is in progress.
- Inform staff of the situation.

5.3 All Staff

- Report their presence to the Head of the Safety and Security or Security guards at the assembly area.
- Not to leave the assembly area unless directed by the Security guards.
- Carry out tasks as directed by the Security guards.
- Contribute to debriefing.

6.0 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 it's effect
- Provide the basis for training people who may be involved in a workplace emergency.

The response expected of staff and management to potential incidents covered by this plan, include the following.

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6.1   Drainage of Rainwater and Flood water

- We have scheduled roof top plan maintenance
- Pre rain visual inspect of roof top to check any physical damage to waterproof system and debris blocking drain pipes.
- Storm pumps are testing regularly.
- More checks are done towards rain season.
- Coordination with ministry of works and municipalities in relation to floods and rain
- Emergency contact number is kept with security in case of pump failure Rainwater plan and flood water plan

"Preparations for the work of the maintenance team to drain the rainwater through the activation of automation and the operation of pumps at full capacity design"

6.2   Earthquake

- Know the safe spots during an earthquake: under hefty tables or desks or against interior walls
- Similarly, know the danger spots where you're at risk from falling or breaking material: near windows, mirrors, hanging objects, tall furniture and fireplace chimneys
- DROP to the ground. Take COVER by getting under a sturdy table or other piece of furniture. HOLD ON until the shaking stops.
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay until the shaking stops and it is safe to go outside.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- In a lab, exit the lab to the corridor. Duck and cover near an interior wall.
- DO NOT use the elevators.

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6.3   Evacuation

- The responsibility for deciding **when** and **where** to evacuate rests with the Head of the Safety and Security as well as the **security guards on in location**. Before giving the instruction to evacuate the security guard must be sure that the area where the people are being evacuated to is safe.

  Security guard will announce evacuation depending on:

- The severity of the incident.
- The likelihood of escalation.
- The incident becoming uncontrollable beyond the resources available.

6.4   Evacuation Incidents

The following emergency procedures shall be carried out in response to the specific emergencies of:

- Fire and Explosion
- Medical Emergency
- Power Failures

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6.5   Fire and Explosion

Should you discover smoke or fire.

- Assess the situation and the potential for evacuation.

- Remove anyone in the immediate vicinity if it is safe to do so.

- **If** trained in the use of fire extinguishers, and if fire or smoke is localised endeavour to extinguish the fire.

- Notify the Security guard in the vicinity.

- **Security guard to assess situation and commence evacuation if deemed necessary.**

  ➢ Notify all attendees to leave the scene calmly and assemble at evacuation points.
  ➢ Notify other security guards to play their roles by making sure a complete evacuation to the university has taken place.
  ➢ Notify emergency services via 999.

- Staff to ensure that all scene attendees are moved towards the assembly points.

- Wait for Emergency Services to arrive and assess.

- Wait for the "ok" from Emergency Services before re-entering the building.

- Should any personal belongings of the staff or attendees be within the building, (after the Emergency Services "ok" has been given) re-enter the building and obtain personal belongings.

6.5.1 Location of Fire Extinguishers, Hose Reels

Fire Extinguishers.
- Distributed in all locations of the campus premises and can be reached easily

Hose Reels.
- Distributed in some locations and informative instructions on how to use are available.
- Well described and demonstrated in the safety posters all over the campus.

    (These locations are shown on the Campus premises Emergency Map, APPENDEX 4, P18)

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6.4 Medical Emergency

A medical emergency is an acute injury or illness that poses an immediate risk to a person's life or long-term health, sometimes referred to as a situation risking "life or limb". In case of such medical emergency occur at university campus.

- The first staff member on the scene should assess the situation and notify the nurse or report to the AU Health unit immediately.
- First aid care provided by the nurse, or first aid trained staff in the absence of nurse.
- If the situation seeks medical emergency, activate emergency response system by dialling 999(National Emergency Call center) or 998(Ambulance)
- At least one staff member is remaining with the injured person until the Emergency services personnel handle the situation.
- Nurse or staff on site will accompany the patient to hospital.
- Initial Accident/Incident report will be prepared by the nurse at health unit and attached to hospital report to be sent to AU HR department for final report and documentation and follow-up with the injured if necessary.

6.6   Power Failures
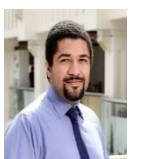
- Remain calm.
- Turn off electronic equipment and appliances, including sensitive laboratory/research units.
- Laboratory personnel should secure all experiments; turn off all gases; store chemicals in original locations.
- Use flashlights and cell phone for emergency light source. Avoid use of any type of open flame.
- If instructed to evacuate, proceed to nearest exit and assist persons with disabilities or notify emergency responders.
- If you are on an elevator when power outage occurs, remain calm and press the emergency button and/or telephone to the control unit.

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Appendix 1   List of Emergency Control Personnel

(Those staff at the event, i.e. event organiser, stallholders, which will be required to take actions in the case of an Emergency)

S.NO	NAME	CONTACT
1	Mr.Lama	39817155/36921321
2	Mr.Mim	36202940
3	Ms.Marry	36077325
4	Mr.Mukesh	37560461
5	Mr. Ramesh	35116870 (Night shift from 09:00 pm until 09:00 am)

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Appendix 2   List of Ahlia University Emergency Team Members

Ref#	NAME	Designation/College/ Directorate	E-mail	Contact no	Photos
1	Security & Safety Section	Security & Safety Section			
2	Mr.Husain Jaafar Saleh Majed	Administrative Services Officer,Administrative Services Directorate	hmajed@ahlia.edu.bh	33911438	
3	Mr.Khaled Mohamad Darkazalli	Follow up Officer, Managing Director Office	kdarkazalli@ahlia.edu.bh	36445722	
4	Mr.Mohamed Younis Ashoori	Officer, Student Counseling Directorate	mashoori@ahlia.edu.bh	33862649	
5	Mr.Sadeq Abduljabbar Habib Husain Maki	Photography Officer,Marketing, Media & Public Relations Directorate	sjabbar@ahlia.edu.bh	39271111	
6	Ms.Sakina Abdulrasool Merza Ali Yusuf Mohamed	Head of Information Systems Development Unit Centre for Information and Learning Systems	smohamed@ahlia.edu.bh	39005060	
7	Mr.Oday A.Jalil Jasim Mohamed Salman Alhubail	Director of Media Production Centre, Marketing, Media & Public Relations Directorate	oaalhubail@ahlia.edu.bh	39460532	

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8	Mr.Pema Lama	Security Guard, Administrative Services Directorate	plama@ahlia.edu.bh	39817155	
9	Mr.Suresh puthan Purayil	Office Boy, Administrative Services Directorate	spurayil@ahlia.edu.bh	36504786	
10	Ms.Betty Joseph	Nurse, Administrative Services Directorate Administrative Services Directorate	bjoseph@ahlia.edu.bh	36452565	
11	Ms. Bibi Abdulla Al Mahdi	Head of Dean's Office, College of Business & Finance	balmahdi@ahlia.edu.bh	39079926	
12	Mr.Rojkumar Kattodikuniyil	Supervisor, Administrative Services Directorate	rkattodikuniyil@ahlia.edu.bh	39162815	
13	Student council	Student council			

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Appendix 3   List of First aiders Members

HEALTH UNIT

IN CASES OF EMERGENCY:

DUE TO PHYSICAL INJURIES, FALL, SEIZURE OR EPILEPTIC ATTACKS, SHORTNESS OF BREATH, FAINTING, LOSS OF CONSCIOUSNESS, BURNS, POISONING, CHOKE OR ANY OTHER RELATED MEDICAL EMERGENCIES.

YOU MAY CONTACT THE FOLLOWING MEMBERS OF THE AHLIA UNIVERSITY **EMERGENCY TEAM:**

	MALE STAFF (BLS-American Heart Association Certified)	*CONTACT NOS.*
1	Mr.Pema Lama	39817155
	FEMALE STAFF (BLS-American Heart Association Certified)	*CONTACT NOS.*
2	Ms. Betty Joseph / University Nurse	36452565/17298956
3	Ms. Bibi Almahdi	39079926/17298986

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Appendix 4   Emergency Evacuation Map (model)

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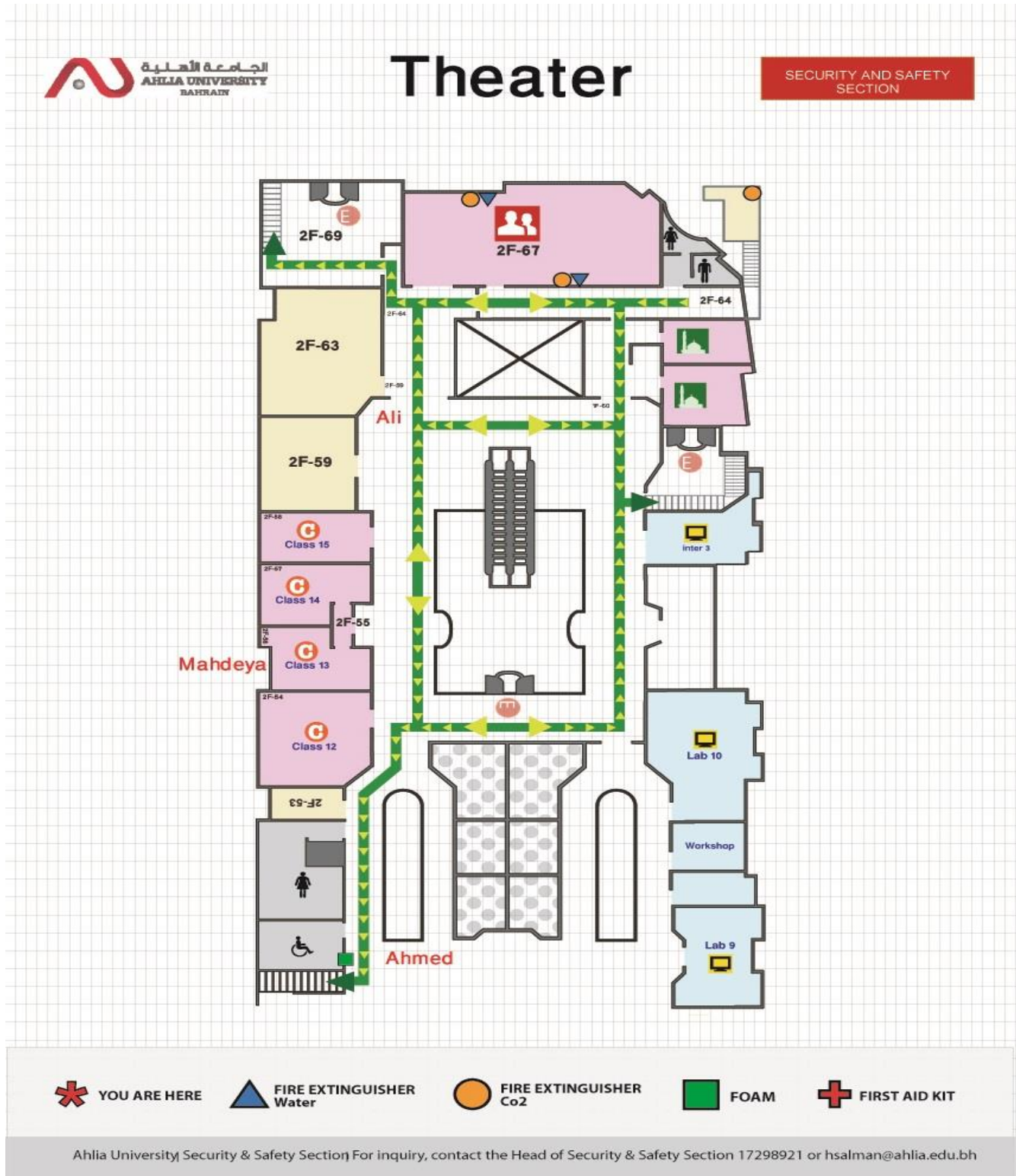
Appendix 4   Emergency Procedure Flowchart

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

```
                        ┌─────────────────┐
                        │     Action      │
                        └─────────────────┘
                          /             \
        ┌──────────────────────┐   ┌──────────────────────┐
        │ If by yourself when  │   │ Two or more staff when│
        │ assessing situation  │   │ assessing situation   │
        └──────────────────────┘   └──────────────────────┘
                 │                           │
        ┌──────────────────────┐   ┌──────────────────────┐
        │ Endeavour to summon  │   │ One staff member      │
        │ help by: Whistle     │   │ should respond to the │
        │ Blasts, Assistance   │   │ emergency, with the   │
        │ from a Bystander.    │   │ other staff member    │
        │ Provide EAR, CPR,    │   │ summonsing help.      │
        │ Emergency care as    │   │ Provide EAR, CPR, And │
        │ required.            │   │ Emergency Care.       │
        └──────────────────────┘   └──────────────────────┘
                     \                     /
                  ┌─────────────────────────┐
                  │ Emergency Authorities    │
                  │ Arrive                   │
                  └─────────────────────────┘
                              │
                  ┌─────────────────────────┐
                  │ Act on instructions of   │
                  │ Emergency Services       │
                  └─────────────────────────┘
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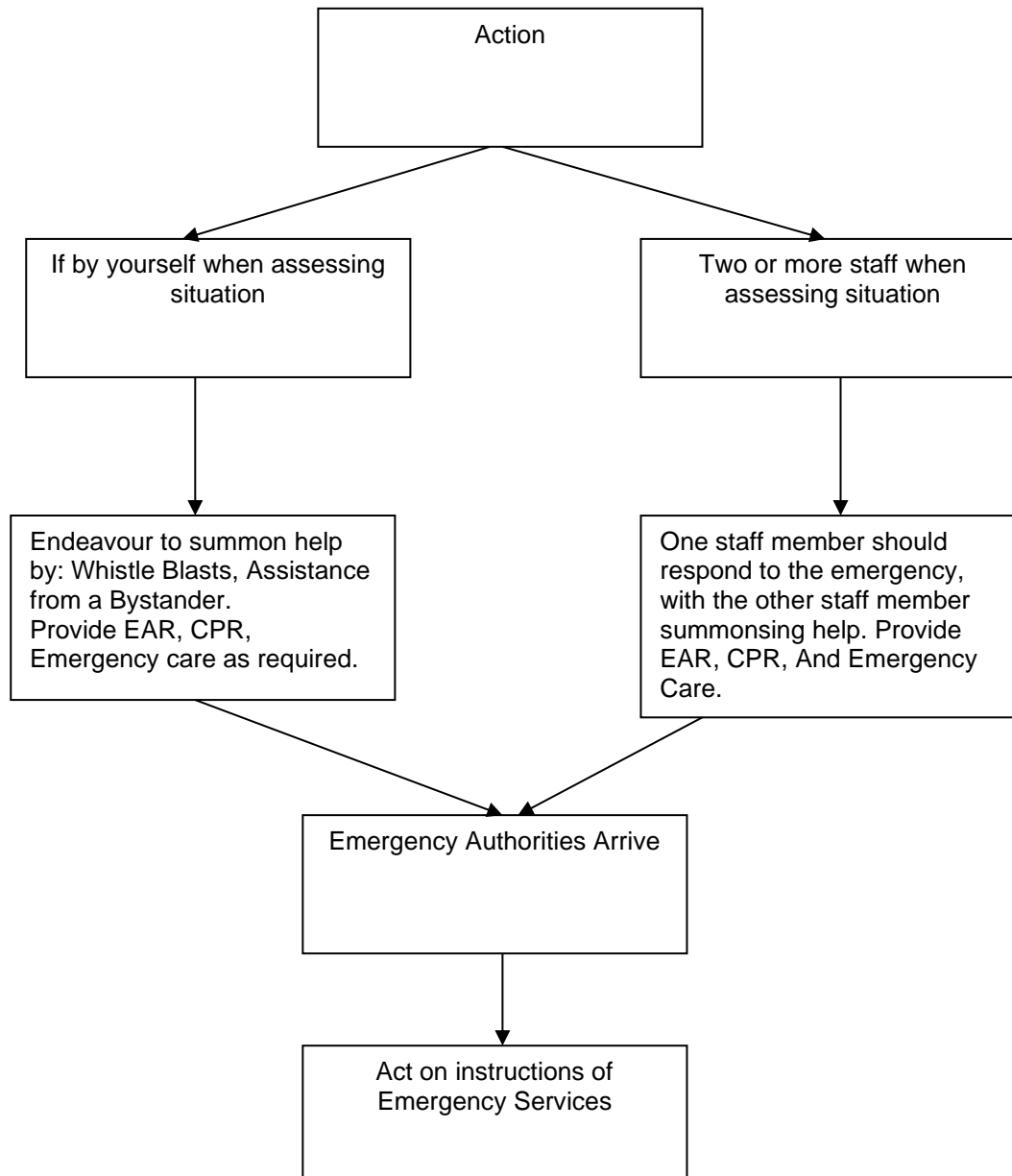
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Appendix 5   List of Emergency Contacts

Name	Tel
- Fire	
- Ambulance	999
- Police	
- Traffic Accidents	199
- Electricity	17241111
- Water	80001008
- Drainage	80001810
- Gosi Mall Emergency Quick Response Control	33610227 17299408

Appendix 6   location of Assembly Point

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