

 <p>FACILITIES MANAGEMENT DEPARTMENT</p> <p>Fire Management and Evacuation Plan</p>	Approved By: Prof. Dr. Bassam Alameddine
	<i>Alameddine</i>
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I. Policy

The objective of these procedures is to ensure, as far as practicable, the safety, health and well-being of students, employees, contractors and visitors during emergencies at GUST.

These emergency procedures are prepared and there will be a team developed to support all the emergency activities in each work place called Emergency Response Team (ERT).

Emergency Response Team (ERT)

The ERT consists of Floor Warden, and Medical Team, as well as outside agencies such as Fire and Rescue Services.

The role of the ERT is to ensure the safety of the building's occupants in any emergency.

Phone Numbers

The following numbers can be dialed as needed:

GUST Emergency:

- Using external or mobile phone lines: 2530 7888 or 2530 7900
- Using GUST landline: 7888 or 7900

Ministry Emergency:

- Using external or mobile phone lines: 112
- Using GUST landline: 9 112

Emergency Evaluation

Do not panic at all times during an emergency follow the instructions of the Building and Area Wardens; do not use elevators;

1. On hearing the evacuation alarm, immediately prepare to leave the building – secure confidential materials and valuables, collect personal belongings, shut down experiments, and switch off computers, electrical appliances, equipment and machinery.
2. If the evacuation alarm sounds, or if instructed to do so by a Warden, leave the building by the nearest and safest exit route. All doors should be closed (but not locked) on leaving.
3. If possible, take hand held personal belongings (such as handbags and briefcases) with you when you leave. Do not return to collect belongings.
4. Assist any person with a disability to leave the building, or to the nearest fire isolated or fire safe place for multi-story buildings. Do not attempt to carry people down stairs.
5. Walk quickly and calmly to the designated assembly area for your building or as advised by a Warden or Security.
6. Remain at the assembly area (in groups) until instructed to leave by a Warden or Security Team.
7. Do not re-enter the building until informed that it is safe to do so by a Warden or Security team.
8. Do not open any door that is closed, except Exit Door.

In the event of an earthquake:

1. Take shelter under tables, desks or in doorways.
2. Stay away from windows, shelving and large free-standing furniture.
3. After the earthquake, look for injured persons in your area and call Clinic medical team.
4. Leave the building as soon as possible.

Fire or Smoke

Raise the alarm

1. Raise the alarm using a break glass alarm panel. The alarm system automatically notifies the Fire and Rescue Services and Security.

2. Call Security (2530 7888 Or 7888); Provide your specific location, type and extent of the fire / smoke and inform your supervisor.
3. Evacuate the immediate area.

Fire fighting

1. Decide if you can put the fire out. If not, do not attempt.
2. Do not attempt to use a fire extinguisher, if you are not properly trained.
3. Proceed to evacuate the Building using the nearest exit door.

Evacuate

1. Quickly close doors and windows as you exit – do not lock doors. Switch off all computers & electrical applications.
2. Evacuate the building as instructed by a Warden.
3. Walk quickly and calmly to the assembly point.
4. Remain in the assembly area in groups until instructed to leave by a Warden or Security team
5. Do not re-enter the building until informed that it is safe to do so by the ERT or Security team.
6. Security personnel are designated to assist persons with disability for safe evacuation outside the building in case of emergency. Schedule of classes for the whole semester of all students with disability will be provided to security office for immediate rescue response.

Personal Injury

Personal Injury – Minor & Major

1. Send the injured person to the university Health Clinic (2530 7123 or 7123) – during business hours
2. Inform the Head of Security/ Projects and Faculties Manager.
3. Complete a confidential incident / injury report form.

Provide all information

- Location (building, level, room number);
- Nature and type of injury;
- State of consciousness of the injured person(s);
- Age and gender of the injured person(s);
- If possible, the names of the injured person(s);

- Any relevant information – breathing/not breathing, chest pains, bleeding;
or
- Notify the university Health Clinic (2530 7123 or 7123) if necessary – during business hours.
- Ensure the area is clear for emergency personnel.

II. Application

This policy shall apply to all students, employees, contractors, and visitors of GUST.

III. Related Policies

- All GUST Policies and Procedures

IV. Revision History

Date	Revision	Remarks

Emergency Response Team Members

1. Fire Panel Control Technician
2. Electrical technician
3. Mechanical Foreman
4. Maintenance Engineer
5. Head of Security
6. Deputy-Head of Security
7. Security Supervisor

University Medical Team

1. University Doctor
2. University Nurse