

Evacuation Plan in Crises and Disasters

September 2023

First: Plan Objectives

1. To evacuate the faculty buildings of their occupants (staff, workers, and students) immediately upon hearing the fire alarm, directing them to pre-determined assembly points.
2. To form and train a Crisis and Disaster Management Unit team in each building, defining the duties and responsibilities assigned to each member to serve as a framework for implementing evacuation plans, firefighting, and rescue operations, with an emphasis on coordination and cooperation with the university's Civil Defense and Fire Department for assistance in training.
3. To identify assembly points, with security and safety personnel patrolling the building to ensure its evacuation and guide individuals to use the designated escape stairs, as indicated by directional signs.
4. To summon firefighting and civil defense vehicles from the university.
5. To control the danger, prevent the spread of fire, and work to minimize the resulting losses by using effective firefighting equipment and periodically ensuring its serviceability.

Second: Crisis Management Team

The director of the Crisis and Disaster Management Unit selects a group of employees and workers from the faculty to form a special team. This team receives training in civil defense, and its tasks during crises and disasters are as follows:

1. Guiding building occupants to escape routes, emergency exits, and assembly points.
2. Moving valuable documents and items.
3. Providing first aid and boosting the morale of the building's occupants.
4. Providing training courses for students and staff at the faculty on crisis and disaster management and response methods.

Third: Resources and Equipment Required at the Faculty for Emergency Response

The availability of the following items must be ensured:

1. Designated assembly points for each building.
2. Primary firefighting equipment for all types of fires, which must be in good working condition for immediate use.
3. First aid medications, supplies, and equipment necessary for first aid procedures.
4. Sufficient emergency exits and all directional signs that facilitate evacuation and guide building occupants to escape routes, emergency exits, and assembly points.

Fourth: Evacuation Drill

The faculty will conduct an evacuation drill in the middle of each semester after preparing the necessary scenario, considering the following steps:

1. Direct coordination with the relevant university authorities such as the university administration, the Vice President for Community Service and Environmental Development, the Civil Defense, the University Hospital,

ambulance units, and the medical administration at the faculty to set a date and time for the drill.

2. Notifying the governorate's operations room and coordinating with the emergency police, ambulance, civil defense, and water, gas, and electricity emergency services.
3. Communicating with various media outlets to issue a statement to prevent the spread of any rumors.
4. Evacuating the corridors and roads leading to the building where the drill will take place.
5. Placing the crisis management team on standby.

Fifth: Implementing the Evacuation

The objective of an evacuation drill is to assess the established plan, identify its weaknesses, and modify it before a real crisis occurs. When initiating the drill and training, the following must be considered:

1. Announce the evacuation plan and ensure all parties are aware of the declared plan.
2. Monitor and observe the performance of all participating teams.
3. Monitor and document the behavior and actions of trainees to avoid or mitigate risks arising from the emergency or the execution of the plan.
4. Conduct periodic tests of the evacuation plan.

Sixth: During the Evacuation Process

Instructions to be followed during an evacuation:

1. Shut off electricity, gas, and water sources.
2. Do not use electric elevators; use the stairs instead.

3. Leave the room and building calmly, and do not attempt to return to the building for any reason.
4. Do not use electric elevators; use the stairs designated for evacuation.
5. Head to the emergency exits and from there to the pre-designated assembly points.
6. Wait at the assembly point and cooperate with the supervisors.
7. Ensure everyone is accounted for.
8. Report any information to the assembly point supervisors that could help in rescuing others.
9. Avoid running and pushing to prevent causing injury to others.
10. If a person is in a position that prevents them from leaving the building, they should go to an office with a window and close the door.

Seventh: Evaluation System

The internal evaluation mechanisms of the unit are utilized by the Vice Dean for Community Service and Environmental Development, as follows:

1. Submitting reports on the committee's work progress every six months based on continuous follow-up.
2. Evaluating the performance of the Crisis and Disaster Management Unit through feedback questionnaires resulting from training courses and reports on evacuation plans.
3. Issuing an informational guide that includes a description of the unit, its mission, vision, and objectives. It should be reviewed and updated every three years.
4. Publishing a newsletter within the guide covering the achievements of the previous year and the action plan for the upcoming year, in the first week of October of each year.