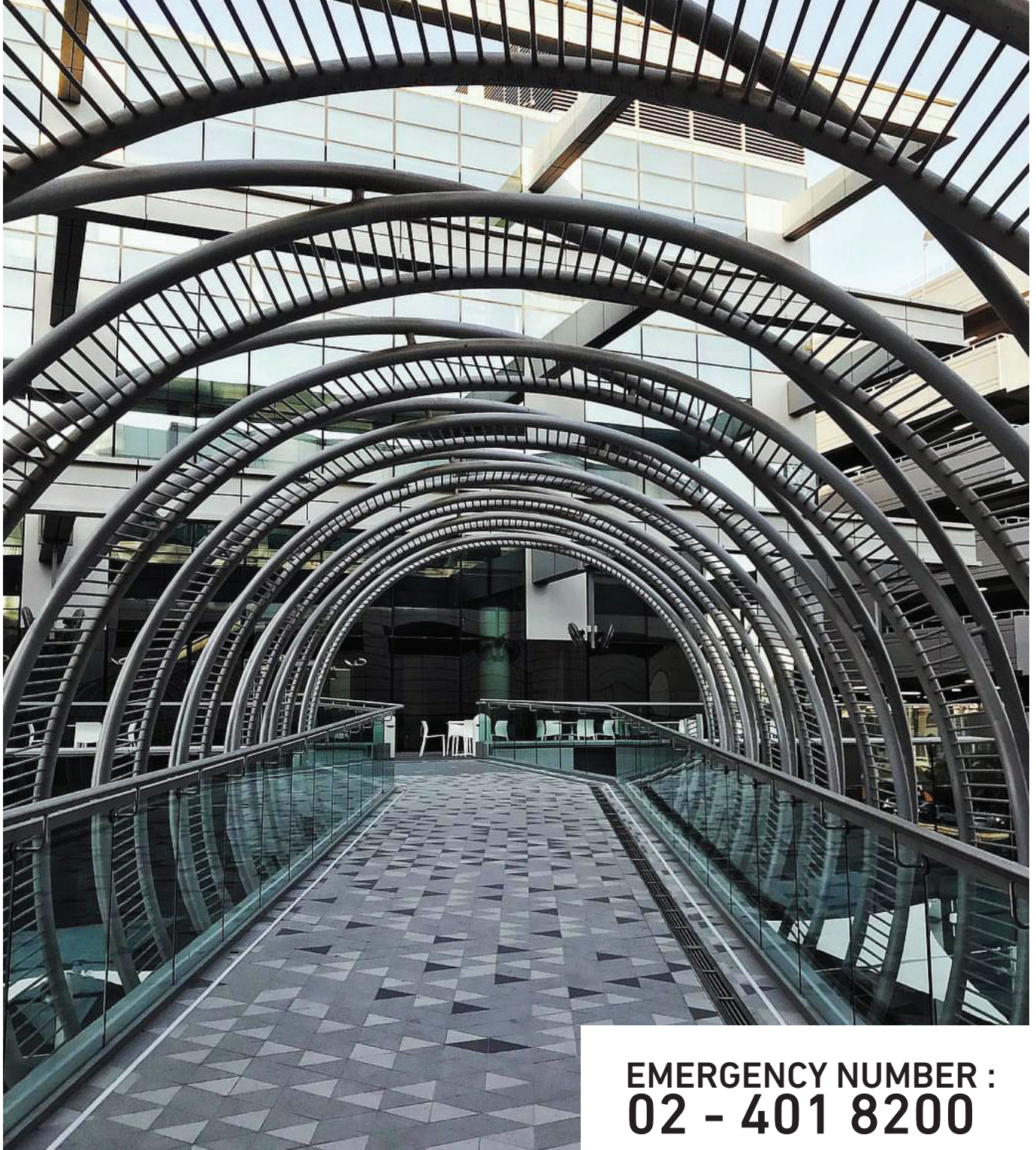




جامعة خليفة
Khalifa University

EMERGENCY PROCEDURES



EMERGENCY NUMBER :
02 - 401 8200

**FIRE / MEDICAL EMERGENCY / BOMB THREAT / INTERNAL EMERGENCY / PERSONAL THREAT /
EXTERNAL EMERGENCY / EVACUATION**

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INTRODUCTION

The emergency procedures handbook is designed to provide an introduction to Khalifa University's Environment, Health and Safety Management System KU (EHSMS), and be a practical EHS guide for KU.

This handbook is not meant to cover all of the emergency aspects of EHSMS. However, it does present an overview of some emergency procedures. More emergency procedures can be found on the KU EHSS web page.

The main objective of this handbook is to convey the necessary information to guide and assist employees and students in the implementation and maintenance of safe practices in case of an emergency. It is also designed to be a reference for emergency and safety matters.

This handbook is your introduction to the emergency procedures of EHSMS. Please read it carefully and put it into practice when necessary. It is essential that you read, understand and follow KU's environment, health and safety policy. If you don't understand something, or if you see anything that puts you, your colleagues, students, or any other person at risk, then please tell your supervisor/manager. This will help minimize the risk of accidents and ensure that you are complying with the law.

EHS Services

ENVIRONMENT, HEALTH & SAFETY POLICY STATEMENT

Khalifa University (KU) recognizes its corporate responsibility to continually improve the environmental, health and safety performance of our activities.

This policy states the commitment of Khalifa University to the environment, health and safety of all people who work, study, or visit this organization.

We are committed to protecting and conserving the environment, including preventing pollution, injury and ill health of our staff, students, visitors, contractors and hired labor employees of KU.

Environment, health and safety (EHS) is intrinsic to the way we do business at KU. Our overall aim is "Incident Prevention",

with the expectation that all persons shall come to no harm while in the workplace.

The following values form the basis of achieving our aim of "Incident Prevention":

- People are our greatest asset, and therefore, giving them a safe, healthy and sustainable workplace is imperative.
- Everyone has a responsibility towards their own environment, health and safety and that of others. Our EHS process ensures that employees at all levels are involved in daily safety and sustainability decisions.
- Injuries can be prevented, and an incident-free working and learning environment is actively pursued.

- Communication and consultation are central to working together for a safe workplace.

KU's robust strategies for EHSMS to achieve this policy comprise:

- Compliance with legal and relevant regulatory authority, OSHAD and other local and federal EHS requirements of the UAE and the government of Abu Dhabi;
- Appropriate delegation of EHS authorities and responsibilities at all levels of the organization;
- Competence and training of all employees;
- Set objectives and measurable targets that promote a strong EHS culture;
- Incident management, investigation and rehabilitation;
- Risk management philosophies for all research, teaching or operational activities to facilitate risk reduction;
- Consultation with staff and students about decisions that may affect their health and safety;
- Provision of adequate human and financial resources to ensure effective implementation of the EHSMS;
- Regular updates and changes are communicated to all concerned, including internal & external interested parties;
- Continual improvement through regular monitoring, measuring and review of EHS performance;
- Communication of this policy through public display and training through the university.

.....

KU will comply with the Abu Dhabi Occupational Safety & Health System Framework (OSHAD-SF) and other relevant legislation and industry standards. We will aim to meet or exceed our moral, legal and other EHS obligations placed upon us by other sectors regulatory authority.

We continually improve our Environment, Health & Safety Management System (EHSMS) and performance through our unique cycle of developing, implementing, maintaining and reviewing the EHS Management System across all campuses and workplaces to contribute to the accomplishment of Abu Dhabi Vision 2030.



Dr. Arif Sultan Al Hammadi
Executive Vice President

8-June-2018

Date

EMERGENCY FLOOR TEAM

IN THE EVENT OF AN EMERGENCY OR
INCIDENT, ENSURE THAT YOUR FLOOR
WARDEN IS ALERTED

Floor Warden/s YELLOW Vest

Name & Number

Wardens Leader YELLOW Vest

Name & Number

Floor Emergency Coordinator

Name & Number

First Aid officer/s GREEN Armband

Name & Number

Marshall GREEN Vest

Name & Number

Senior Coordinator ORANGE Vest

Name & Number

Control Room YELLOW Vest

Name & Number

Security YELLOW Vest

Name & Number

02-401 8056 all other reports

02-401 8200 emergencies

CODE RED

FIRE RELATED EMERGENCIES IMMEDIATELY CALL 02-401 8200

If you see fire or smoke do not panic or shout!
Remain calm & remember RACE



R - RESCUE PEOPLE

If you see fire or smoke do not panic or shout!
Remain calm & remember RACE



C - CONTAIN FIRE & SMOKE

Close all doors and windows, if safe to do so



A - ALARM

Raise the alarm
Push a Break Glass Alarm (if fitted)
Call 02-4018200



E - EXTINGUISH

Only attempt to extinguish the fire by using the appropriate fire fighting equipment, if trained and safe to do so.











Refer to extinguisher chart on

- Prepare to evacuate if necessary.
- Follow instructions from emergency wardens, security and emergency team.
- Save records if possible.











The order in which these actions are performed will depend upon the particular fire incident.

FIRE EXTINGUISHER SELECTION CHART

CLASSES OF FIRES

SL. NO	CLASSIFICATION OF FIRES	DEFINITION
1	 	For fires involving ordinary combustible solid materials such as wood, cloth, paper, rubber, and many other plastics.
2	 	For fires involving flammable liquids, combustible liquids, all petroleum based products solvents, paints, chemicals and flammable gases
3	 	For fires involving energized electrical equipments due to ignition of electrical nature.
4	 	For fires involving combustible metals, such as magnesium, titanium, zirconium, sodium, lithium, and potassium.
5	 	For fires involving cooking appliances due to combustible cooking media such as vegetable oils and animal fats etc.

APPLICABLE TYPES OF FIRE EXTINGUISHERS

SL. NO	CLASSIFICATION OF FIRES	APPLICABLE EXTINGUISHERS
1	 	<ul style="list-style-type: none"> • Water type • Multipurpose Dry Powder • Carbon Di-Oxide (CO₂) • Foam
2	 	<ul style="list-style-type: none"> • Dry Powder • Foam • Carbon Di-Oxide (CO₂)
3	 	<ul style="list-style-type: none"> • Carbon Di-Oxide (CO₂) • Dry Powder
4	 	Special purpose Dry Powder
5	 	Wet Chemical Type

After use place the extinguisher on its side on the floor beside where it should hang. Record the bar code number and log a call with fm assist on 02-401 8200

EMERGENCY INSTRUCTIONS

In the event of Fire Think RACE	في حالة حدوث حريق يرجى اتباع التعليمات التالية:
1 Rescue: Remove all people from immediate danger area to the nearest assembly point outside the building.	1 غادر منطقة الخطر وأرشحوا أو ربحوا اتباع علامات المخارج والتوجه لأقرب نقطة تجمع آمنة خارج المبنى.
2 Alarm: Activate nearest manual fire alarm (break glass) and call the switchboard.	2 أطلق جرس الإنذار من أقرب نقطة إنذار خاصة بجرس الإنذار بعد كسر الغطاء الزجاجي.
3 Contain: Contain the fire by closing doors between you and the fire or smoke as you exit the area.	3 أغلق كافة الأبواب الفاصلة بينك وبين لدخان أو نار أثناء خروجك من المبنى.
4 Extinguish: Extinguish fire if only it is safe to do so. Do not take unnecessary risks.	4 حاول إطفاء الحريق إن أمكن دون التعرض للخطر.

يمنع استخدام المصاعد في حالة الطوارئ

Do Not Use Elevators in the Event of Emergency

To extinguish Fire Think PASS	لإطفاء الحريق يرجى اتباع التعليمات التالية:
1 Pull the pin to break the seal tag.	1 اسحب حلقة الأمان لتحرير المقبض
2 Aim the hose at the base of the fire, stand a safe distance away from the fire	2 قف على مسافة آمنة من النار وصبب الصفاية باتجاه قاعدة الحريق
3 Squeeze the hand to discharge the fire extinguisher	3 اضغط على المقبض الطرفية كي تتسارع لسائل الإطفاء بالتدفق
4 Sweep the hose from side to side.	4 حرك الطرفية نحو اليمين ونحو اليسار

أرقام الطوارئ Emergency Number 02 401 8200

FIRE ACTION

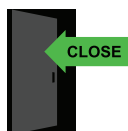
On Discovering a fire:

1. Operate nearest fire alarm
2. Call emergency No. 02 401 8200
3. Extinguish fire, if safe and trained to do so.



On hearing the alarm:

1. Evacuate the building by nearest exit.
2. Close all windows and doors behind you.
3. Report to assembly point.



Do not's:

1. DO NOT take risks.
2. DO NOT return to the building for any reason unless authorized to do so.
3. DO NOT use the lifts.



CALL >

Main Campus
02 - 401 8200

Masdar City Campus
02 - 810 9111

Sas Al Nakhil Campus
02 - 607 5473

CODE BLUE

In the event of a suspected cardiac arrest or the need for urgent medical assistance / first aid.

REMAIN CALM

- Do not panic.

ASSESS PATIENT

- Danger - to you & patient.
- Response - of patient.
- Airway - is it clear & unobstructed.
- Breathing - is their chest rising.
- Circulation - do they have a pulse.
- Defibrillation - if a defibrillator (AED) is available, use it and follow its prompts.

RAISE ALARM

- Call for help of any staff or students in the area.
- Call 02-401 8200 and advise Security of your location, the patients age, sex, symptoms, signs, any prior medical illnesses and medication.
- Refer to reverse for questions you will be asked by Security.

COMMENCE

- Cardio pulmonary resuscitation (CPR) or first aid as required (if trained).

MEDICAL/FIRST AID RELATED INCIDENTS IMMEDIATELY CALL 02 – 401 8200

REFER

- Protocols for emergencies located in KU Emergency Procedures.

Note: Never leave the patient alone. Do not move the patient unless they are exposed to a life threatening situation. Provide support and appropriate assistance until emergency help arrives.

MEDICAL EMERGENCY

Raising The Alarm “Help us help you”
Ring: 02 – 401 8200 & Give us:

YOUR LOCATION

Building name, floor number & room number

Or

Nearest gate number, cross street

Or

The nearest building and your proximity to it.

YOUR CONTACT NUMBER

(Extension or mobile)

THE MEDICAL PROBLEM

Description of complaint

(Eg. Short of breath/sweating/where & what
type of pain)

AGE OF THE PERSON

(Approximate age if not sure)

IS THE PERSON CONSCIOUS?

(YES OR NO)

IS THE PERSON BREATHING?

(YES OR NO)

CODE PURPLE

If you received a bomb threat, do not use a mobile phone or set off the fire alarm they may trigger an explosion

REMAIN CALM

Treat the call as genuine. Record exact information on the reverse of this page. Prolong conversation and DO NOT hang up.

ATTRACT ATTENTION OF SECOND PERSON

Do not alert caller to your actions. Get a second person to call the KU Emergency Line 02-401 8200 & report the call.

BE ATTENTIVE

- Note distinguishing background noises, music, traffic etc.
- Note voice characteristics.
- Does caller indicate knowledge of the building?

RECORD

Enter the details immediately on the Bomb Threat Report form on the reverse page OR download the form from the EHS Section Web page www.ku.ac.ae.

BOMB THREATS IMMEDIATELY CALL 02 – 401 8200

NOTIFY

KU Emergency - **02-401 8200** and state "BOMB THREAT" Your floor warden.

PREPARE

- To follow instructions of wardens, security, police and other.
- emergency service personnel.
- To assist in search if requested.
- To evacuate if necessary.

IF OBJECT FOUND

Do not touch it. Report that you have found it. Open doors and windows where possible and evacuate area.

Refer to the attached Bomb Threat Report (on Page17)



SUSPECT PACKAGE
IMMEDIATELY CALL 02 – 401 8200

**Stop what you are doing and
put the item down!**

- Do not smell, touch, taste, shake or empty contents of the item or substance.
- Turn off any equipment that could disturb air flow, eg. fans or air conditioning.
- Where there is a likelihood of contamination, remain in the area, but step away (approximately 2 meters) from the item or substance. Instruct other people in the vicinity to do the same.
- Dial 02-401 8200 and state "SUSPECT PACKAGE". Provide your name, location and as much detail of the item as you can. Do not use a mobile phone in close proximity.
- If anyone is exposed to the substance, isolate the person and call for medical assistance.
- If possible, ask a co-worker who was not in the immediate area to notify the manager or person in charge immediately who will arrange a temporary isolation of the area.
- Do not allow co-worker into the isolation area.
- Follow any further instructions from your manager, or other person in charge , until Emergency Services arrive.

Do not use mobile phones as they can trigger an explosion.

BOMB THREAT REPORT

Remember to keep calm & do not hang up

Exact wording of threat :

QUESTION TO ASK

When is the bomb going to explode?

Where did you put the bomb?

When did you put it there?

What kind of bomb is it?

What will make the bomb explode?

Why did you place the bomb?

What is your name?

CALLERS VOICE

ACCENT	<input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Australian <input type="checkbox"/> European	<input type="checkbox"/> American <input type="checkbox"/> Middle Eastern	<input type="checkbox"/> English
SPEECH	<input type="checkbox"/> Loud <input type="checkbox"/> Soft	VOICE	<input type="checkbox"/> Loud <input type="checkbox"/> Soft	GENDER
IMPEDIMENT	<input type="checkbox"/> Lisp <input type="checkbox"/> Slutter	MANNER	<input type="checkbox"/> Calm <input type="checkbox"/> Emotional	DICTION
OTHER	Did you recognise the voice			<input type="checkbox"/> Yes <input type="checkbox"/> No
	Was the caller familiar with Campus/building/area?			<input type="checkbox"/> Yes <input type="checkbox"/> No

THREAT LANGUAGE

Well Spoken	<input type="checkbox"/> Yes <input type="checkbox"/> No	Incoherent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Taped	<input type="checkbox"/> Yes <input type="checkbox"/> No	Abusive	<input type="checkbox"/> Yes <input type="checkbox"/> No
Message read by caller	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other :

BACKGROUND NOISES

<input type="checkbox"/> Local Call	<input type="checkbox"/> STD	<input type="checkbox"/> Music	<input type="checkbox"/> Voices	<input type="checkbox"/> Street Noises
<input type="checkbox"/> Aircraft	<input type="checkbox"/> House noises	<input type="checkbox"/> Machinery	Other :	

RECIPIENT OF PHONE CALL

Name :	Staff/Student No :
Email :	Phone (w) :
Mobile :	Faculty/Division :
School/Unit :	Signature :

CODE YELLOW

Other than fire/smoke, an internal emergency could be caused by an explosion, electrical power failure, water supply failure, structural failure, spillage or leakage or hazardous substances, illegal occupancy, etc.

Building maintenance issues, Power/ Water failure.

- Business & After hours - call 02-401 8200
- If there is an emergency, such as persons trapped in lifts, ring Security immediately 02-401 8200 identify the building and the Lift Number.

Hazardous substances, leakage or spillage of Hazardous substances.

- Call 02-401 8200 immediately - advise location, what the substance is, if there is anyone hurt.
- Contain the area - close doors & windows, if possible identify the substance. ie, UN/CAS number, how much has been spilt, etc.
- Any spill/leakage in public areas must be reported immediately
- If persons are injured treat appropriately with first aid, and isolate them from other non-contaminated persons.
- Evaluate immediate area and what for further instructions from emergency services

INTERNAL INCIDENTS/EMERGENCIES IMMEDIATELY CALL 02 – 401 8200

Illegal occupancy intruders.

- Ring KU Emergency immediately on 02-401 8200
- Get a description of the person/s - sex, approximate age, height, build, hair colour, complexion, clothing, carrying anything
- Do not approach the person, isolate yourself from them and wait for security.
- Secure your area by locking your door and wait for security to attend.

Structural Failure

- Remain Calm
- Alert and evacuate immediate area - advise your floor warden
- Call Security on 02-401 8200, identify the problem and give them a return telephone number.
- Prepare to leave the building immediately

DO NOT ATTEMPT ANY ACTION WHICH PUTS YOUR LIFE OR OTHERS IN DANGER!

- Follow instructions of persons in charge
- Prepare to evacuate if necessary

Essential services faults include - water, electricity, gas, telephones, plumbing, security systems, computers, fire detection, suppression systems, air-conditioning etc.

CODE YELLOW

POWER OUTAGE IMMEDIATELY CALL 02 – 401 8200

Remain calm: provide assistance to others if necessary.

During Power outage:

1. Report the outage, dial 02 401 8200 and state "POWER OUTAGE" - please note, during a power outage digital handset will not work. Please use a mobile phone instead.
2. if evacuation is necessary, move cautiously. Lighted signs will indicate emergency exits.
3. Remain with any immobile individuals who become stranded as a result of the outage. if emergency assistance is required, dial 02 401 8200 and provide details.
4. Passengers stranded in lifts will be able to communicate with KU Emergency direct from the lift car during an outage.
5. In labs, specific protocol and procedures will operate during a power outage. Ensure you are aware of these requirements.
6. Keep all refrigerators and freezers closed during an outage and ensure staff are available to monitor.

Important notices

Treat all electrical equipment as live, as power may be restored at any time without notice.

- Outage times are difficult to predict depending on the cause. This may take some time to identify. Await further instructions from your building emergency team

CODE YELLOW

GAS LEAK OR CHEMICAL SPILL IMMEDIATELY CALL 02 – 401 8200

If it is a gas leak or chemical spill, do not activate building alarms, use mobile phones, hand-held radios, electronic equipment or light flammable material.

Gas leak or chemical spill

If a gas leak or chemical spill is affecting people in your area, immediately:

1. REMOVE

- ▷ Anyone in immediate danger only if it is safe to do so.
- ▷ DO NOT allow other people in the area.
- ▷ If anyone is exposed to a substance, set up an isolation area.
- ▷ If available, and only if it is safe to do so, put on personal protective equipment, observe and support the person until Emergency Services arrive.
- ▷ DO NOT put yourself at risk.

2. ISOLATE the hazardous material by clearing the area, close the doors. If safe to do so turn off isolation switches, ventilation and machinery. DO NOT touch suspect material.

3. NOTIFY

- ▷ If it is a “gas” or “chemical”, shout a warning, pass the alarm by word of mouth
- ▷ If able to ring from a safe area away from the leak or spill, DIAL 02 401 8200 from a landline, state “HAZARDOUS MATERIAL” and give exact location and type of material involved.

4. CONTAIN

- ▷ Do not risk contact with material or allow it to spread.
- ▷ Do not smell, touch or taste it.
- ▷ Close doors between you and the hazardous material.

CODE YELLOW

ENVIRONMENTAL EMERGENCIES IMMEDIATELY CALL 02 – 401 8200

An environmental emergency includes any incident, or potential for an incident, of uncontrolled discharge of a substance into water, air or land that harms or threatens to harm the environment.*

REMAIN CALM

- Don't panic

REPORT

- Alert others in the area.
- Dial 02-401 8200 and provide location and type/scale of pollution incident.
- Report to the supervisor.
- Report to the lab manager or Health and Safety supervisor if relevant.

CONTAIN

- Contain the emissions if safe and possible to do so (eg. stopping valves, using temporary bunds or spill kits, etc.)

EVACUATE

- Keep area clear of people not directly responding to the emergency.
- Prepare to evacuate if required.

CLEAN UP

- Clean up and rectify any damage when safe to do so. Expert assistance may be required,

RECORD

- Log the incident through the online Health and Safety reporting system via KU - EHSS web page.

* Harm to the environment is considered material if it involves actual or potential harm to the health or safety of human beings or to ecosystem.

CODE BLACK

PERSONAL THREATS IMMEDIATELY CALL 02 – 401 8200

For all personal threats including assault, armed hold-ups, robbery, persons at risk (suicide), etc.

Remain Calm

- Do not panic or shout, avoid eye contact.
- Do not make sudden movements.

Do not take risks

- Hand over what ever is requested.
- Do not do anything which may antagonize the offender.
- Alert other staff if safe to do so without risk
- Contain yourself in a secure area, by locking your office door, closing blinds and staying out of sight.

Do only what you are told

- Do not volunteer any other information.

Personal threat report (observe offender's characteristics)

- sex, height, voice, clothing, tattoos, jewellery, items touched, etc.
- Also note type of vehicle used for escape, registration number if possible and last known direction.

Telephone

- Call KU Emergency 02-401 8200, do not hang up, stay on the line, and keep the line of communication open. Give your name, room number, building and request urgent attendance.
- Most importantly - Remain CALM.

Record

- Immediately fill out the personal threat report (on reverse) with the offenders description, what they may have taken (models and serial numbers), description of any items they may have or any other relevant details.

For an armed offender, as above, plus:

Where possible, alert others without leaving your room. Advise people to secure themselves in a secure area if safe to do so, remain out of sight and do not make noise to attract the attention of the offender/s.

Call Security **02-4018200** Immediately, advising your name, location and your phone extension.

Listen out for further instructions from the warden or emergency personal

If anyone is injured, treat with first aid until further assistance arrives.

PERSONAL THREAT REPORT

To be completed immediately after incident by staff or student. Try to be as descriptive as possible. Use a separate form for each offending person's description.

Threat Details :

OFFENDER'S DETAIL/DESCRIPTION

Any Names or Nicknames used :

Approximate Age : Male or Female : Height : Weight : Ethic Origin :

COMPLEXION	<input type="checkbox"/> Fair <input type="checkbox"/> Ruddy	<input type="checkbox"/> Dark <input type="checkbox"/> Surtanned	<input type="checkbox"/> Pale <input type="checkbox"/> Pimple	<input type="checkbox"/> Fresh <input type="checkbox"/> Normal
HAIR	<input type="checkbox"/> Straight <input type="checkbox"/> Thick	<input type="checkbox"/> Wavy <input type="checkbox"/> Long	<input type="checkbox"/> Bald <input type="checkbox"/> Crewcut	<input type="checkbox"/> Curly <input type="checkbox"/> Short
EYES	Size : Colour :		<input type="checkbox"/> Intense Stare	<input type="checkbox"/> Squint
LIPS	Size : Shape :			
NOSE	Size : Shape :			
FACIAL	<input type="checkbox"/> Mustache <input type="checkbox"/> Beard			
SPECTACLES	Size : Colour :			
BUILD	<input type="checkbox"/> Mustache	<input type="checkbox"/> Stout	<input type="checkbox"/> Overweight	<input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> Obese
WALK	<input type="checkbox"/> Quick	<input type="checkbox"/> Springy	<input type="checkbox"/> Slow	<input type="checkbox"/> Limp <input type="checkbox"/> Pigeon Toed <input type="checkbox"/> Medium
HANDS	<input type="checkbox"/> Calloused	<input type="checkbox"/> Soft	<input type="checkbox"/> hairy	<input type="checkbox"/> Nailsmissing <input type="checkbox"/> Deformed fingers
GLOVES	Size : Colour :			
VOICE	<input type="checkbox"/> Thick	<input type="checkbox"/> Slangy	<input type="checkbox"/> Accent	<input type="checkbox"/> Clean <input type="checkbox"/> Loud <input type="checkbox"/> Soft
VOICE IMPEDIMENT	<input type="checkbox"/> Liso <input type="checkbox"/> Slute			

YOUR CONTACT DETAILS

Name : Staff/Student no :
 Email : Phone (w) : Mobile :
 Faculty/ Division/ Shool/Unit : Signature :

SECURITY SERVICE USES ONLY

Report : Follow up : Interviewd :
 Date : Comments :

CODE BROWN

EXTERNAL EMERGENCIES

IMMEDIATELY CALL 02 – 401 8200

This could result from natural disasters, bush fires, earthquakes, flooding, major road accidents, aircraft crash, civil disturbance, etc.

It is essential that staff familiarize themselves with the Emergency Procedures and Guidelines, which are located on the EHS Web page and can be emailed at ehs@ku.ac.ae

CONTACT

- Remain Calm
- In the event of an emergency/disaster, call for assistance immediately on: 02-401 8200
- (In the event of phones being out, use a mobile phone and call 999)
- State who you are
- Your location
- What the problem is
- And your phone number

PREPARE

- To evacuate and secure your area

TREAT

- Any person who may have been injured
- Call 02-4018200 to report any persons injured or trapped

ADVISE

- Other staff and students of the situation
- Explain to personnel that they may need to self-evacuate
- Your emergency warden/s and wait for further instructions

Only in exceptional circumstances use the telephone- otherwise listen for instructions and wait to be called.

Further information on what to do can be found on the EHSS web page and can be contacted at fm@ku.ac.ae

CODE BROWN

NATURAL DISASTERS IMMEDIATELY CALL 02 – 401 8200

Remain calm, remove anyone from immediate danger, if safe to do so.

EARTHQUAKE

DURING AN EARTHQUAKE:

If inside:

1. Stay inside.
2. Do not use lifts or stairs.
3. Take shelter in doorways, under desks, or down beside an internal wall.
4. Stay clear of large areas with glass atriums or glass roofs.
5. Keep away from windows or objects that could fall on you.

If outside:

1. Stay outside.
2. Take shelter clear of buildings, trees, power lines or other potential hazards.

WHEN THE EARTHQUAKE STOPS:

1. Check for signs of fire, hazardous material spills or major structural damage.
2. Account for all staff, students and visitors if possible. Treat any minor injuries.
3. Do not evacuate unless area is immediately threatened or instructed to do so. Do not use lifts instead use stairwells.

4. Await further instructions from Emergency Services.
5. Close any doors in your area.

FLOODING

1. If the building is in danger of being flooded, evacuate all staff, students and visitors to a safe area unaffected by flooding, otherwise, do not evacuate unless instructed by your Building Warden , or Security.
2. DIAL 02-4018200 and state "FLOODING" including location and extent of flooding.
3. Switch off any electrical equipment and gas that could be affected by water only if safe to do so.
4. Move any chemicals, documents, equipment and valuables to a safe area if time permits.

STORMS

1. Move all people away from windows.
2. Close all curtains, drapes and blinds.
3. Shelter in strongest part of building (eg. Central corridors).
4. Stay clear of large areas with glass atriums or glass roofs.
5. Stay inside

CODE ORANGE

EVACUATION

IMMEDIATELY CALL 02 – 401 8200

Evacuation is the rapid removal of people from immediate or threatened danger in a safe and orderly manner

REMAIN CALM

- Do not panic, calm persons who appear agitated around you

ALERT

- Advise the warden in charge of the floor Call 02-401 8200 and advise Security that you are evacuating.

ASSEMBLY

- Inform staff and students which assembly area to use.

EVACUATE

- Evacuation of staff, students and visitors is to be carried out in the following stage order.
 1. Out of immediate danger (eg. out of room).
 2. Total evacuation of the building.

Note: People in immediate danger first, then in the following order.

1. Ambulant = mobile person.
2. Semi-ambulant = semi mobile person.
3. Non-ambulant = immobile person.

- Use suitable carry/drag methods.

CHECK

- All rooms, especially change rooms, toilets, doors, and storage areas, etc.
- Notice any persons who do not wish to evacuate, record their room number and name, if possible, and report this to chief warden, floor warden or security.

HEADCOUNT

- Conduct a headcount if possible. Also ask contractor supervisors to account for their staff. if anyone is missing, report this immediately to someone in charge, ie. security, floor warden or chief warden.

REPORT

- To any person in charge. Notify emergency services of any persons unaccounted for.
- Report to a floor warden that your floor has been evacuated safely.

It is everyone's responsibility to see where their Evacuation Assembly Point is. It is also your responsibility to learn and know your emergency evacuation exits on your floor. Every emergency can bring changes to the way you leave your building.

**FOR MORE
INFORMATION**

UNITED ARAB EMIRATES
THE SUPREME COUNCIL FOR NATIONAL SECURITY
National Emergency Crisis and Disasters
Management Authority



الإمارات العربية المتحدة
المجلس الأعلى للأمن الوطني
الهيئة الوطنية لإدارة الطوارئ
والأزمات والكوارث

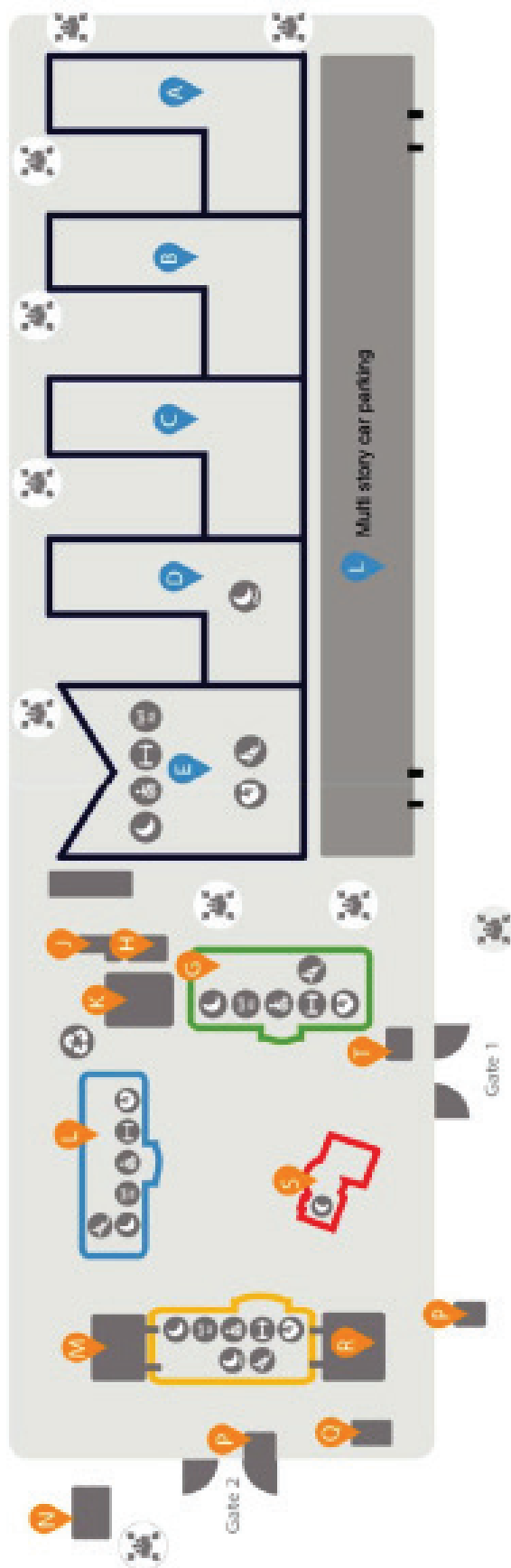
Your Guide for Emergencies

- | | | | | | |
|---|--|---|---|---|---|
| 1 | During Natural Disasters
and Power Outage |  | 4 | Administering
First Aid |  |
| 2 | During War Emergencies |  | 5 | Protection Against Fires |  |
| 3 | Protection Against
Acts of Sabotage |  | 6 | Caring for People with
Special Needs |  |

“Preparedness is the most important step towards protection”

2014

Khalifa University Main Campus





First Aid Kit



Stretcher



Recycling Centre



Wheel Chair



Escape Chair (2nd Floor)



Clinic Ground Floor



Spill Kit






















Automated External Difibrillator



Assembly Point

**SAN Campus**

-  Zarkuh
-  Bu'Hasa (A&S, CE, Classrooms, Labs, Faculty Offices, Athletics, Student Affairs, SOS, Dietician)
-  Ruwais (EE, ME, PE, & PG, Classrooms, Labs, Faculty Offices)
-  Umm Shaif (Faculty Offices, Classroom)
-  Habshan (Library & Administration)
-  Arzanah (WiSE Facilities)
-  ASAB (Sports Hall, Recreation & Fitness Center)
-  Football Fields
-  Satah (Student Center, Cafeteria)
-  HEIL B31 (Student Council, Student Clubs, Recreation)
-  BU DANA B32 (Student Dorm, Resident Life, Laundry)
-  C-Store - OASIS
-  Research Labs, Workshop, General Storage
-  Clinic
-  Mosque
-  Parking
-  Restaurant
-  Student Dorm
-  Assembly Point

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