

BMU/HSE/POLICY-01



EMERGENCY PREPAREDNESS AND EVACUATION PLAN

Prepared By	Special Committee
Approved By	Board of Governors
Version No.	1
Date of Issue	27 th January 2021
Total Pages	31
Custodian	HOD Administration

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PURPOSE:

The Baqai medical university emergency action plan gives awareness and provides basic guidelines to staff, students and faculties on how to respond in case of emergency and catastrophic disasters. This plan consists of roles and responsibilities of departmental administration in case of emergency situations. This document helps university staff, faculty and students to understand and practice emergency situations before its occurrence.

Emergency response plan is activated whenever an emergency cannot be managed through normal procedure. Response to emergencies can be tested once in a year within the framework of the plan.

Emergency response plan has been prepared considering communication resources, time and university map. This plan will help to protect lives and property with the effective use of available resources. This plan identifies types of emergencies and departmental responsible persons for critical emergency service and provides management structure for coordinating and deploying essential resources. This plan also guide about external coordination as well as internal coordination with emergency rescue platforms and resources

SCOPE:

It is an official university plan that briefs about the emergency response within the university premises during emergency conditions. However this plan doesn't limit the use of common sense and judgment if not foreseen or covered by the elements of this plan. Preferably this plan helps in conducting preparation workshops, trainings and drills to avoid any major loss in case of emergency. This plan incorporates interdepartmental coordination and strategies to promote command system and use of common terminologies with university administration.

This plan has been developed considering all major hazards of catastrophic failure and applies to broad range of emergency incidents including but not limited to:

- Fire and explosions
- Hazardous material release

- Natural disasters
- Severe weather conditions
- Mass casualty incident
- Civil disturbance
- Bomb threat/detonation
- Aircraft crashes
- Search and rescue event
- Terrorism

ASSUMPTIONS:

The emergency evacuation plan based on worst case conditions includes assumptions that are made here for departmental consideration to understand worst difficult conditions. This general guidance is for departmental arrangements to anticipate the problems arising to encounter in case of emergency or disaster. The assumptions are as following:

- None of us can predict the future nor any disaster happening with acknowledgement so this guide is just to give an idea about disastrous situations and prepare departmental staff/students and faculty not to panic and control the event using effective skills. In case of emergency this plan can be modified as per direction of the chief emergency command and conditional circumstances.
- Emergency status of disaster may be declared as the situation develops.
- Basic facilities including electricity, water, gas supply, oxygen supply, transportation and infrastructure may be interrupted as per requirement of the situation. In the emergency situation regional and local service for example landline may not be available

Considering these all parameters this plan gives guidelines to communicate and command direction to interfere and control emergency situations.

Emergency Levels:

Level 1- Minor Incident:

Incidents within the departmental premises can be resolved through common sense and with minor efforts. Internal departmental planning comes in the category of Level-1 Emergency. The incident doesn't affect the other departmental premises and no person receives any injury. The department doesn't require any external support or emergency evacuation team help. In case of minor incident investigation should be done by reporting

to university administration to avoid reoccurrence. In this type of incident emergency evacuation plan will not be activated

Level 2-Emergency:

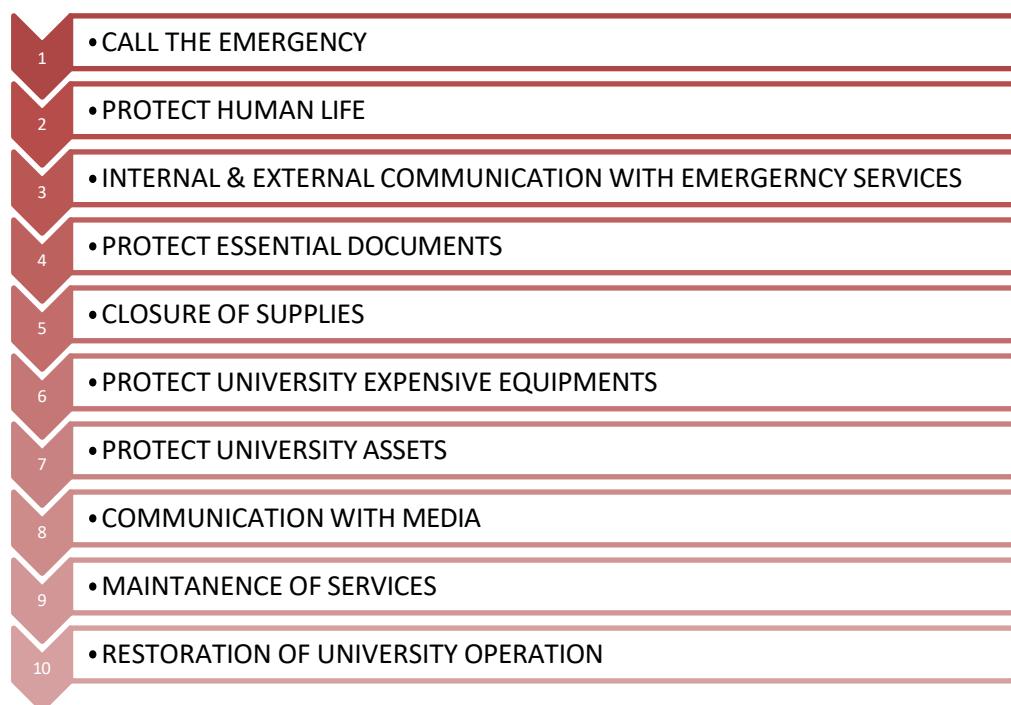
A major incident that completely interrupts the basic facilities and needs urgent evacuation is categorized as level 2 emergency. In this kind of incident persons can be injured as well as infrastructure could be damaged within departmental premises. This type of incident requires urgent closure of operations of the university and inform via the emergency alarm system with the hierarchy of communication. In such a case emergency evacuation plan will be activated.

Level 3- Catastrophic Failure or Disaster

A major incident or disaster by any outside source or natural influence of God that disturbs complete university operation and destroys more than one departmental premises. In this case emergency and evacuation plan will be activated.

Emergency Priorities:

Emergency equipment can be used as required in case of emergency with prioritizing incident requirements. Following are the evacuation priorities of BMU:-

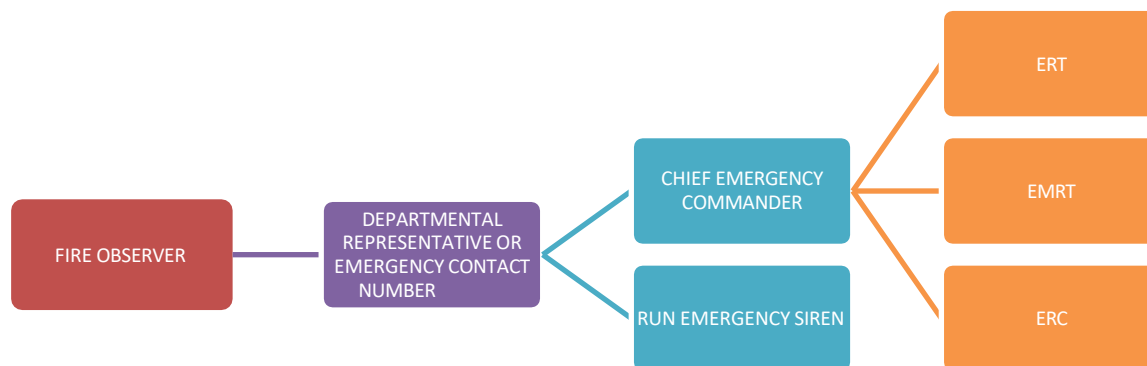


Emergency Notification System:

In the event of an incident the first notification will be given by departmental representatives to the chief emergency commander by any source of communication (telephone, or through messenger). Chief will communicate with the emergency evacuation team and delegates via telephone/ mobile communication or direct run emergency siren to activate team members and executives designated to perform their responsibilities as per plan.

Chief Emergency Commander: HSE Engineer

Hierarchy of Communication:



Public Notification Guideline:

A person recognizes any disaster or emergency should notify the emergency contact available on sign boards or directly call (0). The departmental representative will start the channel with the best available method of communication.

Emergency Response Center:

Persons designated for duties in case of emergency will leave their jobs immediately and respond to ERC. Emergency response delegates are as follows. (Name of delegates, departments and designation)

DESIGNATION	RESPONSIBILITY
Director Administration	Coordination with media

Director Planning and Development	Coordination with infrastructure/ utilities and university assets safety
Principal (BDC)	Coordination with BDC Representatives
Principal (BMC)	Coordination with BMC Representatives
MS Fatima Hospital	Coordination with Fatima Paramedic Staff
Administrator (Fatima Hospital)	Coordination with all Fatima Staff
Security Manager	Coordination with Security
IT Manager	to secure IT data
HSE Engineer	Coordination with ERT and call fire truck

Emergency response Team (Fire Fighting Team):

Emergency response team will directly reach the incident location by the direction of the chief emergency commander. The chief commander will give direction to the ERT Leader. Further communication will be done by the team leader. Emergency response team members are as follows:

DEPARTMENT	DESIGNATION	NUMBER OF PEOPLE
FATIMA HOSPITAL	MEMBER	02
SECURITY	TEAM LEADER	01
SECURITY	MEMBER	02
BIRDS	MEMBER	01
BMC	MEMBER	01
Generator room	MEMBER	04

First Aid Operation:

The emergency medical response team (EMRT) will reach the location of the incident with a first aid kit/box to give prior accidental coverage to the injured before shifting to hospital. Directions will be given by the chief commander to the EMRT Leader. EMRT Leader will communicate with team members and will reach directly to the incident location. 2 senior members of paramedical staff from Fatima hospital (Baqai Medical University)

Utilities Control:

Chief emergency commander will inform electrical/mechanical in-charge to disconnect sources of gas and electrical supply of the damaged/ incident building.

UTILITY INCHARGE:

Internal Departmental Communication Tree:

Each department is responsible to generate the best possible communication tree to notify staff during emergency situations considering not creating panic. A list of all emergency contacts (internal) should be located in the departmental comprehensive emergency evacuation plan.

Staff Training:

All departments need to train their staff in coordination with HSE Engineer on following topics on yearly basis:

- Emergency Evacuation Method.
- Emergency First Aid.
- Fire Alarming System.
- Hazardous Spill Control.
- HAZMAT (Hazardous material storage)
- HAZCOM (hazardous communication)
- Fire Extinguisher Operation.
- Natural Disaster Response.
- Bomb Threat.
- Violence in the Workplace
- Biological Hazard Response (Snake bite, dog bite etc).

Record Maintaining:

All the responsible persons including Emergency Chief Commander, departmental representatives, utility in-charges, Fire Marshal. Security, team leaders and delegates should record time of major events and training records on yearly basis.

Campus Recovery:

After the incident and all events, the chief commander will visit the affected areas and if felt safe then will give permission to departmental representatives and delegates to continue operation for normalization, and if not possible immediately then the university operations will be postponed until restored.

Roles and Responsibilities:

The University emergency response has been categories in following major groups:

- Emergency response Policy Committee (Senior Management and Delegates)
- Emergency response team
- Emergency Medical Response Team
- Departmental Representatives
- Information and Technology
- Utilities In-charges
- Security.

Emergency Response Policy Committee:

This committee consists of senior management and delegates for emergency action plan coordination externally and internally. This senior leadership acts as key responsible persons for taking any action and communicating this to all team members. This committee advises changes for the convenience of evacuation, and also helps in allocating resources for physical implementation of plans.

Emergency Response Team:

Emergency response team plays a vital role while executing the emergency evacuation plan. This team evacuates the incidental areas in coordination with departmental representatives. Also they will cordon off the affected areas and act as a wall between affected areas and external people to involve in evacuation. They will also control the panic situation to avoid any chaos.

Emergency Medical Response Team:

Emergency medical response team consists of certified first aiders that will reach the incident location to give first aid before shifting injured persons to the hospital.

Departmental Representatives:

Departmental representatives should be fit physically and psychologically to act wisely in emergency situations. These representatives will act on a comprehensive departmental

evacuation plan and evacuate affected building staff, students and people with head count so no person will be left behind in incidental building premises.

Designation	Department
Coordinator (Supervisor)	BDC
Coordinator (Supervisor)	BMC
Coordinator (Supervisor)	Fatima Hospital
Coordinator (Supervisor)	Pharmacy Department
Coordinator (Supervisor)	Physiotherapy Department
Coordinator (Supervisor)	Nursing Department
Coordinator (Supervisor)	Hematology

Information and Technology:

BIIT should be prepared to broadcast email/message to all departments in case of emergency. Develop adequate information security control/ CCTV cameras record. They should maintain all the data if required to shift in case of emergency to designate a secure point.

Utility In-charges:

Utility in-charges are responsible for power cut and gas line disconnections. They are also responsible for immediate discharge of any vulnerable utility source that could help in making the situation versatile.

Security:

Security guards will block the gates and all external entries at the time of incident. And shall not allow any person to enter or exit Baqai Medical University premises. They also help in controlling internal panic situations by securing positions in case of emergency.

Individual Roles and Responsibilities:

Faculty and Staff:

Faculty and staff will help departmental representatives in evacuation of injured persons as well as evacuate students firstly. All faculty members and staff members should be familiar with this plan to understand the situation needs regardless of their positions/rank. Faculty and staff members are encouraged to participate in emergency situations enthusiastically and wisely.

Students:

Students are encouraged familiarizing themselves with the emergency exit ways and should not get trapped in case of emergency. Students should be prepared to understand situational needs by using common sense and determining themselves a clear course of action based on PASS or RACE Strategy. Staff and Students should be able to execute safety procedures as discussed in the Emergency Response plan.

Departmental Roles and Responsibilities:

Deans, Chairman's and departmental heads:

Dean, chairmen and departmental heads are responsible to evaluate departmental representative's performance based on emergency action plan responsibilities. They are also responsible to ensure and allocate funds for the provision of successful emergency action plan resources that should be available at the time of need.

Departmental Representatives:

It is responsibility of departmental representative to prepare departmental comprehensive emergency evacuation plan, some of the considerable points are given below:

1. If any disable student or staff is available in the department. For such an employee or student prepare a buddy system.
2. Built a signal communication system for giving directions by virtue of hands or whistle or any other convenient source.
3. Inform Fire commander chief at first for assistance.
4. Should know the number of students and staff available in the department at the time of incident.
5. Inform students and staff to reach the closest assembly area and not to wait for any one in between.
6. Prepare the attendance sheet to be available at the time of evacuation for collecting attendance at the assembly area.
7. Check to all clear before leaving the building.
8. Start evacuation from top to bottom.
9. If any chaos happens, should be prepared to deal with in coordination with the designated security guard and emergency response team.
10. Provide information/contact details to all available staff and students within departmental premises.
11. Should have knowledge about all the hazards, necessities and dead ends in departmental premises.

Departmental representatives are also responsible for providing training to students as per training guide lines and maintaining record in accordance.

Instruct Students:

At the beginning of the academic year departmental staff should guide students about evacuation plans and procedures to be followed in case of any emergency situation. The following instructions must be included in the information:

1. Familiarize students with emergency routes, fire prone areas, and hazardous labs to be kept them away from any hazardous route and take shortest path considering hazards in the path
2. Signal to evacuate building before any catastrophe
3. Certain safety precautions to be taken such as close flare and gas supply in the lab, closing hazardous material bottles etc. if it's safe to do so.
4. Not to panic or jump from height or window until the evacuation team arrives to help.
5. Not to stay in the exit way for waiting classmates and try to reach the assembly area directly with the direction of the departmental representative.
6. It is the responsibility of the departmental representative to prepare a plan if any disable student or staff is available in the department. For such an employee or student prepare a buddy system.
7. Built a signal communication system for directions by virtue of hands or whistle.

Faculty and Supervisors:

Each faculty and staff supervisor has the responsibility to:

1. Assist departmental representatives in giving instructions to students regarding emergency evacuation plan
2. Assist departmental representatives for training students regarding topics discussed above.
3. Take responsible action in case of emergency in coordination with departmental representatives
4. Necessarily inform students and staff to take instructions seriously and give priority to the building evacuation guidelines/instructions provided by departmental representatives.

Lab Assistants:

Lab assistants are responsible for:

1. Maintaining information of hazardous material, chemicals and biological materials such as location and install signage about fire hazard/keep away.
2. Provide emergency response to hazmat release.
3. Keep the labs tidy and segregated in terms of fire hazards.
4. Never lock doors and windows.

Library assistants:

Library assistants are responsible to:

1. Develop plan and procedures to protect critical assets and books
2. Develop a plan to evacuate leading available students in the library.

Comprehensive Departmental Evacuation Plan

(Guideline for Document Preparedness):

This is the Official Baqai Medical University Emergency Action Plan. These policies and procedures will be implemented in emergency situations and helps in preparedness for taking necessary action in case of Level- 2 and Level 3 emergency. This document does not contain a departmental evacuation strategy and action plan for Level-1 Emergency. It has been requested to the department to prepare a Level-1 emergency response plan and comprehensive departmental strategy for the evacuation of staff, faculty and students. Annual review of departmental documents will be required by university administration.

Following are the minimum requirements for the departmental emergency response and disaster management.

Introduction:

- Purpose
- Scope
- Date of plan
- Review date
- Plan description
- Building assembly area
- Action taken if central coordination not possible
- Departmental drill training
- Departmental representatives
- Chain of command

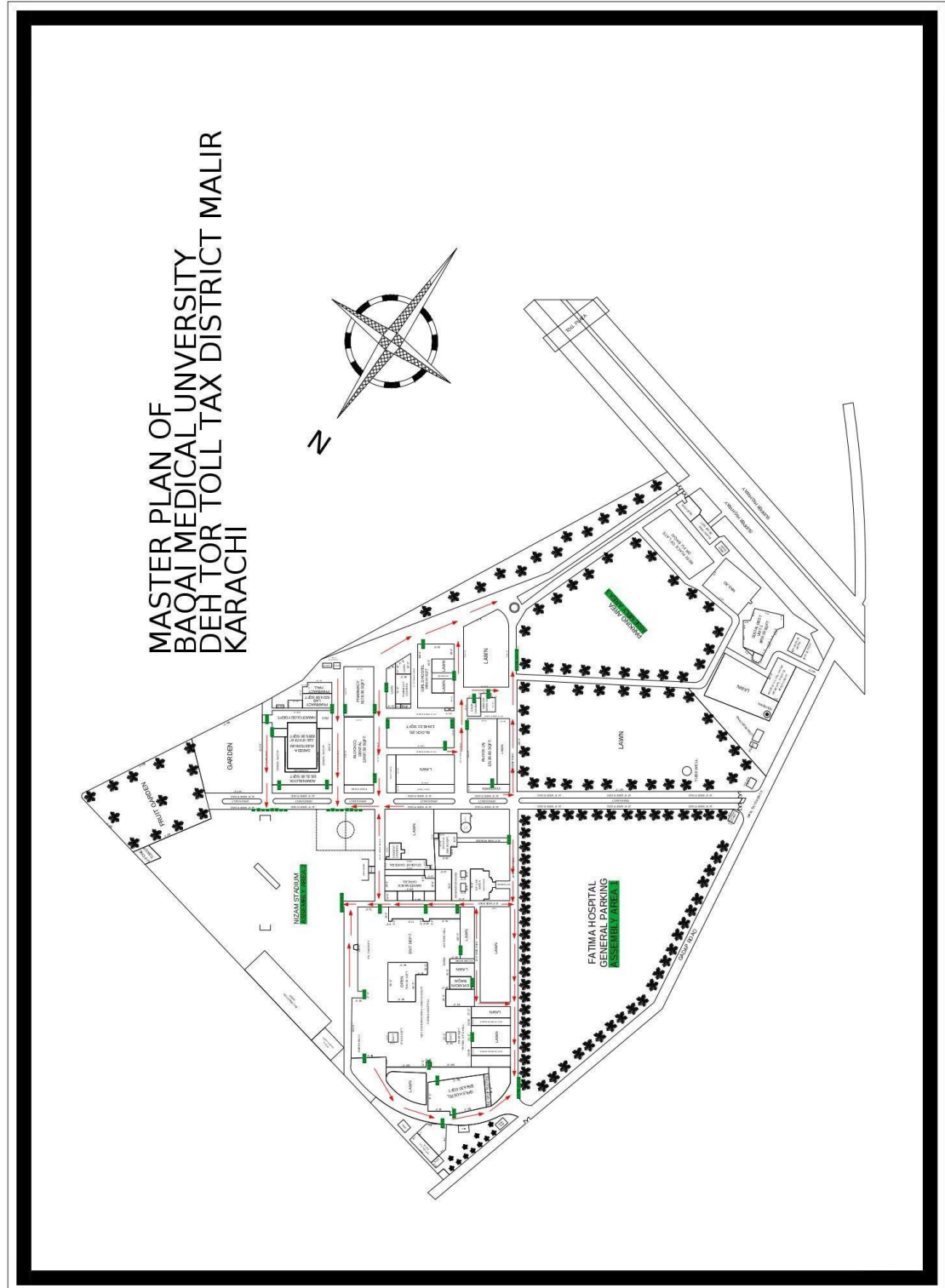
Alarming System:

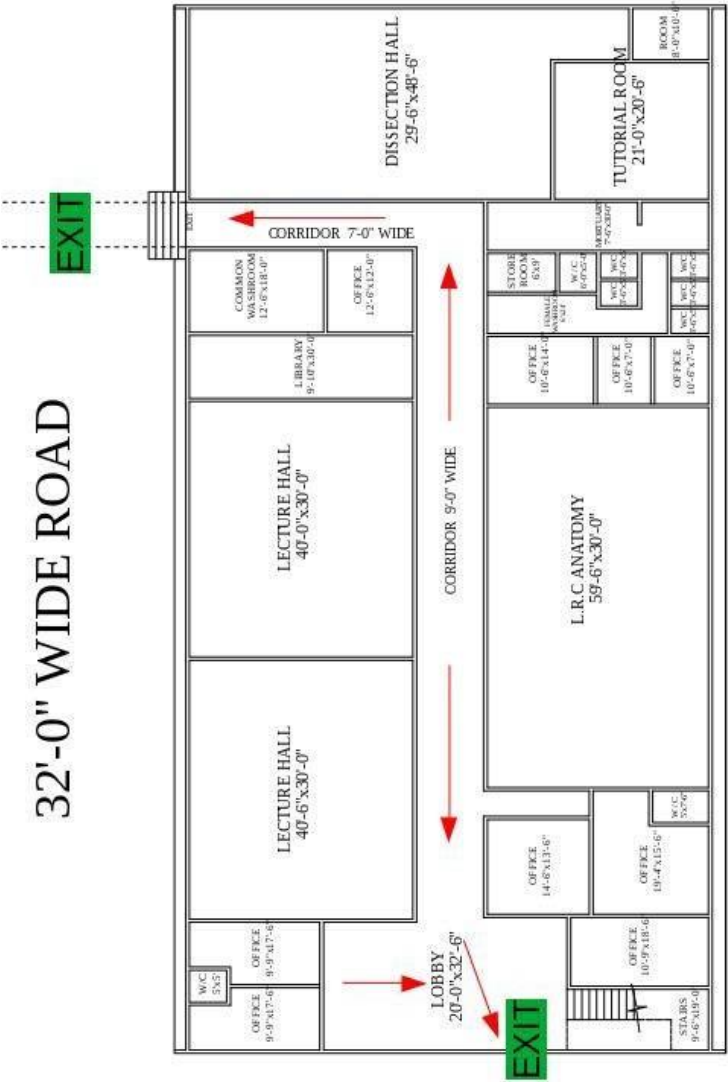
- Location
- Activation method
- Response to alarm
- Evacuation map
- Emergency communication method
- Incident reporting and evidence

Health and Building Emergency:

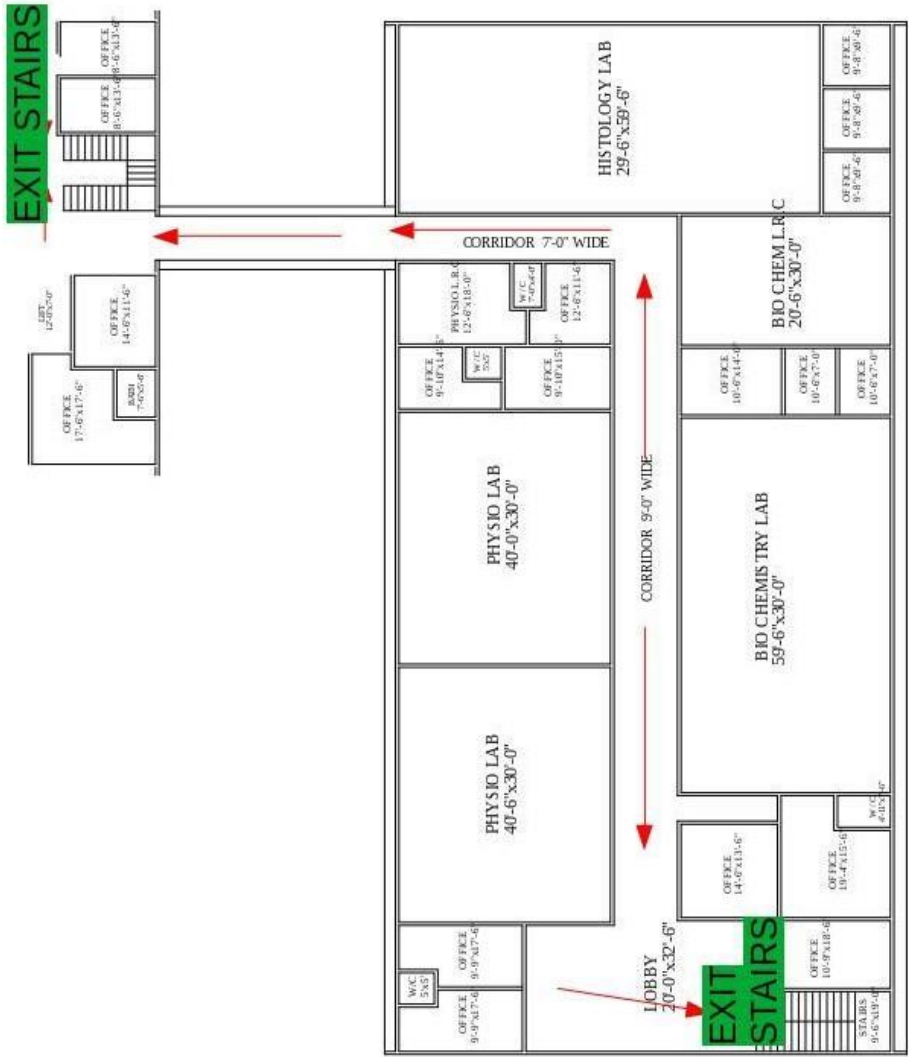
- Medical emergency
- Violence control
- Fire
- Chemical, biological and hazardous spill

EMERGENCY EVACUATION MAPS:

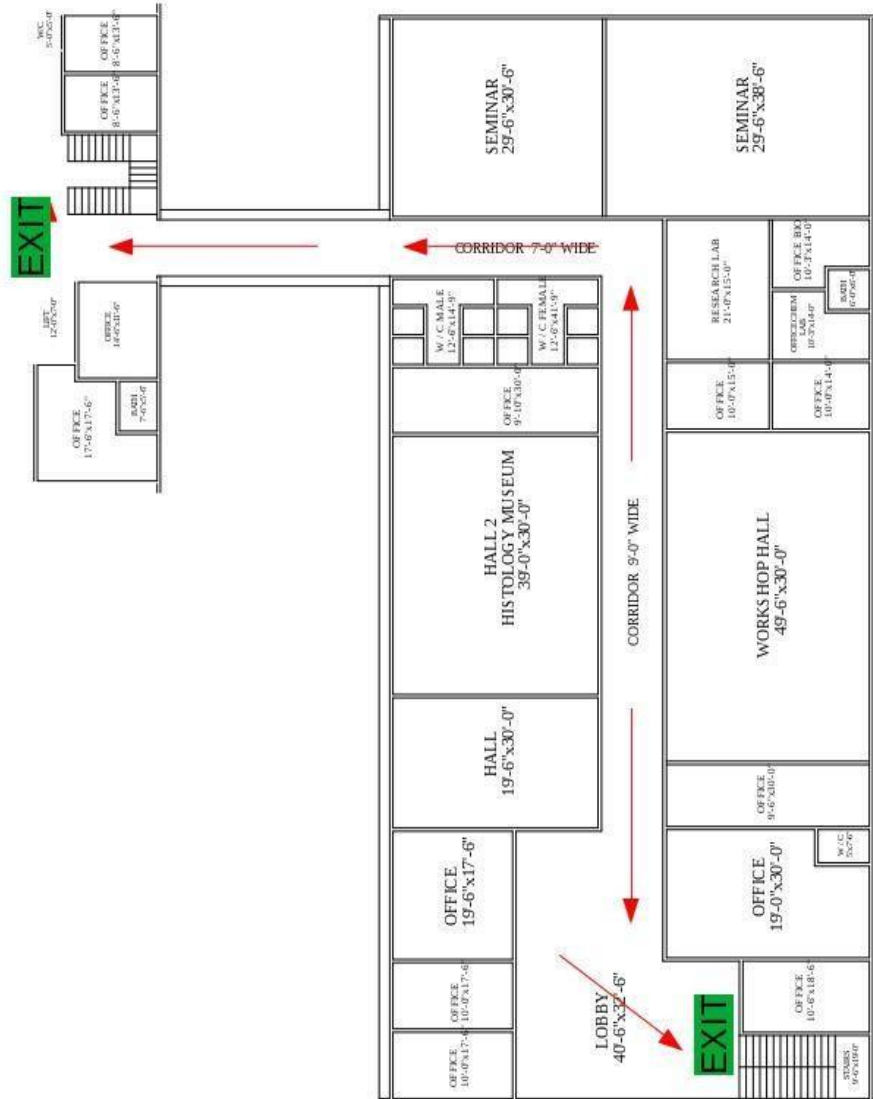




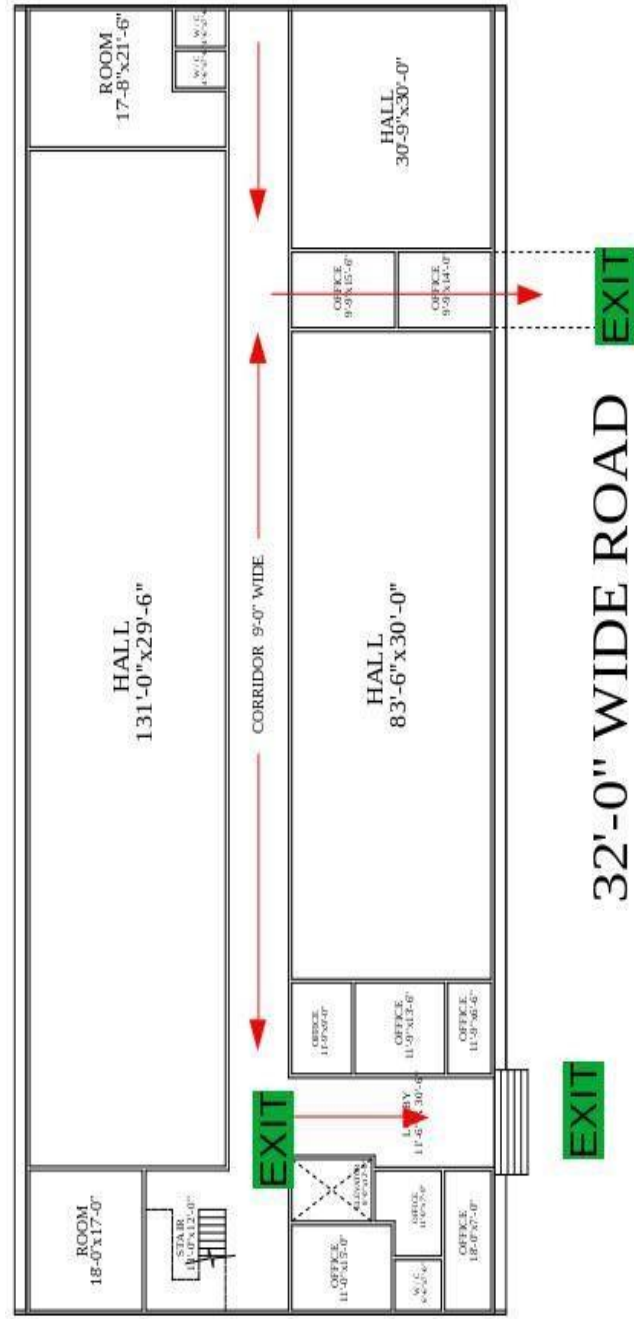
GROUND FLOOR BLOCK A
BAQAI MEDICAL COLLEGE



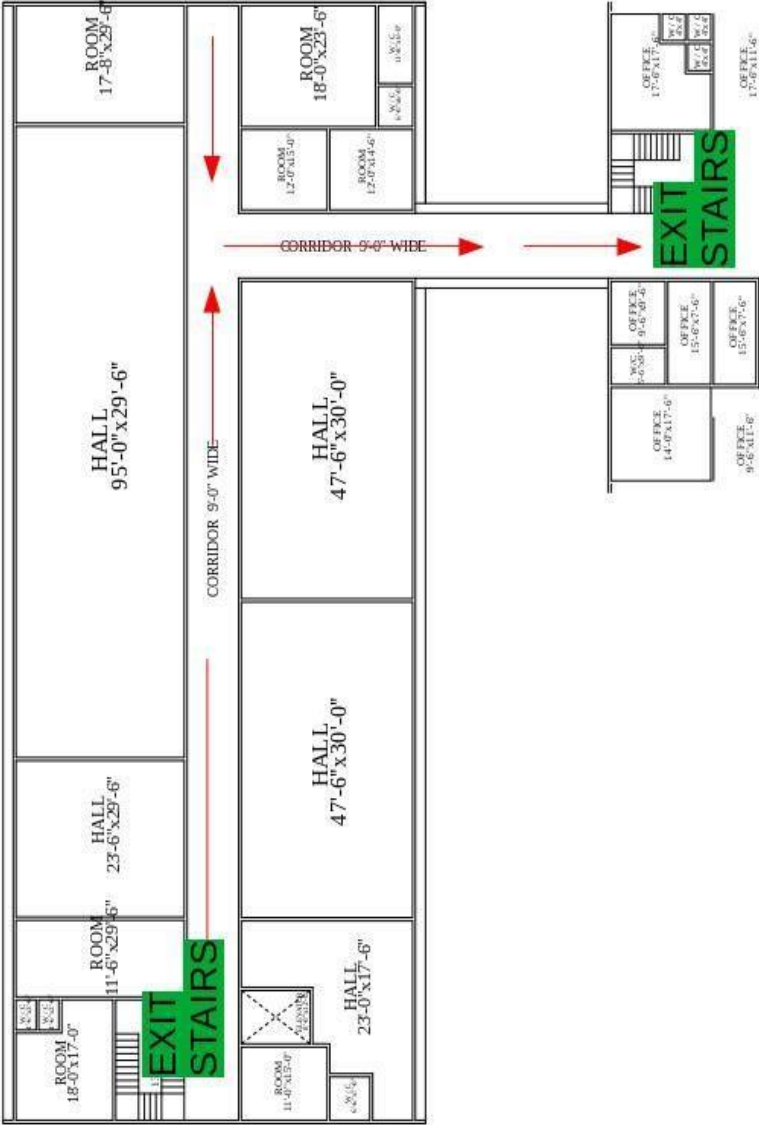
FIRST FLOOR BLOCK A
BAQAI MEDICAL COLLEGE



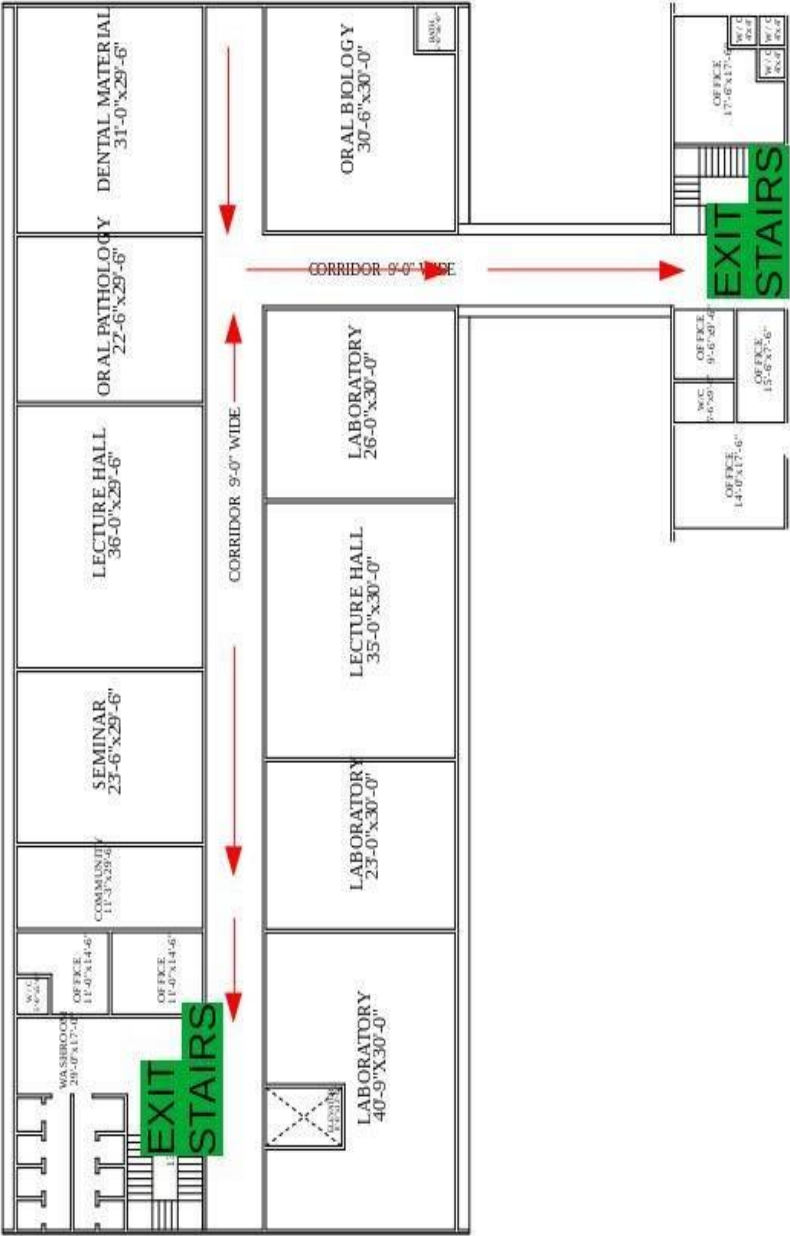
2ND FLOOR BLOCK A
BAQAI MEDICAL COLLEGE



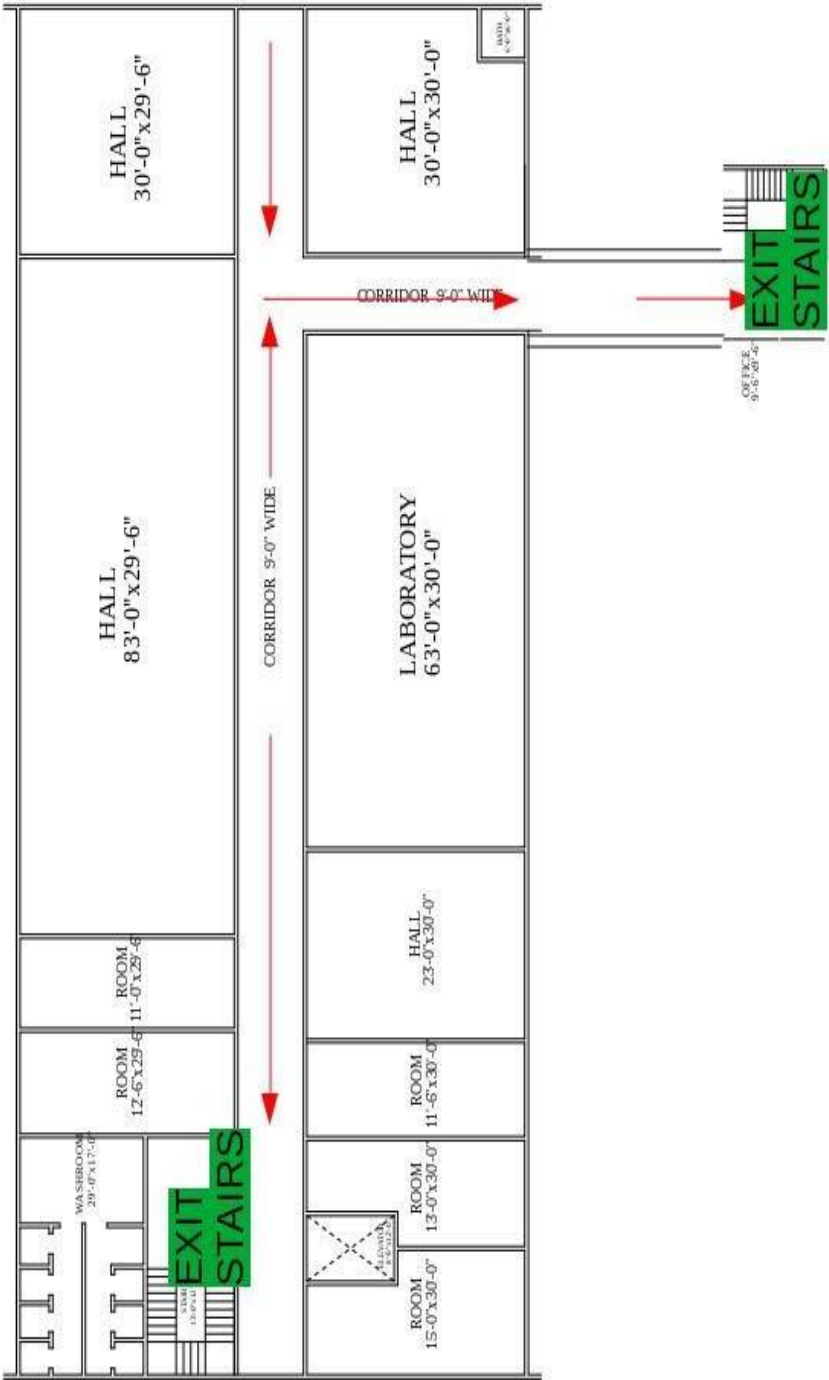
GROUND FLOOR BLOCK C
BAQAI DENTAL COLLEGE



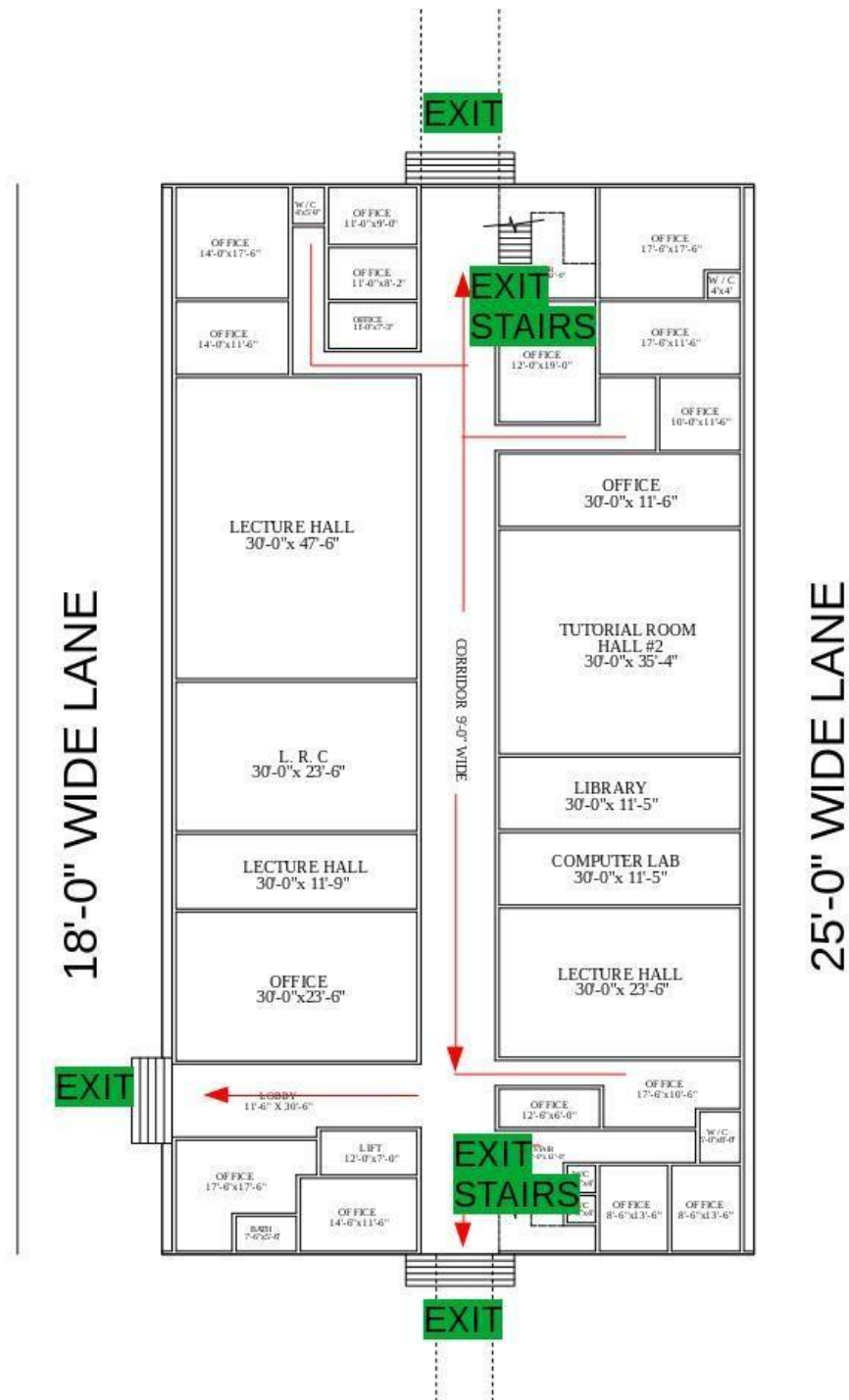
1ST FLOOR BLOCK C
BAQAI DENTAL COLLEGE



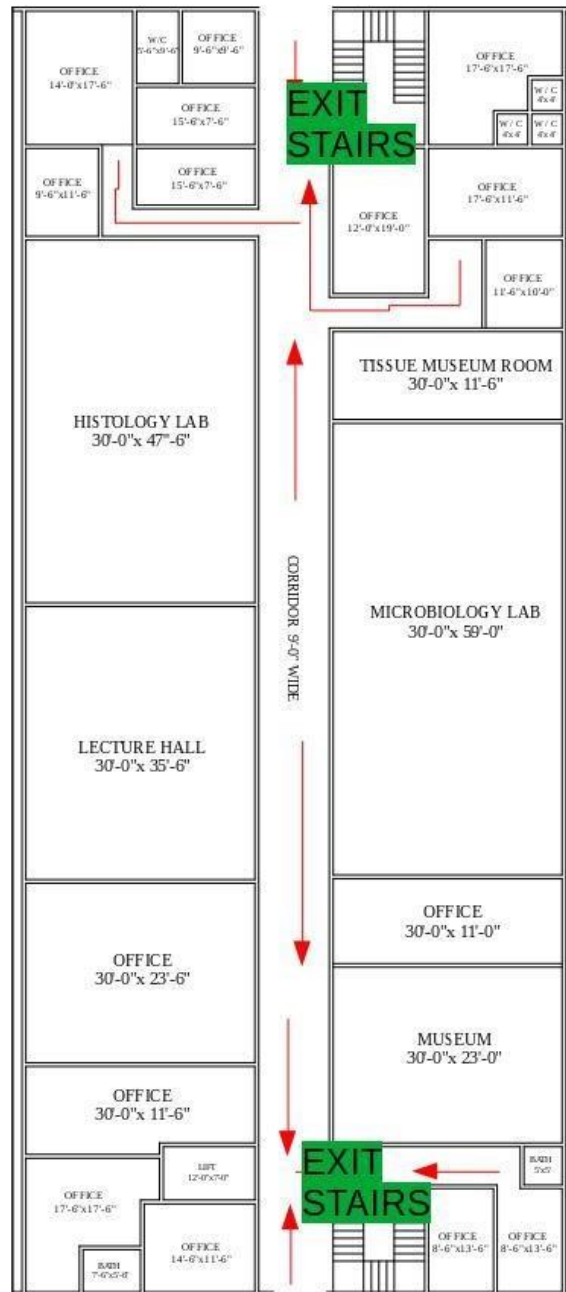
2ND FLOOR BLOCK C
BAQAI DENTAL COLLEGE



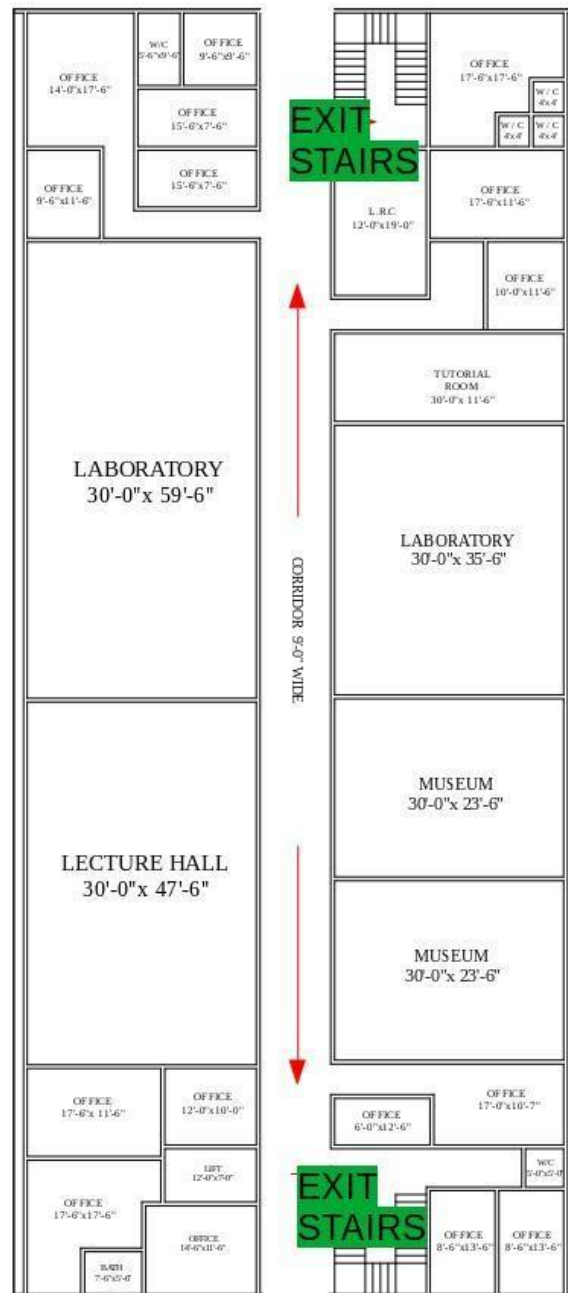
3RD FLOOR BLOCK C
BAQAI DENTAL COLLEGE



GROUND FLOOR BLOCK B

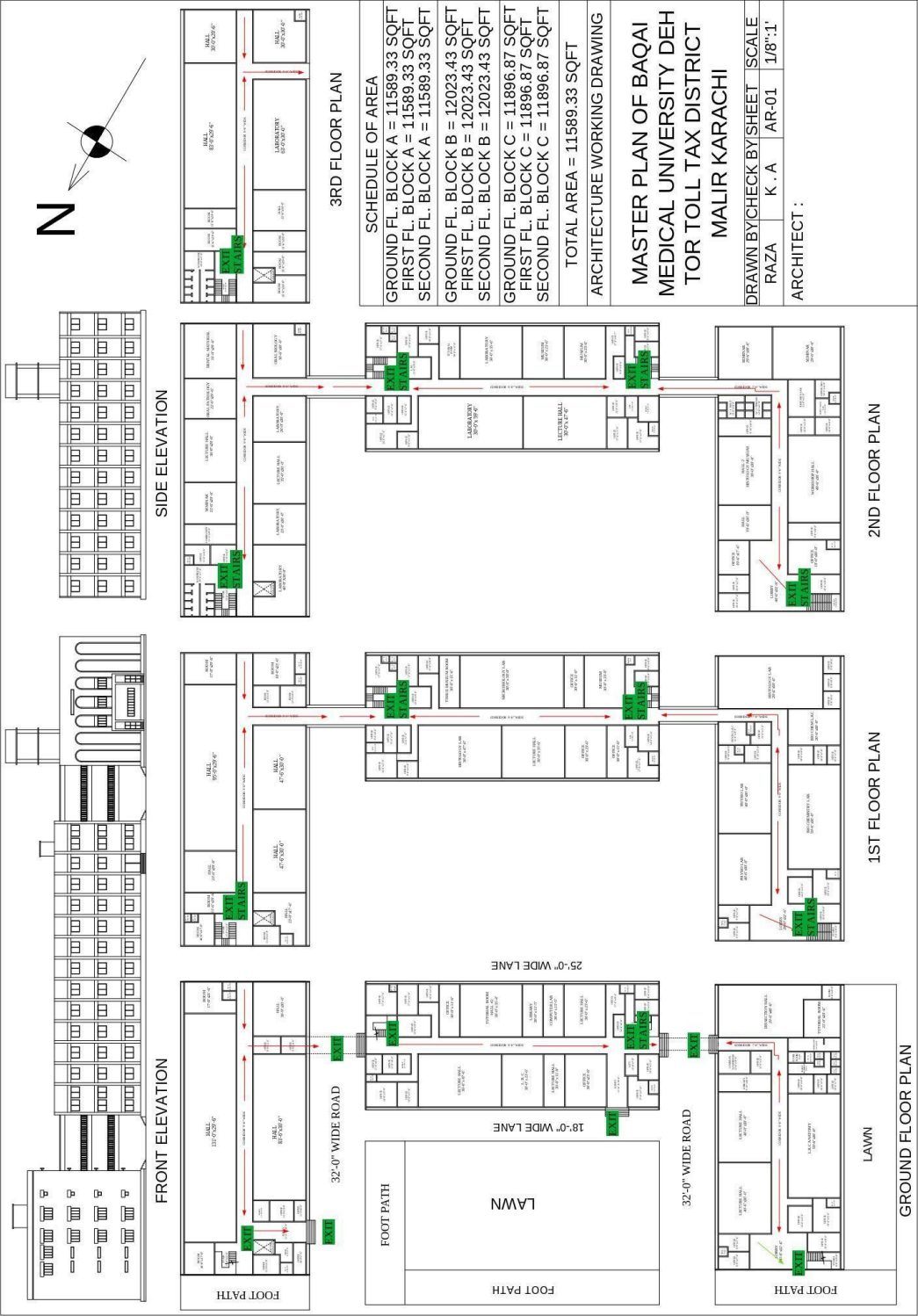


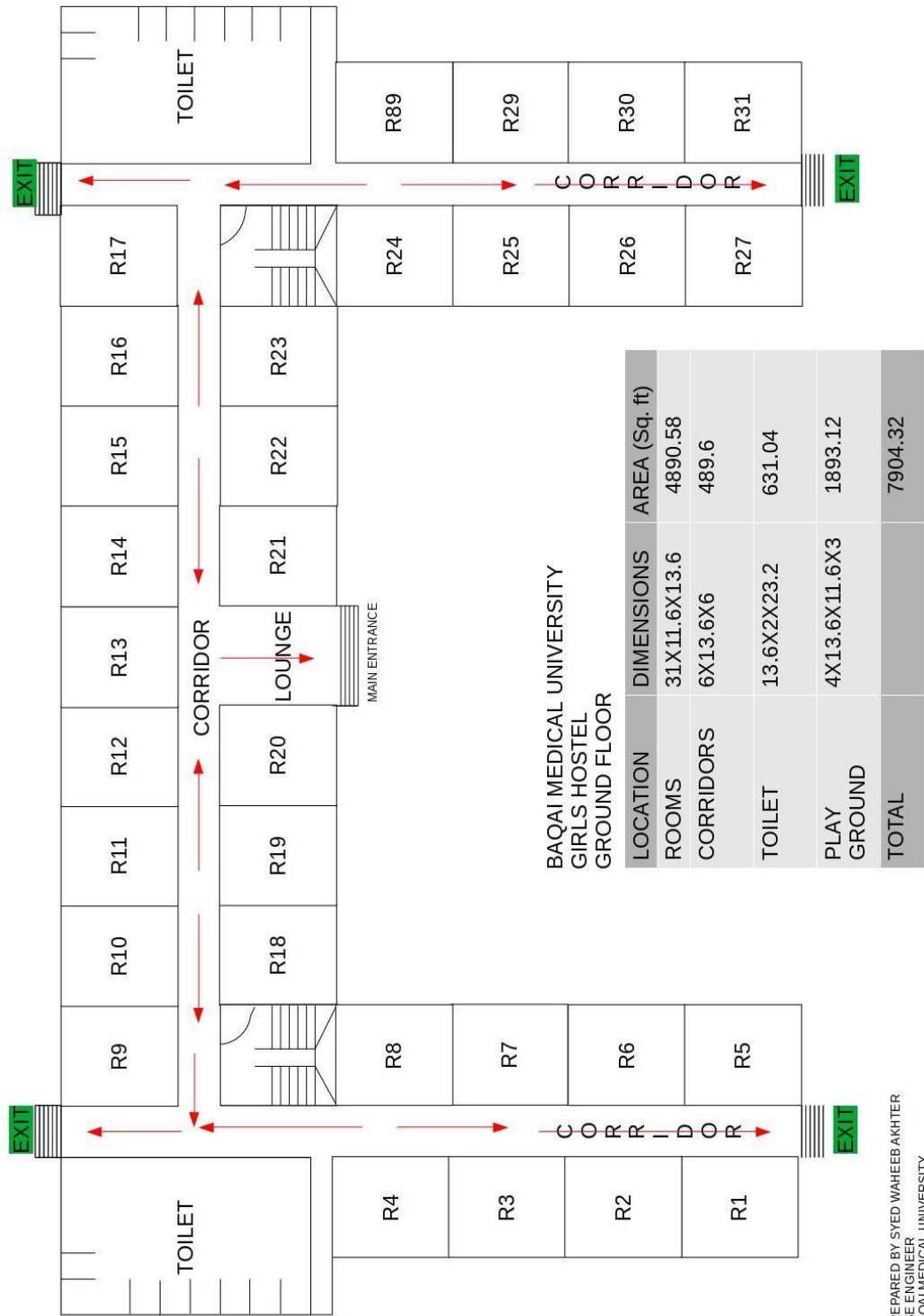
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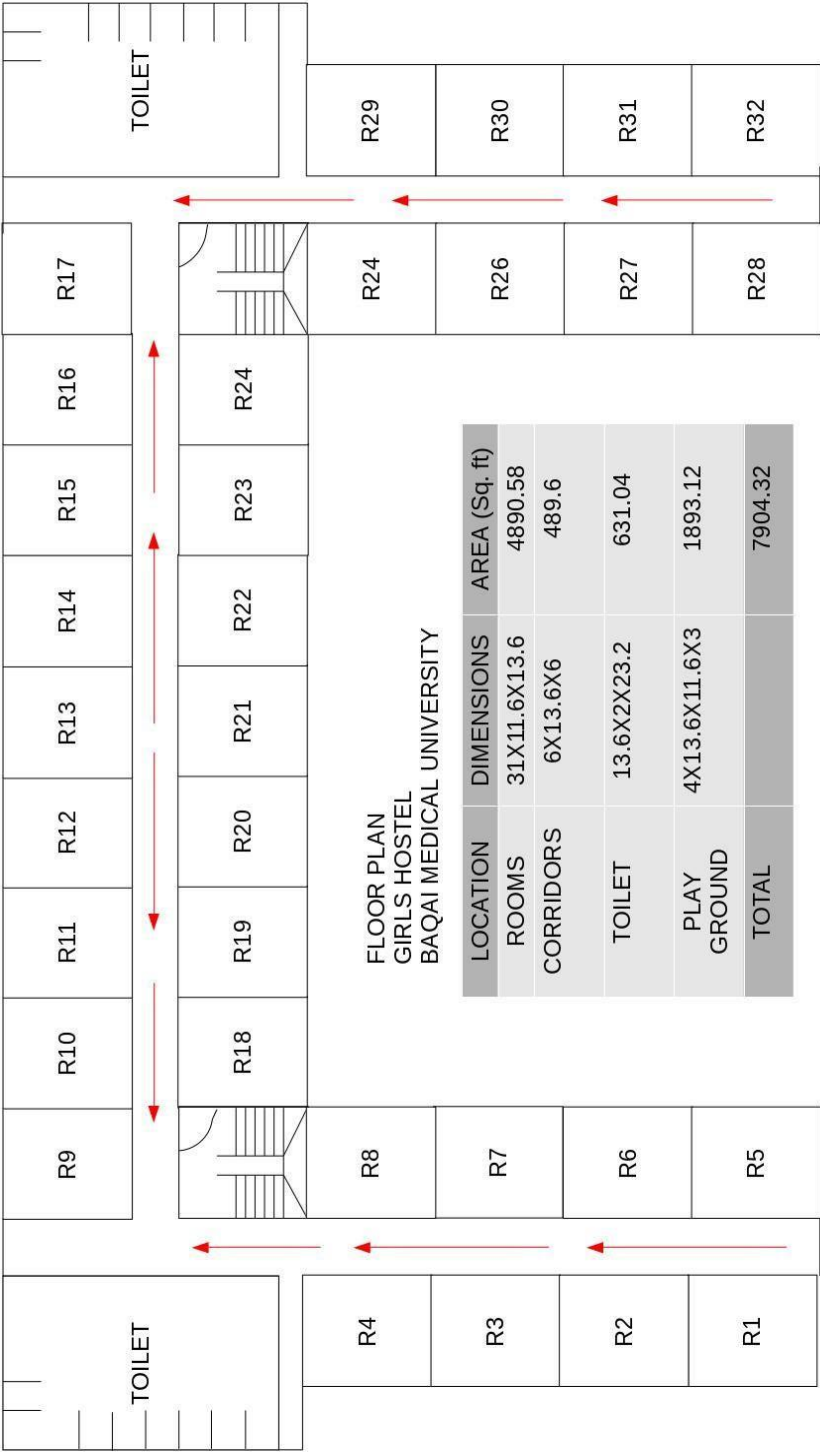


2ND FLOOR BLOCK B

BLOCK A,B AND C:

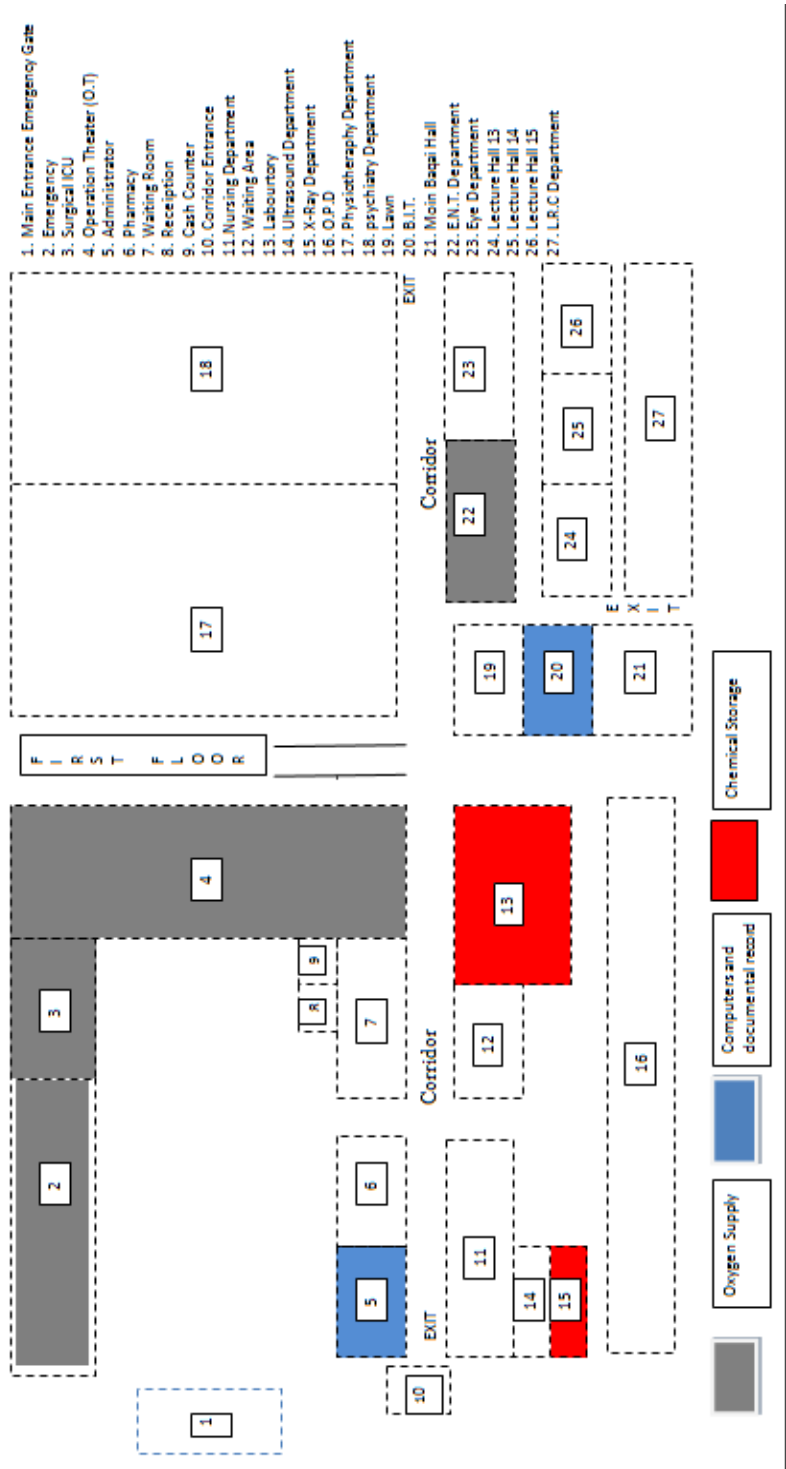




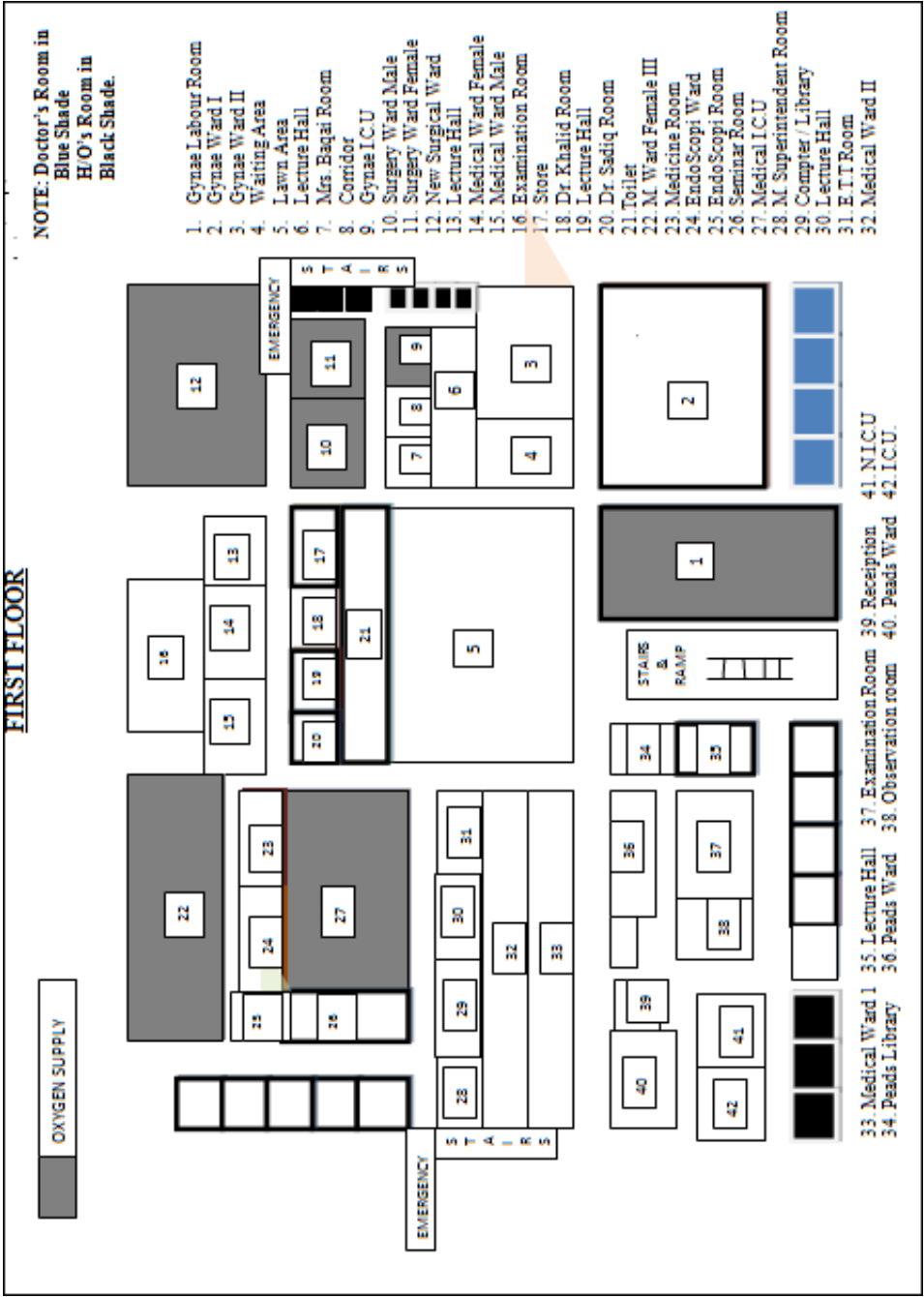


FATIMA HOSPITAL

GROUND FLOOR



FIRSH FLOOR FATIMA HOSPITAL



Abrivations:

BMU: Baqai Medical University

HSE: Health Safety and Environment

ERC: Emergency Response Center

HAZCOM: Hazardous Communication

HAZMAT: Hazardous Material

EMRT: Emergency Medical Response Team

ERT: Emergency Response Team

PASS: Pull Aim Squeeze Swape

RACE: Rascue Alarm Confined Extignuish

BMC: Baqai Medical University

BDC: Baqai Dental College

MS: Medical Supritendent

R: Room