



Introduction

In order to reduce or prevent the severity of emergency situations, PMU coordinates and implements policies to effectively eliminate unnecessary risks and decrease potential losses.

Hence PMU has identified four different steps when approaching emergency situations.

These steps are known as:

- Preparedness
- Mitigation
- Response
- Recovery

Preparedness and Mitigation require each Unit/Department at PMU to be ready at all the times for an emergency so that everyone remains calm and order can be re-established as soon as possible.

Communication is of vital importance during the Response section so that an immediate response is obtained and help in overcoming the emergency situation.

The switch from response to Recovery is the most important decision of the four steps. This step means that the cleanup and rebuilding process after an emergency will now begin.

Each step has its own importance and the emergency response process would not work if each step did not cooperate and do its part.

This booklet lists threats and emergencies that can occur and the steps to take to protect the PMU community from harm.



Procedures

Objectives:

The objective of these procedures is to ensure the safety, health and wellbeing of Students, Faculty, Staff and Visitors during emergencies at the Prince Mohammad Bin Fahd University (PMU).

1.) Emergency Evacuation:

During an emergency evacuation follow the instructions of the staff assigned by the Safety and Security Department.

1. On hearing the evacuation alarm, immediately prepare to leave the building (while preparing to leave the building secure confidential materials and valuables, collect personal belongings, shut down experiment, switch off computers, electrical appliances, equipment and machinery).
2. Leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving.
3. Take hand held personal belongings (such as handbags and brief cases) with you when you leave. Do not return to collect them.
4. Assist any person with a disability to leave the building, or to the nearest fire isolated or fire safe place.
5. Walk quickly and calmly to the designated assembly area for your building or as advised by staff of the Safety and Security Department.
6. Do not use the lifts.
7. Remain at the assembly area (in groups) until instructed to leave by staff of the Safety and Security Department.
8. Do not re-enter the building until informed that it is safe to do so by staff of Safety and Security Department.



2.) Fire/Smoke:

1. Raise the alarm if not already sounding, using a break glass alarm panel or by shouting to draw attention of others to the fire if a panel is not available.
2. Phone the Safety and Security Department (Call 8886). Give your name, building, level, room number, type and extent of the fire/smoke.
3. Evacuate the immediate area.
4. If safe to do so and if trained in the use of fire equipment, attempt to extinguish the fire.
5. Choose the correct fire extinguisher. Do not use water or foam on an electrical fire.
6. Evacuate the building as instructed to do so by staff of the Safety and Security Department.
7. Walk quickly and calmly to the assembly area.
8. Close doors and windows as you exit (do not lock doors, Leave lights on).
9. Remain in the assembly area in groups until instructed to leave by staff of the Safety and Security Department.
10. Do not re-enter the building until informed that it is safe to do so by the staff of the Safety and Security Department.

3.) Electrical Power Outage:

In the event of a power outage, the goal is to minimize potential damage to scientific instrument and/or experiments and avoid hazardous situations that might affect workflow.

1. Contact the Safety and Security Department (Call 8886) to report the power outage.
2. Try to obtain the following information prior to calling:
 - Is the entire building or only a portion of the building affected by the power outage?
 - What are the room numbers of the areas involved in the outage?
 - Are there any particularly potentially sensitive operations in affected areas?



3. Increase natural lighting by opening window shades or other similar actions.
4. Shut off electrical appliances and computers before the power comes back on.
5. Cease activities or operations that involve potentially hazardous conditions.
6. Secure personal belongings.
7. Use special care while moving about in an under-lighted work area to avoid injury resulting from trips or falls.
8. Keep an alternate source of light to facilitate safe exit in the event of a power outage in your immediate work area. Do not use open flame devices for supplementary lighting.

4.) Major Chemical or Radiological Spills:

4.1 Major Chemical Spills:

1. Alert people in the area to evacuate.
2. Turn off ignition and heat sources if the spilled material is flammable.
3. Call the Safety and Security Department (Call 8886).
4. Attend to injured or contaminated persons and remove them from exposure.

4.2 Radiological Spills:

1. Attend to the injured or contaminated persons and remove them from spill area.
2. Alert people in the area to evacuate.
3. Have potentially contaminated personnel stay in one area until they have been monitored and show free of contamination.
4. Call the Safety and Security Department (Call 8886).
5. Close doors and prevent entrance into the affected area.
6. Document names of persons potentially contaminated.



5.) Severe Weather Conditions:

5.1 Thunderstorms:

Thunderstorms produce dangerous and severe forms of weather. Lightning, destructive winds, heavy rain can all be products of thunderstorms.

- If you are outside, get into a building, car or bus.
- Do not touch metallic objects such as bicycles, fences and equipment
- Do not go near trees, overhead wires metal pipes or water.
- If in a group spread out.
- Do not use the telephone except in emergency.

5.2 High Speed Winds:

- Stay away from windows, doors and outside walls. Protect your head.
- Go to predesigned shelter areas. Interior hallways on the lowest level are best. Stay away from exterior glass doors.
- In high-rise buildings, go to interior, small rooms or hallways on the lowest floor level possible with no windows. If you can see outside you are not safe.

6.) Bomb Threat:

1. If the threat is by telephone, prolong the call and keep the person talking and ask:
 - Location of the bomb
 - Time set to explode
 - Record exact information
2. Record information for the Safety and Security Department (Call 8886) which will in turn record it to the Police.
3. If an object is found:
 - Do not touch
 - Report the find to the Safety and Security Department (Call 8886).
4. Do not use mobile phones, two way radios or other electronic equipment that may trigger a devices – turn off mobile phones and two way radios.



5. Be prepared to evacuate, await further instructions from the Safety and Security Department.
6. Persons should be requested to remove all personal belongings (such as brief case, bags and other personal articles) when evacuating).
7. Lecture theatres, laboratories and classroom: it is the responsibility of the faculty to maintain control over their class during an emergency until released by the Safety and Security Department.

7.) Earthquake:

In the event of an earthquake.

1. Take shelter under table.
2. Stay away from windows.
3. After the earthquake look for injured persons in your area and assist, provided it is safe to do so.
4. Leave the building as soon as you are able to.

8.) Suspicious Mail or Package:

a. If the suspicious mail or package has not been opened:

1. Place item in a plastic bag and seal it.
2. Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming potentially contaminated.
3. Phone the Safety and Security Department (Call 8886).
4. Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
5. If possible (without leaving your work area) wash your hands.
6. Wait for help to arrive.

b. If suspicions mail or package has been opened:



1. Do not disturb the item any further. Do not pass it around. If any material has spilled from the item, and if feasible to do so, do not attempt to clean it up, or brush it from your clothing.
2. If possible place an object over the package without disturbing it (such as large dust bin).
3. If possible, have the building ventilation system shut and turn off any fans or equipment that is circulating air around your workplace.
4. Phone the Safety and Security Department (Call 8886) and wait for help to arrive.
5. If it is suspected that the item is an explosive device evacuate the area.

9.) Armed Intruder

In case of Armed Intruder, everyone is to quickly determine the most reasonable way to protect himself. The following is recommended:

1. Get out

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible

2. Hide Out

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors.

3. Take Out:

As a last resort and only when your life is in imminent danger.

- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.

4. Phone Safety and Security Department (Call 8886).



General Information

1. Cancellation of Classes:

In case there is a need to cancel classes, then the only person authorized to do so is the Dean of Student Affairs in coordination with the Director of female student affairs.

2. People with Specific Needs:

People's needs may vary in emergency situations. There may be people who are frail; have a visual or hearing impairment; have mobility problems and use walking aids or wheelchairs; have limited walking or standing ability; have heart conditions or asthma or are prone to panic attacks; or they may get claustrophobic.

a) Responsibility of the person with a disability

Whether your disability is of a temporary or permanent nature, wherever possible it is important that you know what your needs are and plan ahead for emergency situations and/or evacuation.

1. If you are an occupant of a University building or regular visitor and have specific needs, take the initiative to seek out the relevant staff or speak to your Supervisor / College Dean and consult them regarding your needs.
2. Consider who you might ask for help and communicate your needs.
3. Know the Exit routes in the buildings that you frequent, and check these for suitability, even if they are not your normal route of travel.
4. Remember, you are encouraged to specify what assistance (if any) you may require from other people during an emergency. Do not assume that people around you will know what to do. If you are confident in giving instructions it can prevent being hindered by others offering inappropriate assistance.

b) Assisting people with physical disabilities

1. Do not provide physical guidance, hold, and lift or carry a conscious person without their permission. This includes pushing



someone in a wheelchair, or 'hurrying a person along' by pushing them.

2. Ask what assistance the person requires (such as clearing the path before them, walking alongside or behind on steps). Try to avoid offering advice or pre-empting what the person needs if you do not know the person.
3. If a person is reliant on a wheelchair for mobility and there is no access available to get down stairs, another person should wait with them in a fire isolated stairwell until emergency services arrive, as it is the safest place. Ensure that the Building Warden is advised.
4. If someone needs to be transferred or assisted from the floor, requiring a full body lift, it is best to get Fire and Emergency Services involved. Try providing a chair for the person to climb up on to. Do not try to lift them up unless you are trained to do so.
5. Do not carry a person in their wheelchair down stairs. Either wait for their advice on how to proceed (minimum of two people required) or wait for emergency personnel.

c) People who may be disoriented of having a panic attack

1. Reassure the person by talking calmly to them. Tell them that you will stay with them.
2. Get the person to control their breathing. Breathe in and breathe out in unison to the count of three. Use your hands in an up and down motion to signal the tempo. Maintain eye contact.

3. Evacuation of lecture theatres, libraries, classrooms and teaching laboratories

These areas require explicit organization because of the potential for large numbers of people to be congregated in a small area. The person in charge of the class shall act as the Warden and is responsible for evacuation. Upon hearing an alert or when notified of an emergency the person in charge should direct students to:

- a) Stand fast and push chairs, large bags, etc. under desks or benches



- b) Turn off electrical devices and laboratory operations that are not safe to be left unattended
- c) In controlled sequence, move along gangways to main aisles and exit in an orderly manner through the nearest appropriate exit
- d) Move to the building assembly area.

These procedures need to be orderly to minimize crowding in aisles and doorways.

