

الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN

EMERGENCY AND DISASTER
PREPAREDNESS PLAN

AHLIA UNIVERSITY EMERGENCY AND DISASTER PREPAREDNESS PLAN

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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

2.0 Objective

Ahlia University's Emergency Response Plan outlines the procedures for handling major emergencies that could impact the health, safety, or well-being of the campus community, or disrupt normal operations and academic activities. The plan also designates key personnel responsible for managing the emergency response and providing essential 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, the overriding goals are to:

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

3.0 Scope

This Emergency Preparedness Plan is applicable to Ahlia University and addresses the following potential emergency scenarios. Each identified event represents a situation that may impact the safety and operations of the university community:

- ✚ Medical Emergency
- ✚ Fire
- ✚ Earthquake
- ✚ Electrical Power Failure
- ✚ War
- ✚ Chemical Spills or Hazards
- ✚ Radiation Emergencies

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

- ✚ Roles and responsibilities of key personnel during an emergency.
- ✚ The general emergency preparedness information outlined in this document.
- ✚ Locations of emergency exits and designated evacuation routes.
- ✚ Identified assembly points for evacuation.
- ✚ Locations and basic use of firefighting equipment.
- ✚ Ahlia University's official written procedures for emergency evacuation.

4.2 Exercise Drills

Exercise drills will be conducted as walkthroughs led by the Safety and Security, supported by the Emergency Response Team and Security Guards. These drills will be coordinated with Civil Defense to ensure that all participating staff are familiar with the evacuation procedures and their specific roles during an emergency.

4.3 Maintenance and Testing of Equipment's.

- ✚ 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:

- ✚ Assess the situation and determine the need for evacuation.
- ✚ Initiate evacuation procedures when necessary.
- ✚ Activate the fire alarm system if evacuation is required.
- ✚ Notify relevant authorities, including Fire, Ambulance, and Police services.
- ✚ Coordinate with area security guards and Emergency Services to account for all staff and students.
- ✚ In consultation with Emergency Services, assess whether it is safe for staff and students to re-enter the building.
- ✚ Document the incident, including what occurred and the outcomes.
- ✚ Review and evaluate the Emergency Plan following drills or actual incidents and update the plan as necessary.

5.2 Area Security guards will take following responsibility

Their tasks

- ✚ Coordinating with local emergency services.
- ✚ Check and ensure all restrooms and enclosed areas are fully evacuated
- ✚ Confirm that all personnel have been properly alerted and that evacuation procedures are underway.
- ✚ Inform staff of the situation.

5.3 All Staff Responsibilities

During an emergency, all staff are expected to:

- ✚ Report on their presence to the Head of the Safety and Security or Security guards at the assembly area.
- ✚ Remain at the assembly area until instructed otherwise by Security personnel.
- ✚ Assist with tasks as directed by Security Guards or emergency personnel.
- ✚ Participate in post-incident debriefings and provide relevant feedback.

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 minimize its effect
- ✚ Provide the basis for training people who may be involved in a workplace emergency.

The response expected from staff and management to potential incidents covered by this plan include the following:

6.1 Drainage of rainwater and flood water

- ✚ Scheduled Roof Maintenance: Regular rooftop inspections and maintenance are carried out to ensure the integrity of waterproofing systems and drainage infrastructure.
- ✚ Pre-Rain Inspections: Visual inspections are conducted before the rainy season to identify any damage to waterproofing and remove debris blocking drainpipes.

- ✚ **Pump System Testing:** Stormwater pumps are tested regularly to ensure they are fully operational and ready for activation during heavy rainfall.
- ✚ **Increased Monitoring During Rainy Season:** More frequent checks and monitoring are conducted as the rainy season approaches to prevent blockage and flooding.
- ✚ **Coordination with Government Authorities:** Close coordination is maintained with the Ministry of Works and Municipalities for updates, support, and response in case of heavy rain or flooding.
- ✚ **Emergency Contacts and Contingency Planning:** Emergency contact numbers are kept with security in case of pump failure Rainwater plan and flood water plan.
- ✚ **Maintenance Team Readiness:** The maintenance team is fully prepared and mobilized to support water drainage operations promptly during heavy rain events.

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.
- ✚ Follow government Instructions, always follow safety guidelines issued by government authorities and emergency services.
- ✚ Stay tuned to official announcements via radio, TV, or mobile alerts.

6.3 Evacuation

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

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 localized, endeavor to extinguish the fire.
- ✚ Notify the Security guard in the vicinity.
- ✚ 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

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.

6.5.1 Location of Fire Extinguishers, Hose Reels

Fire Extinguishers.

- ✚ Distributed to all locations of the campus premises and can be reached easily.

Hose Reels.

- ✚ Distributed in some locations and informative instructions on how to use them 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)

6.4 Medical Emergency

In the event of a medical emergency (e.g. heart attack, stroke, seizure, burns, etc.), the following steps must be taken:

- ✚ The first staff member on the scene should assess the situation and if they do not have first aid training, immediately notify the Nurse/Security guard in location.
- ✚ Call one of the Nurse/First Aiders Contact List Members which are widely posted all over the campus.
- ✚ Notify Emergency Services on 999 and request an ambulance.
- ✚ Apply first aid as 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.
- ✚ Safety/Security officer on scene would fill in an incident/accident report form.
- ✚ The final incident/accident report will be issued from the health unit.

6.6 Power Failures

In the event of a power outage, the following procedures should be followed:

- ✚ Remain calm and wait for instructions from emergency personnel.
- ✚ Switch off all electronic devices and appliances, especially sensitive equipment in laboratories or research areas.
- ✚ Laboratory personnel should secure all experiments; turn off all gases; store chemicals in original locations
- ✚ Use flashlights or mobile phones as light sources.
- ✚ If instructed to evacuate, proceed to nearest exit and assist people with disabilities or notify emergency responders.
- ✚ If you are on an elevator when a power outage occurs, remain calm and press the emergency button and/or telephone to the control unit.

6.7 War

- ✚ **Monitor Official Alerts:** Stay updated through official government announcements, security advisories, and university communication channels
- ✚ **Activate Emergency Communication Systems:** The university will issue immediate instructions via SMS, email, or public address systems regarding safety procedures.
- ✚ **Shelter-in-Place:** All staff, students, and visitors should remain indoors in a safe location away from windows and entrances unless instructed to evacuate.
- ✚ **Close and Secure All Entry Points:** Lock doors and windows. Turn off lights and stay low if there is a threat of violence nearby.
- ✚ **Avoid Travel or Movement:** Do not attempt to leave campus unless authorities declare it safe. Avoid roads, public gatherings, or conflict zones.
- ✚ **Coordinate with Authorities:** Top Management will stay in close contact with national security agencies and local authorities for guidance and support.
- ✚ **Medical and Emergency Services Readiness:** First aid kits and emergency supplies will be made available. On-site responders will be on standby to assist with injuries.
- ✚ **Assist Vulnerable Individuals:** Provide help to students or staff with disabilities, medical conditions, or those needing emotional support.
- ✚ **Maintain Calm and Support Each Other:** Encourage a calm, respectful atmosphere. Avoid spreading unverified information or panic.

- ✚ **Follow Government Instructions:** Strictly adhere to guidelines issued by government and emergency response teams.

6.8 Chemical Spills or Hazards

- ✚ **Ensure Personal Safety First:** Move away from the spill area immediately. Avoid inhaling fumes, vapors, or coming into contact with the substance.
- ✚ **Alert Others and Evacuate the Area:** Warn nearby individuals and evacuate the area if necessary. Close doors to isolate the spill.
- ✚ **Notify Security or Safety Personnel:** Report the incident immediately to the Head of Safety and Security or campus security, providing location and type of chemical.
- ✚ **Avoid Attempting Cleanup Unless Trained:** Do not try to clean or neutralize the chemical unless you are trained and equipped to handle hazardous materials.
- ✚ **Ventilate the Area (If Safe):** Open windows or activate fume hoods if it is safe to do so and help disperse harmful vapors.
- ✚ **Isolate the Spill Area:** Keep others away from the affected zone until professional responders arrive.
- ✚ **Do Not Re-enter Until Cleared:** Return to the affected area only after it has been declared safe by environmental health and safety personnel or emergency responders.

6.9 Radiation Emergencies

- ✚ **Remain Calm and Act Quickly:** Stay calm. Avoid panic to ensure a safe and effective response.
- ✚ **Evacuate the Area Immediately:** Leave the area where radiation exposure or contamination is suspected. Alert others to evacuate as well.
- ✚ **Avoid Contact with the Source:** Do not touch or attempt to move any suspected radioactive material or equipment.
- ✚ **Notify Safety and Security Personnel:** Contact the Head of Safety and Security or Security Guards immediately. Provide exact location and any relevant details.
- ✚ **Isolate the Affected Area:** Close doors and restrict access to prevent further exposure and contamination.

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- ✚ **Limit Movement:** Stay in a designated safe area and avoid spreading contamination to other locations.
- ✚ **Follow Instructions from Government Authorities:** In the event of a radiation-related emergency, it is essential to strictly follow the guidance and directives issued by Government agencies. Upon their arrival.



Appendix 1

LIST OF EMERGENCY CONTROL PERSONNEL



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

NAME	CONTACT NUMBER
MR. LAMA	36921321
MR. MIM	36202940
MR. ISHWOR	38927087
MR. RAMESH	34123725
MS. MARRY	36077325
Contact Mr. Subeesh V.S Safety and Security Section 24H on the Hotline 33861700 or E-mail: svatakkayil@ahlia.edu.bh	






Appendix 2

LIST OF AHLIA UNIVERSITY EMERGENCY TEAM MEMBERS:

R ef #	NAME	Designation/Campus / Directorate	Contact no	Photos	Locations
1	Mr. Subeesh.V	Health & Safety Officer svatakkayil@ahlia.edu.bh	33861700		2 nd Floor All rounder
2	Mr. Pema Lama	Supervisor Security & Safety Section plama@ahlia.edu.bh	39817155 (Direct Call) 36921321 (WhatsApp)		2 nd Floor All rounder
3	Mr. Husain Jaafar Almajed	Administrative Services Officer, Administrative Services Directorate	33911438		2 nd Floor All rounder
4	Mr. Mim Bahadur Gurung	Security guard-Team Leader/ Almoayyed	36202940		2 nd floor (Top management area)
5	Mr. Ishwor Karki	Security guard/ Almoayyed	38927087		2 nd floor (M1 & M3 Areas)
6	Mr. Mahmood Abdulhadi Alnaqi	Head of Maintenance/ Administrative Services Directorate	39052258		R Area (East Wing)

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7	Mr. Khaled Mohamad Darkazalli	Follow up Officer, Managing Director Office	36445722		BIT -Area
8	Mr. Mohamed Younis Ashoori	Head of Student Advising, Student Counseling Directorate	33862649		Ground floor, library area
9	Ms. Leemary Cervantes ACAC	Security guard/ Almoayyed	36077325		1 st Floor, LH-4 area & Food court, special needs

10	Ms. Afrah Hasan Abdul Husain Kadhem	Head of Admission/Admissions & Registration Directorate	39766599		1 st Floor, Admission area
11	Ms. Betty Joseph	Nurse, Administrative Services Directorate	36452565		3 rd floor area
12	Ms. Fatima Abdulwahab Bin Faris Alhawaj	Lecturer/Department of Interior Design/College of Arts & Science	37765885		3 rd floor area
13	Mr. Oday A.Jalil Jasim Mohamed Salman Alhubail	Director of Media Production Centre, Marketing, Media & Public Relations Directorate	39460532		Theatre area

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14	Mr. Sadeq Abduljabbar Habib Husain Maki	Photography Officer, Marketing, Media & Public Relations Directorate	39271111		Theatre area
15	Mr. Suresh Puthan Purayil	Support staff, Administrative Services Directorate	36504786		R1: Roof (West Wing)
16	Ms. Bibi Abdulla Al Mahdi	Head of Dean's Office/Accounting and Economics Dept/College of Business & Finance	39079926		2nd floor, Reception area
17	Mr. Rojkumar kattodikuniyil	Supervisor, Administrative Services Directorate	39162815		2nd floor, M1 area
NOTE: Restrooms will ensure by dedicated housekeeping staff...					

Appendix 3

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.

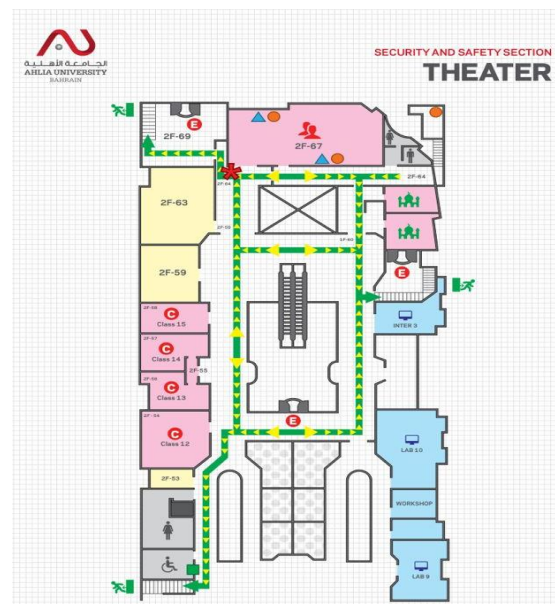
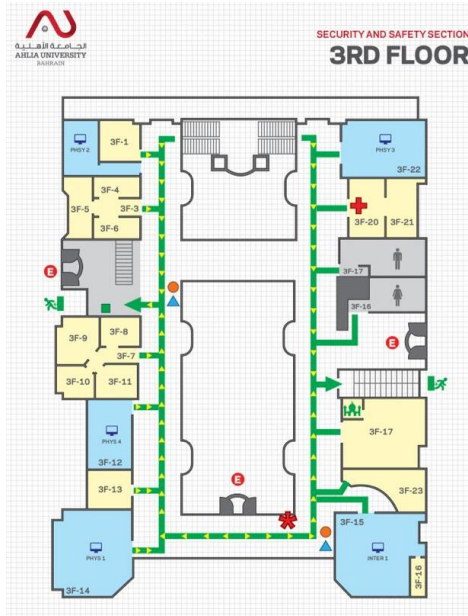
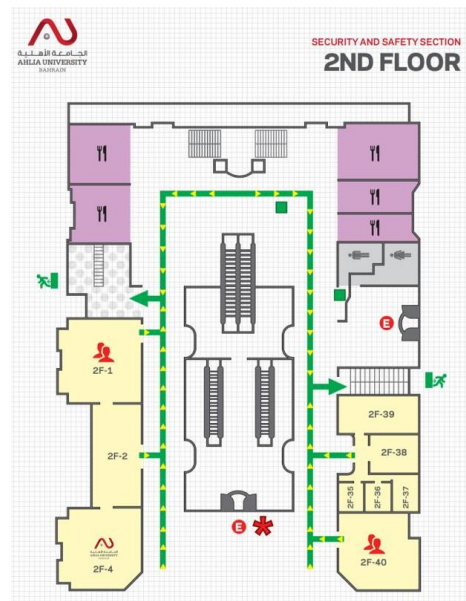
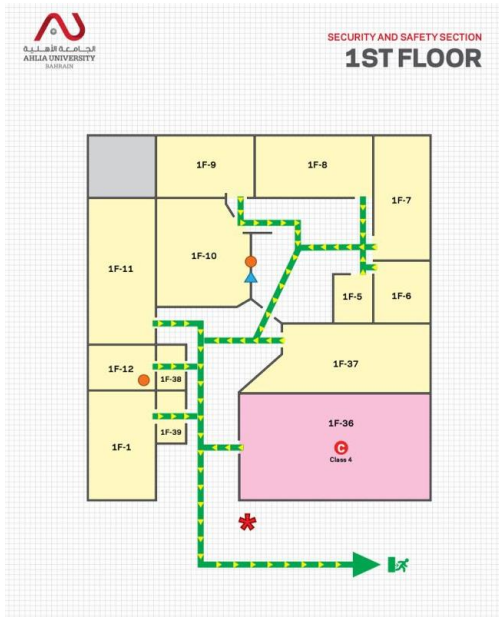
List of First Aiders Members

Sr No	NAME	CONTACT NUMBER
1	MS. BETTY JOSEPH	36452565
2	MS. BIBI AL MAHDI	39079926
3	MR. MOOSA	36491233
4	MR. PEMA LAMA	36921321

Appendix 4

EMERGENCY EVACUATION PLAN

Emergency evacuation plans are placed in every corridor and stair area so everybody can see easily. These plans show the safest way to exit the building and help everyone quickly find their way to the assembly point.



Appendix 5 List of Emergency Contacts

The Ministry's and Mall emergency contact numbers are also provided below to ensure quick and direct communication during any emergency, without delay

Departments	Numbers
FIRE	999
AMBULANCE	999
POLICE	999
TRAFFIC ACCIDENTS	199
ELECTRICITY	17241111
DRAINAGE	80001810
GOSI MALL EMERGENCY QUICK RESPONSE CONTROL	33610227

Appendix 6

Location of Assembly Point



ASSEMBLY POINT 01- FRONT SIDE OF THE BUILDING



ASSEMBLY POINT 02 AND 03- BACK SIDE OF THE BUILDING