



Emergency Plan and Procedures

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PURPOSE

This plan outlines the details of response actions that must be followed to minimize potential EHS risks to university students, employees, contractors, clinic patients, visitors, the general public, environment, and to the campus facilities whenever there is imminent or actual emergency.

SCOPE

This procedure applies to all Ajman University's facilities and operations.

RESPONSIBILITIES

I. EHS Committee

- Ensures that this plan is fully developed, implemented, and approved by the Chief Operating Officer.
- Provides training to all employees for their roles in all emergency plans.
- Ensures that the necessary drills shall be conducted annually to measure the effectiveness of this emergency response procedure.

II. EHS Officer

- Determines the appropriate emergency response procedures specific to the nature of each emergency and local regulations. At the conclusion of the emergency, the EHS Officer must ensure that the appropriate notifications shall be made.
- Utilizes the required resources to carry out the measures set forth in this plan. If the EHS Officer is not available, an alternate must assume the role with all the responsibilities and authority of the primary emergency coordinator.
- Appraises the work environment conditions to establish the extent of exposure of stakeholders (if any), and the neighboring community to EHS hazards resulting from the emergency.



- Identifies the injured and confirms the hospitalization status.
- Reports serious accidents/ incidents to the COO who will in turn request HR to notify the families of injured person as soon as possible after identification and disposition is known by telephone or in person in case of fatal accident.
- Starts investigation with the help of EHS Coordinators and submits report of serious injury to the COO within 24 hours.

TYPES OF EMERGENCIES

- 1) Fire or Explosions,
- 2) Medical (incidents leading to serious injuries/ fatalities, or ill-health),
- 3) Chemical Spills,
- 4) Natural Disasters (Earthquake, flood, storm etc....)
- 5) Pandemic of communicable or infectious disease,
- 6) On-campus violence resulting in bodily harm and trauma,
- 7) Biological agents.

EMERGENCY RESPONSE PROCEDURES

I. Procedure for Fire or Explosions

Fire or explosion may occur from overheating, leakage, spillage of flammable chemicals, gases exposed to excessive heat, an open flame, or electric sparks. Be careful when working with flammable or explosive chemicals and avoid heat or electric sparks nearby. Safely operate electric equipment and any source of heat to prevent fire or explosion.



Types of fire

Class A	Ordinary combustible solids such as paper, wood, clothes.
Class B	Flammable liquids such as gasoline, petroleum oil and paint and flammable gases such propane, methane and butane
Class C	Electrical equipment such as appliances, motors
Class D	Combustible metals such as sodium, aluminum and potassium.
Class K	Cooling oil and greases such as animal or vegetable fats.

Types of extinguishers

- Water and Foam: for Class A fires only. Not suitable for class B or C fires.
- Water and foam extinguish fire by reducing the heat and the foam helps to separate oxygen from the objects.
- Carbon Dioxide: for Class B and C fires. Not effective for Class A fire. Carbon dioxide extinguishes fire by separating oxygen from the object and removing heat.
- Dry Chemical: multipurpose dry chemical works for Class A, B and C and ordinary dry chemicals works for Class B and C only. Dry chemical extinguishes fire by interrupting the chemical reaction.
- Wet Chemical: for Class K fire only. Wet chemical extinguishes fire by removing heat and separating oxygen from fuel elements.
- Clean agent: for Class B and C. Clean extinguishers used halon or halocarbon agents to interrupt the chemical reactions.
- Dry Power: for Class D only. Dry power takes away heat and separates oxygen to extinguish fire.

Procedural steps

- In case of a fire involving an individual's clothing, do not run since it might accelerate the fire. Stop, drop onto the ground with hands covering the face, and roll to extinguish the fire. If possible, use the safety shower to extinguish the fire.
- In case of a lab fire or explosion, ensure your safety first and call emergency responders immediately for help.
- Evacuate the building safely and pull fire alarms or notify nearby people, if possible.



- Do not use elevators. Use stairs and locate the nearest exit.
- If possible, shut down the electric power before evacuating.
- Use a wet towel to cover the mouth and nose, if there is heavy smoke.
- If it is safe to bring the situation under control without endangering life, environment or health, then use of fire extinguisher, shut off a leaking valve, use of sand to form dike or use of spill kit may be enough. This shall be done by competent personnel like fire marshal.
- Notify the EHS Officer / Emergency Response Team and ask for instructions.
- If situation cannot be brought under control as described above, immediately leave the affected area and notify the Fire Station Tel: 997 (Response time to arrive at site is between 10-15 minutes)
- Rush to the nearest assembly point. Use designated escape routes.
- Arrange for someone to meet the Emergency Response Agencies like Police/ Ambulance, and provide them with information and appropriate assistance when they arrive at site. (Free access to site must be provided to these agencies.)
- In case of major incident requiring campus-wide evacuation, the fire alarm siren will be sounded repeatedly for 5 minutes. EHS Officer will be dispatched to the assembly point and will establish a COMMAND POST there to further inform and/or direct students, employees, visitors, and contractors to safe areas.
- For the entire duration of emergency, any of the EHS and Emergency team members will be responsible to make or receive telephone calls. The assembly point will become the command center that should be manned by at least one person in this type of emergency.
- During and after the emergency, unauthorized personnel to the site will be restricted. However, personnel from the Emergency Response Agencies will be provided unobstructed access to the site.
- The Fire Marshals will ensure that all personnel have evacuated the site/building, headcount has been taken and missing students, employees, contractors, and/or their guests accounted for. They will ensure that employees stay within the assembly area. They will give the headcount information to the EHS Team and coordinate with them all necessary actions. They will give the “ALL CLEAR” signal and allow students, employees, contractors, and visitors to re-enter the site/building.



II. Procedure for Medical Emergencies

This may include electric shock, heat burn, bleeding, fractures, or poisoning. Here are some general principles to follow for personnel injuries.

- Call 998 if severe illness or injury is possibly life threatening. For example, life threatening emergencies might include, but would not be limited to: severe chest pains, uncontrolled bleeding, loss of consciousness, or behavior that is violent.
- Contact Emergency Response Team (This includes security guards or employees who are trained in first aid/ CPR, and Office of Medical Services staff members). ERT may provide basic first aid or CPR until EMS is able to take over.
- Ask the person what happened to them first, if they are conscious. Look for possible signs of injury if the person is unconscious and/or unresponsive.
- Identify and/or remove any dangers to the safety of the victim or others in the vicinity. DO NOT move the victim unless their life is endangered by their current location.
- If an individual has received an electrical shock, shut down the power first, if possible. Do not touch the person with bare hands. Use non-conductive material such as wood, glass, or rubber to pull the person away from the electric contact.
- If bleeding from minor cuts, flush with water to avoid contamination and treat with first aid supplies. If cuts are more serious, call for medical assistance.
- Attend to the victim as needed until someone more qualified can take over (this may just be talking to them reassuringly or holding their hand). If conscious, ask for permission before giving care.
- Take note of specifics (who was involved, what happened, when did it occur, where did it occur). This information may be needed by EMS, ERT, EHS or HR.
- Double check that someone is at the gate to meet EMS.
- Reduce unnecessary student and employee traffic around the area.
- An incident report must be completed within 48 hours by the designated EHS coordinators of the area in which the incident occurred. Statements should be obtained by others involved and witnesses.



III. Procedure for Chemical Spills

Chemical spills onto surroundings

- Identify the area of the chemical spill and inform laboratory co-workers.
- Evacuate the location and areas surrounding the spill, when necessary.
- Identify the spilled chemicals and the amount of chemical that has spilled.
- Depending on the hazardous properties and quantities of the spilled chemicals, proper actions need to be taken.
- Refer to the chemical's safety data sheet (SDS) for hazard assessments.

Minor spills

- Spills of less than 2.5 liters of low-hazard chemicals or less than 20 mL of hazardous chemicals.
- Wear proper personal protective equipment (PPE) first before taking any action.
- If possible, modify the spill source to avoid further issues.
- If possible, turn off any nearby heat or ignition source if the chemical is flammable.
- Avoid breathing any vapors from spilled chemicals. This applies especially to chemicals that are toxic and volatile.
- Locate the spill kit and use appropriate kit tools to confine and contain the spill area.
- Use suitable adsorbent to cover the spill and neutralize the spill, if the chemicals are acidic or basic in nature.
- Collect the residues and place them into in a suitable container.
- Report to Office of EHS to arrange for proper disposal of any chemical spill waste.

Major spills

- Spills of larger than 2.5 liters of low-hazard chemicals or larger than 20 mL of high-hazardous chemicals. If a major spill occurs:
- Secure and evacuate the spilled area immediately.
- Make sure all nearby personnel are aware that a major spill has occurred.
- Call emergency responders or EHS for help.
- Never attempt to clean up a major spill even when wearing PPE.
- If possible, without exposure to the spill, shut down the power to any heat source if the spilled chemical is flammable.



- Help the emergency personnel identify the spilled area when they arrive.

Chemical spills onto the body

- Wash off all chemicals spilled on a body immediately using a safety shower for at least 15 min. If clothes are saturated with spilled chemical, remove clothing immediately.
- If the spill splashed into eyes, use an eyewash right away for at least 15 min. Open the eyes to allow complete washing. Only attempt to remove contact lenses after eye washing has commenced.
- If the spilled chemical is a strong acid, wipe out the residues first before washing to avoid excessive or painful burning.
- Remove contaminated clothing immediately to avoid further exposure to chemicals.
- Call local responders or EHS for emergency assistance and alert people near the spill.

IV. Procedure for Natural Disasters (Earthquake, flood, storm etc....)

Procedures to take in case of an earthquake

- If you are indoors, drop to the floor under a strong desk or table, cover your head and face with your arms, and keep waiting until help arrives.
- If suitable furniture is not available nearby, sit on the floor against an interior solid wall and cover your head and face with your arms.
- Stay away from windows, bookcases, shelves, mirrors and false walls and ceilings.
- Refrain from using elevators.
- If possible, extinguish any open flames or sources of ignition immediately.
- If you are outdoors, get into an open area away from trees, buildings, walls and power lines.
- If you are driving, pull over to the side, stop, and stay inside the vehicle until the shaking is over.
- After the earthquake is over, check for injuries starting with yourself. Do not move seriously injured persons unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move.



- Keep phone lines open. Do not use the telephone except for genuine emergency calls, such as a serious injury, fire or gas leak.
- If you suspect or know that someone is trapped in the building, or if there is any kind of fire, please call 999 for police, 998 for ambulance, or 997 for fire department.
- Check for gas and water leaks, broken electrical wiring, and broken sewage lines in your area. Check building for cracks and damage. If there is gas leaking, extinguish all sources of ignition and do not turn on or off any electrical switches in the area.
- Do not touch downed power lines or damaged building equipment.
- Check for hazardous materials spills and releases. If any are discovered, follow the procedures in this guide.
- If the building is damaged, evacuate and attempt to secure the building against entry. Do not reenter damaged buildings.
- Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles. Be prepared for aftershocks.
- Aftershocks are usually smaller than the main quake but may be large enough to do additional damage to structures weakened during earthquakes.

Procedures to take in case of severe weather conditions

Severe weather conditions in UAE are very rare if none. Occasional sandstorms and rainstorms occur, with a possibility of fog that decreases visibility. In case there is a rainstorm expected, please stay indoors until the storm subsides. Do not attempt to drive fast while on campus grounds and follow university announcements for any expected closures.

V. Procedure for Pandemic of communicable or infectious disease

- Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.
- Stay home from work, university, and errands when you are sick. You will help prevent others from catching your illness.
- Cover your mouth and nose with a tissue when coughing or sneezing. It may prevent those around you from getting sick.



- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose, or mouth to stop germs from spreading.
- Practice good health habits such as getting plenty of sleep, being physically active, managing stress, drinking plenty of fluids, and eating nutritious food.
- Watch for these symptoms such as fever, sore throat, cough, body aches, shortness of breath, and loss of sense of smell. If you have these symptoms, contact your health provider for evaluation.

VI. Procedure for On-campus Violence

- Watch out for any signs of acts of violence such as aggression or active shooting.
- If loud “pops” are heard and gunfire is suspected, every student and employee should hide and remain silent. You can seek refuge in a room, close and lock the door, and barricade the door if it can be done quickly. If it is possible, hide under a desk, in the corner of a room and away from the door or windows.
- If you are in a safe location, immediately call 999 and campus emergency response team.

VII. Procedure for Biological Agents’ incidents

- Spills of laboratory cultures should be absorbed with paper towels and disposed of as clinical waste. The contaminated surfaces should be disinfected with 2.0–2.5 per cent sodium hypochlorite or 70% ethanol for 1 hour, and cleaned again with paper towels that are disposed of as clinical waste.
- Spills of Stains: By using 70-80% alcohol to decolorize the spills stain.

TRAINING

This plan can only be effective if facility employees are adequately trained in its implementation. Training on the general provisions of this plan shall be conducted for all employees within one month of first hire and annually thereafter. This training will include:



- Recognition of EHS hazards that may result in an emergency
- The location of fire alarms and how to activate them
- What different alarms sound like
- How to communicate emergency situations to other employees and students
- Initial defensive emergency response procedures
- Evacuation procedures

Additional function-specific training shall be given to students and employees that may be involved in emergency response activities. Pre-planned drills of the emergency evacuation procedure will be conducted at least annually on every shift to ensure the effectiveness of emergency response plan. The EHS Officer shall maintain the mock drill report.

PLAN AMENDMENTS

The information and procedures specified in this plan will be reviewed on an annual basis and up-dated whenever modifications are necessary as defined below. Whenever amendments are made, copies of the revised plan or the modified section(s) must be promptly distributed to all affected students and employees.

Amendments must be made whenever:

- The plan fails in an emergency or during drills
- There are changes in the facility operations, layout, equipment, hazardous materials inventory, or other factors affecting emergency response efforts
- There is a change in response personnel
- There are changes in regulatory requirements



REVISION HISTORY

Version	Date of Release	Pages Affected	Description of change	Reason	Approved By
01	24-09-2019	All	New Release	Documentation	-
02	30-09-2020	None	None	Annual review	-
03	22-11-2020	All	General enhancements, addition of procedures for emergency for medical incidents, pandemic, on-campus violence, and natural disasters	MOE requirement	COO