



**SECURITY & PROTECTION OF STUDENTS,
FACULTY AND STAFF**

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1. **INTRODUCTION:**

Requirement to beef up security for the protection of students, faculty & staff is the paramount requirement for working in a conducive environment in an educational institution. Keeping in view the peculiar security environment of the country, the requirement to monitor a safe & secured security condition in an educational institution is of immense importance.

This article presents the policy, teamwork and procedure guideline applicable to security of an educational institution. The core value of security depends upon, clarity of institutions, accuracy, speed of work, integrity, team work, mutual support and all-round defense. In view of an insecure environment due to terrorist threats, cooperation with security staff is of paramount importance. A combination of police, rangers and own security staff superimposed by motorway police, be deployed on all special occasions, as a deterrent to resist intruders.

2. **BACKGROUND:**

Baqai Medical University (BMU) is educating strength of approximately 2000 students and 700 staff & faculty members in various disciplines of BMU. The University is also operating 500 Bedded Fatima Hospital.

In view of peculiar security environments due to terrorist threats, all are requested to cooperate with security staff. A responsible strength of own security guards and private security company guards have been deployed at Baqai Medical University. Combination of forces comprising Rangers, Police, own security staff superimposed by Motorway Police, have also been arranged on all special occasions at Baqai Medical University, as a deterrent to resist intruders. Security system had been streamlined, to avoid any outsiders to enter the office premises during or after working hours, except for the visitors. The guest will be issued with guest card, which will be displayed. No staff of any department will be allowed to invite their visitors in the office area.

3. **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.

This plan will help to protect lives and property with the effective use of available resources. This Plan also guides about external coordination as well as internal coordination with emergency rescue platforms and resources.

This policy concerns the installation and use of CCTV to monitor and record areas for the purposes of safety and security. All faculties, employees, students, contractors, volunteers and the general public present at Baqai Medical University are governed by this policy.

4. **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:

- | | |
|------------------------------|---------------------------|
| 1. Fire and explosions | 2. Natural disasters |
| 3. Severe weather conditions | 4. Mass casualty incident |
| 5. Civil disturbance | 6. Bomb threat/detonation |
| 7. Search and rescue event | 8. Terrorism |

5. **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 or 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 in close coordination with HSE Engineer.

6. **STAFF TRAINING:**

All departments need to train their staff on following topics on yearly basis:

1	Emergency Evacuation Method	2	Emergency First
3	Fire Alarming System.	4	Hazardous Spill Control.
5	HAZMAT (Hazardous material storage)	6	Fire Extinguisher Operation
7	HAZCOM (hazardous communication)	8	CPR/BLS.
9	Natural Disaster Response.	10	Bomb Threat.
11	Violence in the Workplace	12	Biological Hazard Response (Snake bite, dog bite, etc.).

7. **INDIVIDUAL ROLES AND RESPONSIBILITIES:**

7.1. **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.

7.2. 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 the situation. Staff and Students should be able to execute safety procedures as discussed in the Emergency Response plan.

8. DEPARTMENTAL ROLES AND RESPONSIBILITIES:

8.1. Deans, Chairmen and departmental heads:

Institutional heads shall be responsible to ensure allocation of funds for the provision of this policy in coordination with HSE Department. They are also responsible to ensure compliance of this policy and assigning duties to the departmental representatives.

8.2. Departmental Representatives:

It is responsibility of departmental representative to prepare departmental comprehensive emergency evacuation plan which is available in HSE evacuation policy, some of the considerable points are given as below:

1. If any disable student or staff is available in the department, for such an employee or student prepare a buddy system.
2. Build 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 will maintain record in accordance with training guidelines..

Departmental representatives shall be maintaining record in accordance with training guidelines.

8.3. Instructions to 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 signal to evacuate building before any catastrophe
2. Certain safety precautions to be taken such as close flare and gas supply in the labs, closing hazardous material bottles etc. if it's safe to do so.
3. Not to panic or jump from height or window until the evacuation team arrives to help.
4. Not to stay in the exit way for waiting classmates and try to reach the assembly area directly with the direction of the departmental representatives.

5. Develop a signal communication system for directions by virtue of hands or whistle.

8.4. 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.

8.5. 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.

8.6. 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.

9. 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.

Level 2-Emergency:

A major incident that 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. It can be controlled with the help of other departments using fire fighting equipments that are abundantly available in the university including fire trolleys and water supply. As a precautionary measure 1122 will be informed immediately and secondly staff and students shall be mentally prepared if evacuation would be inevitable.

Level 3- Catastrophic Failure or Disaster:

A major incident or disaster by any outside source or natural influence of God such as force majeure caused by earthquake, high floods, terrorist attack or act of war that disturbs complete university operations. In this case emergency evacuation plan will be activated.

10. COMPREHENSIVE DEPARTMENTAL EVACUATION PLAN

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 in close coordination with HSE engineer. Annual review of departmental documents will be required by university administration. Following are the minimum requirements for the departmental emergency response and disaster management.

10.1. Introduction:

- | | | | |
|---|---|----|-----------------------------|
| 1 | Purpose | 2 | Scope |
| 3 | Date of plan | 4 | Review date |
| 5 | Plan description | 6 | Building assembly area |
| 7 | Action taken if central coordination not possible | 8 | Departmental drill training |
| 9 | Departmental representatives | 10 | Chain of command |

10.2. Alarming System:

- | | | | |
|----|---|----|--------------------|
| 1. | Location | 2. | Activation method |
| 3. | Response to alarm | 3. | Evacuation map |
| 4. | Emergency communication method and evidence | 5. | Incident reporting |

10.3. Health and Building Emergency:

- | | | | |
|----|-------------------|----|------------------|
| 1. | Medical emergency | 2. | Violence control |
| 3. | Fire | 4. | hazardous spill. |

11. CCTV CAMERAS INSTALLATION ON IMPORTANT LOCATION:

Baqai Medical University is committed to enhancing the safety of the campus community by integrating best practices of campus safety and security with enhanced technology. A critical component of a comprehensive campus security and crime prevention program is the use of CCTV.

Video monitoring and recording for safety and security purposes will be conducted in a professional, ethical, and legal manner.

Video monitoring and recording for safety and security purposes will be conducted in a manner that respects the reasonable expectation of privacy among members of the community.

Cameras used for CCTV may be installed at the direction of Administration department for Public Safety or designee in any location except for the following:

- a) Dormitory rooms, apartments, and residential units for students, faculty, and staff;
- b) Restrooms and bathing facilities;
- c) Locker rooms and other changing facilities; and
- d) Offices of individuals (except where requested by occupant).

11.1. **Installation, Monitoring and Recording**

CCTV may only be used to monitor and record for legitimate safety and security purposes including, but not limited to, the following:

- **Criminal investigation:** Robbery, assault, theft surveillance, etc.
- **Video monitoring of public areas:** Transit stops, parking lots, public streets near campus, bike racks, University artwork and sculptures, etc.
- **Protection of buildings and property:** Building perimeters, cashier locations, and entrance and exits of: lobbies and corridors, receiving docks, special storage areas, laboratories, etc.
- **Verification of security alarms:** Intrusion alarms, exit door controls, etc.
- **Monitoring of access control systems:** Restricted access transactions at entrances to buildings and other areas
- **Protection in highly sensitive laboratory environments:** Laboratories containing materials or hosting activities that are highly sensitive or dangerous and thereby raise health, safety and/or national security concerns
- **Compliance with government requirements:** Pursuant to laws and other government requirements pertaining to public safety and security. In case of big disasters the instruction issued by NDMA may also be followed.

12. **SAFETY TIPS**

The cooperation and involvement of students and employees in campus safety is absolutely essential. All must assume responsibility for their own personal safety and for the security of their belongings by taking simple, common-sense precautions:

- a) Never carry large amounts of cash with you.
- b) Always keep your residence hall room locked.
- c) Always lock valuables out of sight. Carry wallets, checkbooks, and purses with you.
- d) Always keep your car locked.
- e) Park in busy, well-lit areas.
- f) When approaching your locked car at night, be alert, have your key in hand ready to open the door, pay attention to movement around/under your car, check the back seat before getting in, lock your door after entering.
- g) Hang up immediately if you receive a prank, obscene, or harassing phone call and report it to a staff member or safety officer.
- h) Do not go out at night alone, especially for a walk or jog.
- i) Be careful where you leave book bags and coats, especially if they contain cell phone, keys, etc.
- j) Report anything unusual to a staff member or security officer.

Baqai Medical University is committed to provide an environment that is physically safe and secure. The use of professionally trained officers and the enforcement of community standards that promote safety are evidence of that commitment, yet each member of the BMU community contributes to the overall culture of the University.

Ways to Improve Student, Faculty & Staff Safety on Campus

1. Gender discrimination and harassment ...
2. Crime reporting processes. ...
3. Alcohol and drug awareness. ...
4. Well-lit campus. ...
5. Campus security. ...
6. Evacuation training. ...
7. Protecting belongings. ...
8. First aid training.

12.1. Control of Entry & Search:

No employee will be enlisted for employment in BMU unless he or she has been properly verified, through a person giving his surety.

Contract Labor: It is usually impracticable to obtain individual verification of contract labor, due to tendency of some laborers work for only a short time with one particular contractor and then move elsewhere. In such cases the responsibility for ensuring the character of laborers should be assigned to the contractors or subcontractors concerned who, in all cases, will take responsibility for the behavior of their employees whilst employed in BMU. Contractors should be asked by concerned HOD's to employ only those people who are in possession of a National Identity Card.

12.2. Entry of Visitors:

Method of Handling: Security staffs are responsible for control of all visitors. Following routine will be followed:-

- a) The reason for his visit is politely ascertained.
- b) The visitor's name & time is entered in the register.
- c) The receptionists issue a guest card & keep NIC.
- d) The visitor is guided to the official to be visited.
- e) At the end of the visit the visitor is guided back to the gate where he hands over the guest card and receive back his NIC.
- f) The receptionist notes in the register showing the time of departure.
- g) Nobody will be allowed to take in weapons or other prohibited articles with him, further, articles which are liable to enhance security risk will not be taken into the building. The visitors will be required to leave all such articles at the gate office. These articles will be kept in safe custody by the security supervisor until the owner's return.

Searching of Personnel: The search on entry is primarily designed to prevent the introduction of sabotage materials, etc. The search on exit is designed to prevent loss of stores, pilferage, and removal of documents, blue print, etc., which could be of value to the competitors.

Search of Vehicles: Suspected vehicles are liable to search. Vehicle should be searched by a trained and experienced security guard. The security guard should thoroughly check under the bonnet and inside the trunk.

12.3. Modus Operandi on Security:

1. To effectively guard against the threats of deco-ties, sabotage and terrorism, some measures are being taken at our own level, but these can only be effective with full co-operation from faculty members, staff and students.
2. Here, we will reiterate to ensure effective checking of visitor's vehicles, under whose guise the outlaws can sneak in. Earnest endeavors are always made to facilitate coming in / going out of our honorable members. But for this facilitation, apart from display of patience and co-operations, sticker affixation on vehicles is a must. Please ensure to get stickers affixed on your vehicles to differentiate these from the visitor's vehicles for which a separate system of check and identification is followed.
3. All members are requested that while entering or going out of the main gates, they must bring their vehicles to a dead slow state and switch off the vehicle's lights at night to enable the security guards to identify their stickers and distinguish, members' vehicles from those of the visitors.
4. In case a member is not having a sticker on his vehicle or is not switching off the head lights, then please do let the security guard to stop and verify that he is a member of Baqai Medical University. We all know that because of restricted entries and exits of a very large number of vehicles of our members, the frequency of traffic is colossal and very fast going. If a vehicle is stopped, then in a short span of time, per force other following vehicles line up behind.
5. It is also being strongly felt that despite measures being taken by us at the gates, some outlaws can sneak in through the gates or cross over from the boundary walls. For this, we are now enhancing our ongoing security check system on roads and in / around the University areas as under:-
 - a) A number of security guards carry out foot patrolling along the boundary walls and in the university areas. They have also been tasked to check any suspected movement / activity.
 - b) We have engaged motor cycles on which frequent patrolling is done on roads and in every corner of the University during day and night. These mobile patrols will check the suspected loiterers, in particular the patient's attendants and laborers for identification. Additionally, they will look for the parked vehicles without stickers. If the vehicle belongs to the guest, then he will have to show the visitor's token, and if it belongs to the member of Baqai Medical University, then he will be informed to get sticker affixed at the earliest, and this process will go on.

6. A few other don'ts are outlined as under:-
 - a) Do not over speed cars and motorcycles in University premises.
 - b) Avoid car horn in the University premises
 - c) No loud music or use of loud speakers in the cars.
 - d) No act which disturbs the teaching classes.

12.4. Security Instructions

In our previous instructions some security requirements, in particular the measures at the Gate of Baqai Medical University were out lined. However, to effectively guard against the threats of deco-ties, sabotage and terrorism, some measures are being taken at our own level, but these can only be effective with full co-operation from faculty members, staff and students.

All departments are working to achieve a common goal. In view of peculiar security environments, any difficulty faced by us will have to be sorted out together, so that maximum advantage is achieved in minimum possible time, thereby working smoothly with minimum possible risk.

Security system had been streamlined, to avoid any outsiders entering the office premises during or after working hours, except for the visitors authorized by HODS's.

- a) All HOD's are requested to inform the reception, of any guest that may be expected during the day.
- b) The guest will be issued with a guest card, which will be displayed.
- c) No staff of any department will be allowed to invite their visitors in the office area.
- d) All visitors of employees other than HOD's will be entertained at the reception area and cafeteria.
- e) No visitors will be allowed in the office premises after 3:30 PM.
- f) A List of employees who have left Baqai Medical University has been provided to the reception / security, to avoid them from entering the building, unless for official purpose.

12.5. Identity Cards:

Following are the instruction:

- i. **Display of Identity Cards:**
 - a. Display of Identity card is mandatory. It is the responsibility of every employee to display their card, failing which action will be taken against the defaulters through their HODs'
 - b. No employee will be allowed to enter Baqai Medical University without identity card.
 - c. All employees are requested to adhere to the instructions

strictly.

ii. **Issue of Identity Cards:**

- a. Issue of identity cards to new employees including lost and damaged cards, will be issued by the management, subject to fulfillment of required conditions.
- b. The management will issue the replacement of lost cards after imposing monetary penalty.

iii. **Loss of Identity:**

- a. Identity card is the property of Baqai Medical University. It is the prime responsibility of every employee to keep the identity card under their safe custody.
- b. In the event of loss of identity card, the employee will report to the management for a new issue.

12.6. Gate Office:

The gate office block at main gate should consist of the following:

- a. The Security Staff
- b. Reception staff

13. **STRENGTH AND CHARACTERISTICS OF SECURITY GUARDS:**

1. Security Guards should be on duty for 24 hours, in two shifts.
2. The number of security guards required will depend on the main entrance.
3. Static guard will control access to particularly spots
4. Concentration of force on the gate during the periods of starts and ceases work, have been deployed
5. The guard should have a good knowledge of the local place, people and language
6. The external guards are the first line of defense; complete co-operation between them and the internal security force is essential.

13.1. Types of identity Cards:

Cards for use in BMU should be confined to the following:

1. **Permanent cards:-**

These are cards bearing the holder's photograph having particulars of the individual. It should be issued to all permanent members of the

staff.

2. **Visitors Cards:**

These are passes without photograph which are issued to person on temporary basis, the validity of which should be only for the duration of visit.

3. **National Identity Cards:**

A National identity card is merely a proof of identity and does not permit the bearer to enter any prohibited places. It is advisable, therefore, that everyone employed must be in possession of a National identity card, which specifically will discourage

4. **Child Labor.** Visitors and guests can be easily identified by means of national identity card.

14. **FIRE RESPONSE TEAM, STANDING ORDERS**

Following departments under their respective HoD's are hereby designated to extinguish fire in case of outbreak of fire. HoD's should make sure with the help of HSE Engineer, that the individual in the department must be made to understand the importance of firefighting.

14.1 **Fire Fighting Team:**

Normally, a firefighting team is divided into three different parties. These parties are required to initially fight the fire, before the arrival of Fire Brigade.

1. Fire Fighting Party
2. Salvage Party
3. Cordon Party
4. This standing order's & responsibilities will be changed after every six months.

14.2 **Fire Fighting Party:**

This is the party whose department is under fire and who physically fights the fire on its outbreak. The party must effectively use fire extinguishers, and all available means to extinguish fire, so as to control the spread of fire, before the arrival of Fire Bridge.

- a) Maximum use of water from available water source and fire extinguisher will be used to extinguish fire, by firefighting party.
- b) All neighboring departments of the department under fire, will immediately reach the spot for assistance to extinguish the fire.

14.3 **Salvage Party:**

All remaining individuals will be grouped by the respective HOD's to

perform the responsibilities to salvage all properties, which are not yet under fire & to evacuate the casualties if any. All female staff will also be immediately evacuated out of the building.

14.4 **Cordon Party:**

This party normally consists of security guards along with the staff of the administration department. They will cordon off the premises, so as to ensure and guard against unauthorized persons entering during confusion, with intention of looting & plundering in the grape to help control fire, University gate will also be sealed to prevent outsiders entering University.

General Precautions:

Every effort will be made to keep the area and building free from sources of spontaneous ignition and highly inflammable substances. Following points need to be coordinated beforehand:-

(a) Presence of Mind:

Speed is the essential factor of fire-aid & firefighting. If person are present at the actual outbreak of a fire, provided that the outbreak is not already overwhelming, much can be done by fire extinguishers and with water in the largest quantities available. In addition, or alternatively, the burning object should be isolated by the removal of other inflammable objects nearby.

(b) Liaison:

Close liaison with local fire service is essential. Local police should be included in all discussions which involve public safety.

15. **Sabotage**

15.1. **Background:**

Sabotage is an act of damage carried out for the purpose of assisting a computer or in furtherance of subversive political aim. This act is aimed at destroying or impairing the efficiency of organization, public utilities, communications, transport, etc.

15.2. **Type of Saboteurs:**

Saboteurs can be

Entering agents in Pakistan

- a) Natives subversive elements acting on general instruction of person having his
- b) own interest
- c) Native's subversive elements acting on individual initiative.

15.3. Method of Sabotage:

- a) The saboteurs will usually work alone or at the most in a group of two or three. He may be armed, but the purpose of his weapon will be, to assist, his escape as a last resort. He may use explosive to attempt a force entry on suicide mission. His means of destruction may be fire or explosives, but in either case his store will be light, especially designed for their maximum effect, and quite possibly camouflaged to resemble familiar and innocent articles. His object will be to gain an entry, complete his task and escape undetected.
- b) Damage caused by individuals acting on their own initiative may have a major nuisance value. It will normally be committed in usual working hours and in a man's ordinary place of work. Counter measures against such acts are within the domain of internal security systems.

15.4. Method of Entry:

-

- a) Saboteur may be employed at the place where he intends to commit his act of sabotage, and in this case he will of course have the right of entry, to it.
- b) If he has no such right of entry he may try to Make entry by open or covert means.
- c) Entry could be affected by a saboteur by presenting himself as a visitor or perhaps as delivery man, delivering goods at the reception. Such an entry is likely to be made in daylight. The saboteur might also try to take advantage of the crowds entering the reception at the start of work or lunch hour in order to gain access un-detected.

15.5. Security against Explosive Device Incidents

Explosive devises are dangerous weapons in the hands of terrorist. An

organization that hopes to respond effectively to the danger of explosive incidents should formulate and implement precautionary measures.

This can be define as physical security measures taken for the protection of property, personnel, material and building against unauthorized entry, trespass, damage, sabotage or other illegal criminal act.

This plan, therefore, deals with PREVENTION and is designed to protect against not only explosive device incidents but also a full range of possible attacks.

In addition to a security plan, an organization must have a specific plan for explosive device incidents. This incident plan must provide detail procedures to be implemented when a bomb of explosive device threat is reported. The essential elements of such a plan are as under:

The security officer designated to control an explosive device incident must be familiar with the subject because he has to make some very important decision once the incident is reported. He will also decide the evacuation policy, direct search assignments and coordinate with Law and Order enforcing agencies. Administrator will take control in case of any explosive device incident.

Explosive device incidents in one of three ways, and planning should be provided for each contingency:

- .
- a. Receipt of threat or warning
- b. Location of the suspected device.
- c. Actual detonation or ignition.

The steps involved in the evaluation of explosion threats are not well defined and often require decisions based upon little or no reliable data. It is essential, therefore, that personnel handle threats in a manner that will provide as much information as possible to assist in the evaluation of the warnings.

15.6. University Policies strengthen our existing security and safety systems

In order to strengthen our security and safety systems the following

policies were also developed to create a secure atmosphere in the University. These policies have already being approved by the board of governors of Baqai Medical University and now are in practice. The details are as under:

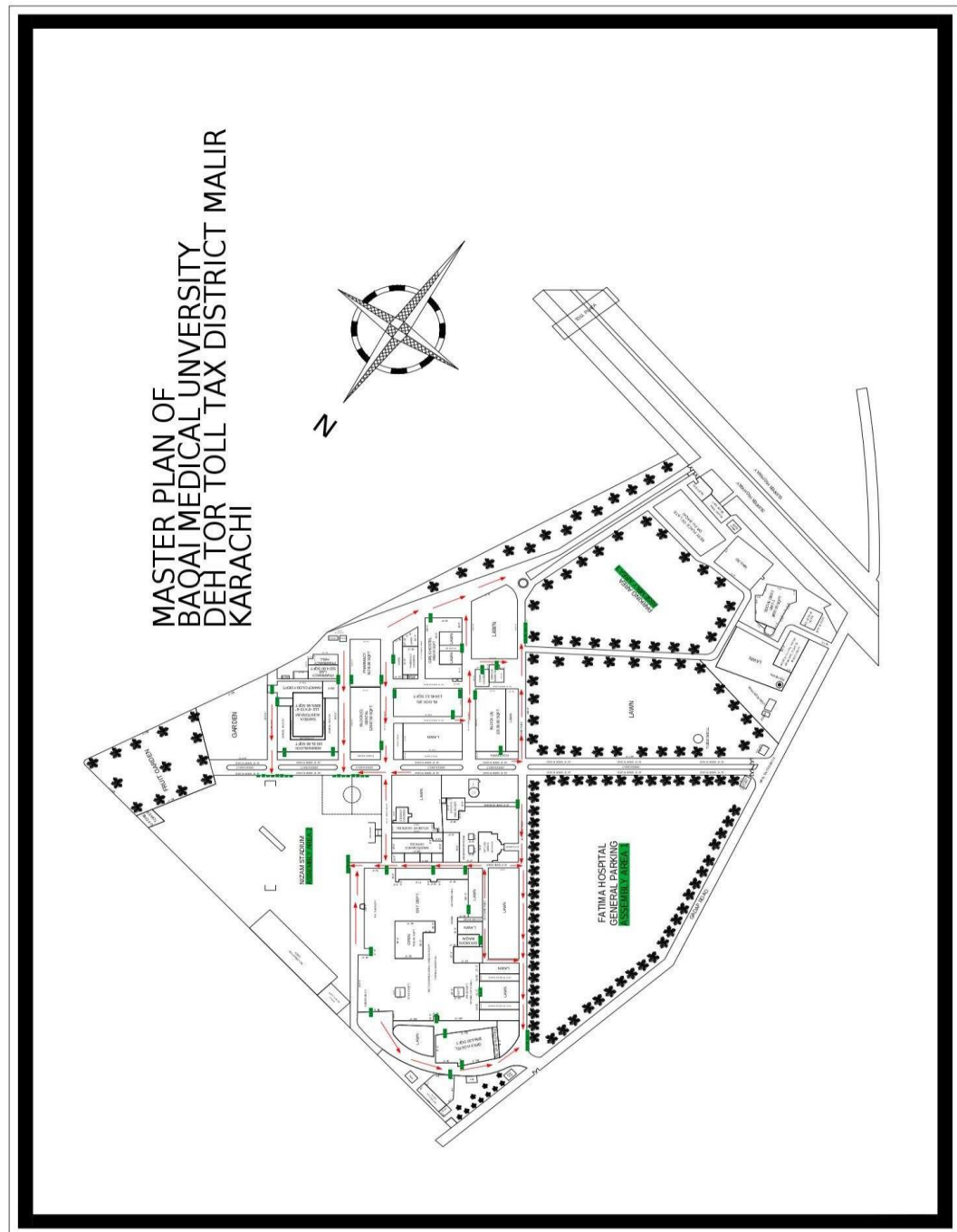
- - Fire and safety plan
 - Infection control and prevention plan
 - Emergency preparedness and evacuation plan
 - Hazardous material and waste management policy

16. Baqai Medical University location maps and building drawings

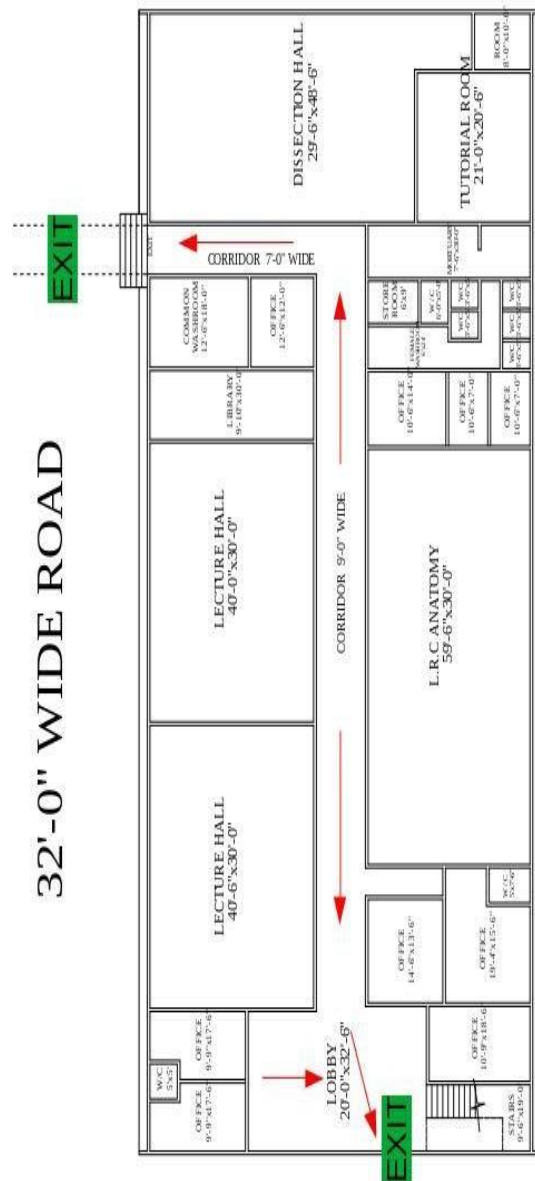
We have attached Baqai Medical University location map and sample building drawing. These will be helpful in case of any Emergency evacuation of the University premises. In actual we have already made available in each floor drawings showing emergency exits and arrows have been pasted on the wall and direction leading toward the emergency exist. This would be followed for the safe evacuation from the building.

We have displayed 16 numbers of drawings covering all the building areas of the University, so that these are helpful in every corner of the University at the time of emergency evacuation. Out of 16 drawings 07 have been attached for the purpose of guideline.

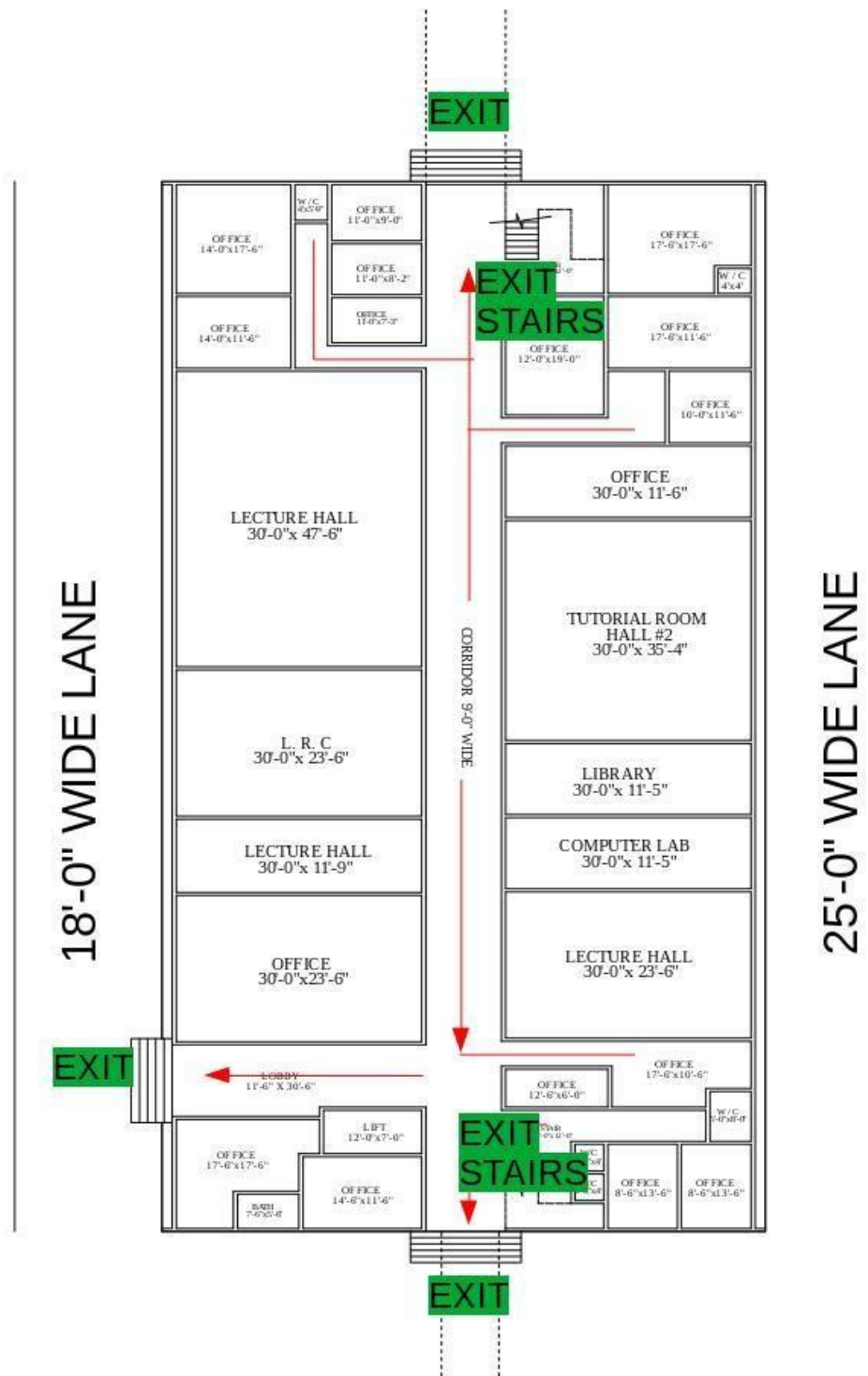
16.1. EMERGENCY LOCATION MAP:



16.2. GROUND FLOOR BLOCK A

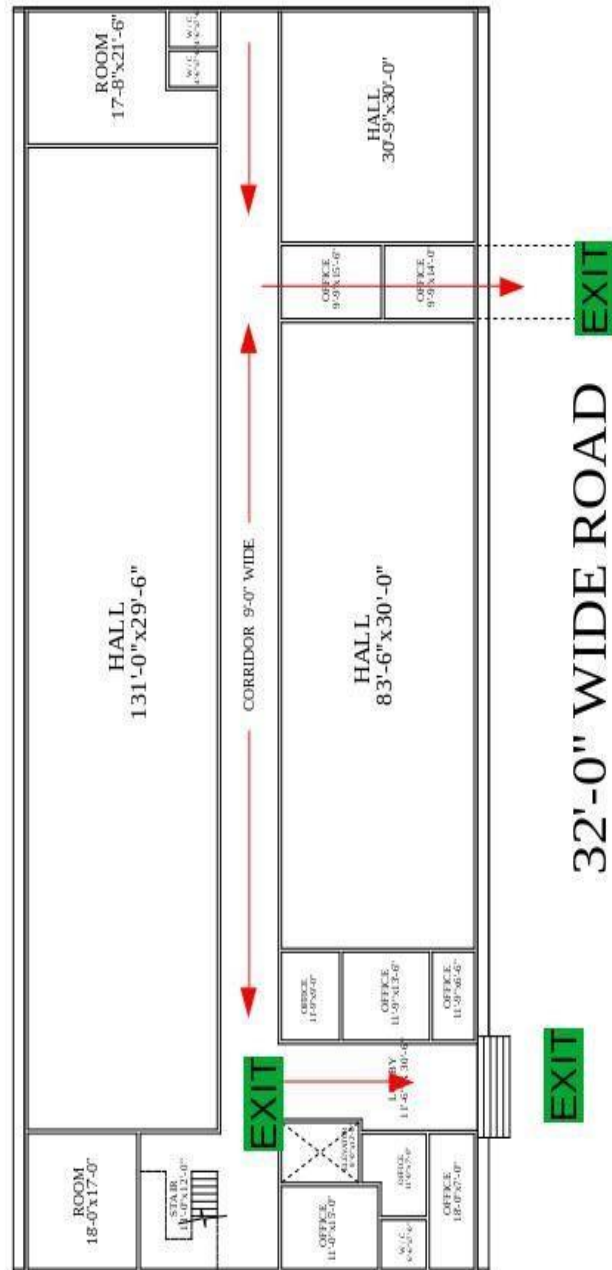
GROUND FLOOR BLOCK A
BAQAI MEDICAL COLLEGE

16.3. GROUND FLOOR BLOCK B



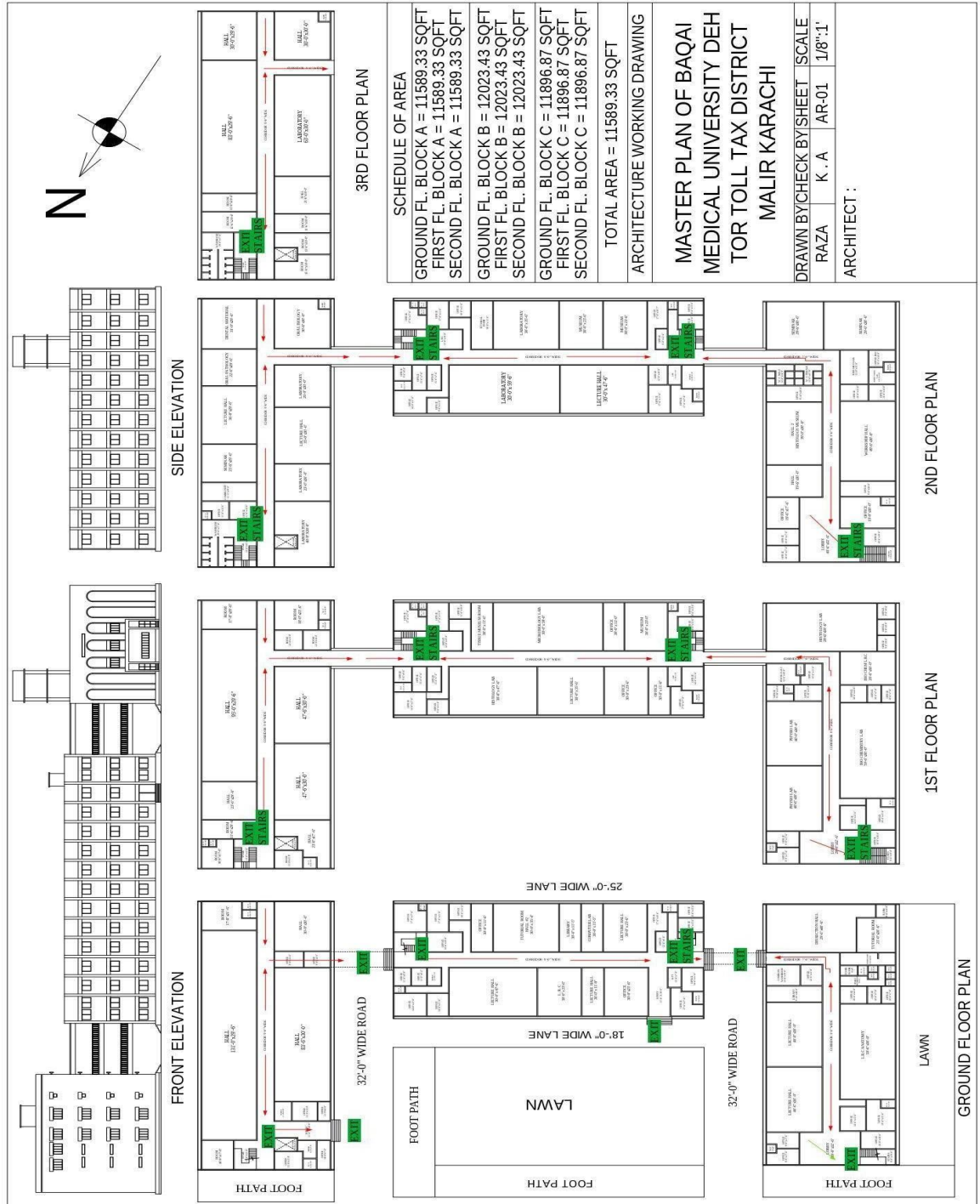
GROUND FLOOR BLOCK B

16.4. GROUND FLOOR BLOCK C

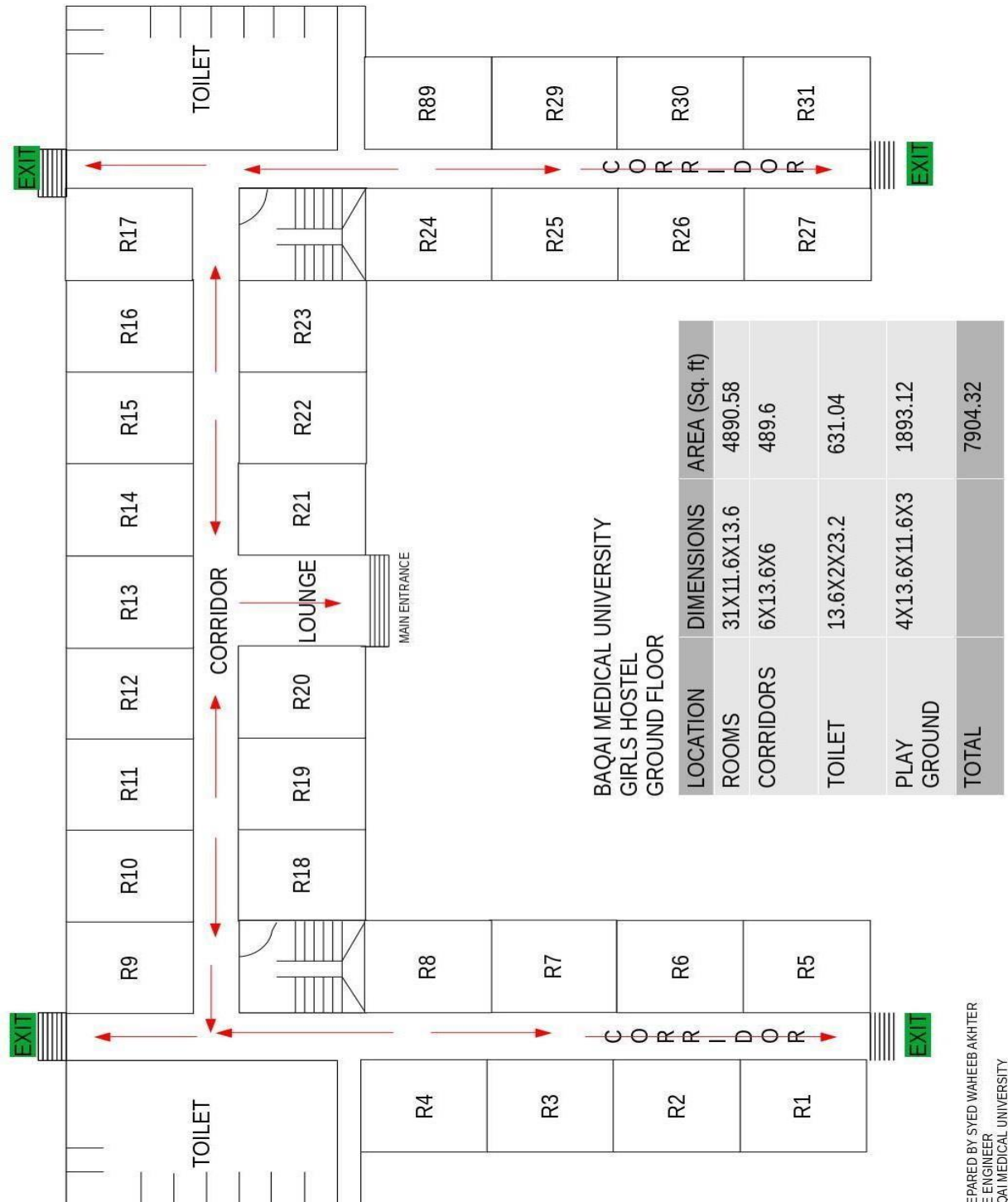


GROUND FLOOR BLOCK C
BAQAI DENTAL COLLEGE

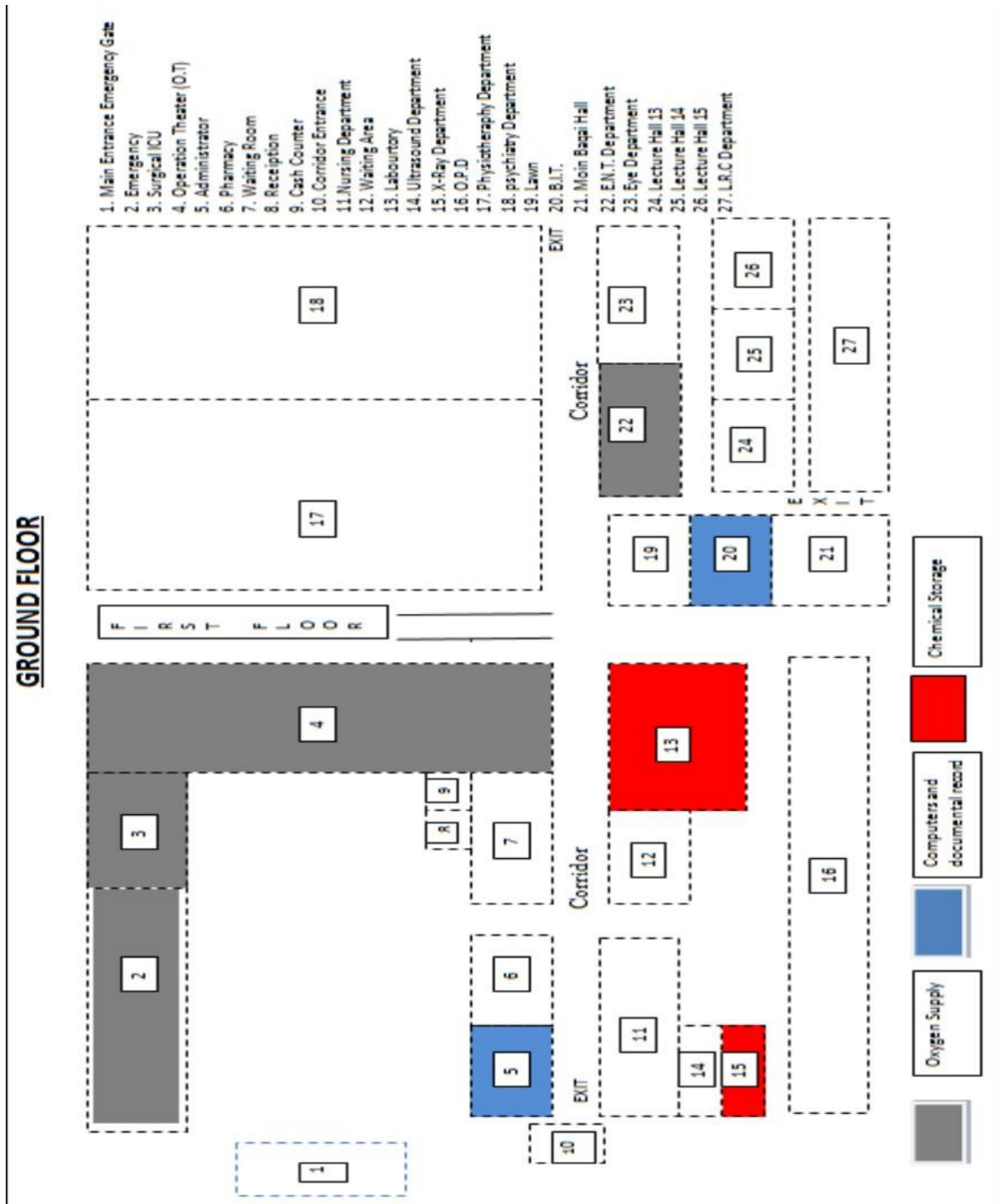
16.5. MASTER PLAN OF BMU



16.6. GROUND FLOOR, GIRLS HOSTEL



16.7. FATIMA HOSPITAL:



17. EMERGENCY CONTACT NUMBERS

For any emergency contact safety engineer, Administrator Fatima hospital, Security Officer or contact telephone exchange:

HSE ENGINEER : 0309-1272077 (Mr. Waheeb)

ADMINISTRATOR BMU: 03343544296 (Mr. Rahan)

TELEPHONE EXCHANGE: 021-34430295, EXT-(0)

SECURITY OFFICER 0336-2398565 (Mr. Sabir)

EXTERNAL EMERGENCY CONTACT DETAILS:

S. No.	EXTERNAL EMERGENCY DEPARTMENT	STATIONS	CONTACT DETAIL
01	FIRE EMERGENCY	CENTRAL	16 021-99215007
		SUPER HIGHWAY	021-36880381
		SOHRAB GOTH	021-99330031
02	AMBULANCE SERVICES	EDHI	115
		FATMID	021-32250500
		CHIPPA	1020 021-111-111-134
		AMAN	1021 021-36342277
03	POLICE STATION	MADADGAR	15
		GADAP	021-34410212 0300-2345962 (Iqbal Niazi)
		AIRPORT	021-99248815
04	RANGERS	GADAP	021-36870803
05	BOMB DISPOSAL	SQUAD	021-39212680
		CIVIL DEFENSE	021-32416626, 021-3241222, 32415111
06	HOSPITALS	FATIMA HOSPITAL	021-34410293
		MEMON HOSPITAL	021-3491147
		JINNAH	021-35071854
07	EMERGENCY RESCUE	SERVICE	1122

Emergency Resource Center (ERC): 0333-4317670 (Mr Aalijah Yousuf), 0334-3370895 (Col. M. Ehsan Khan).

18. Glossary of Terms and Abbreviations

BMU:	Baqai Medical University
BMC:	Baqai Medical College
BDC:	Baqai Dental College
HEC:	Higher Education Commission, Pakistan
HEI:	Higher Education Institutes, Pakistan (including all the universities/ DAIs)
HSE:	Health Safety and Environment
ERC:	Emergency Response Center
EMRT:	Emergency Medical Response Team
ERT:	Emergency Response Team
VVIP:	Very Very Important Person
CCTV:	Close Circuit Television
HAZMAT:	Hazardous Material
HAZCOM:	Hazardous Communication
HOD:	Head of Department
NIC:	National Identity Card
NDMA	National disaster Management Authority