

Office of Environmental Health and Safety

Emergency Plan and Procedures

Ajman University

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جامعة عجمان
AJMAN UNIVERSITY



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Introduction

The aim of this session is to minimize potential EHS risks to university students, employees, contractors, clinic patients, visitors, the general public, environment, and to the campus facilities whenever there is imminent or actual emergency.

Protecting the lives of everyone on campus is the first priority in the event of an emergency.

Knowing how to act during an emergency can potentially save lives.



**THINK
SAFETY
FIRST!**



Emergency Management Elements

Preparedness

The term refers to the steps you take to make sure you are safe before, during and after an emergency.



01

Response

Immediately after an emergency follow the three basic action steps : Check-Call-Care. Check the scene and the victim. Call for help, and try to offer care for the victim if possible.



02

Recovery

The priority during this phase is the safety and well being of the community members, the minimization of the emergency itself, the removal or minimization of the threat of further injury or damage and the re-establishment of external services such as power, communications, water etc



03



Recognizing Emergencies

Emergency Indicators

Signals

Unusual noises

Screams, yells, moans, or calls for help; breaking glass, crashing metal, screeching tires; abrupt or loud unidentifiable sounds, silence.

Unusual sights

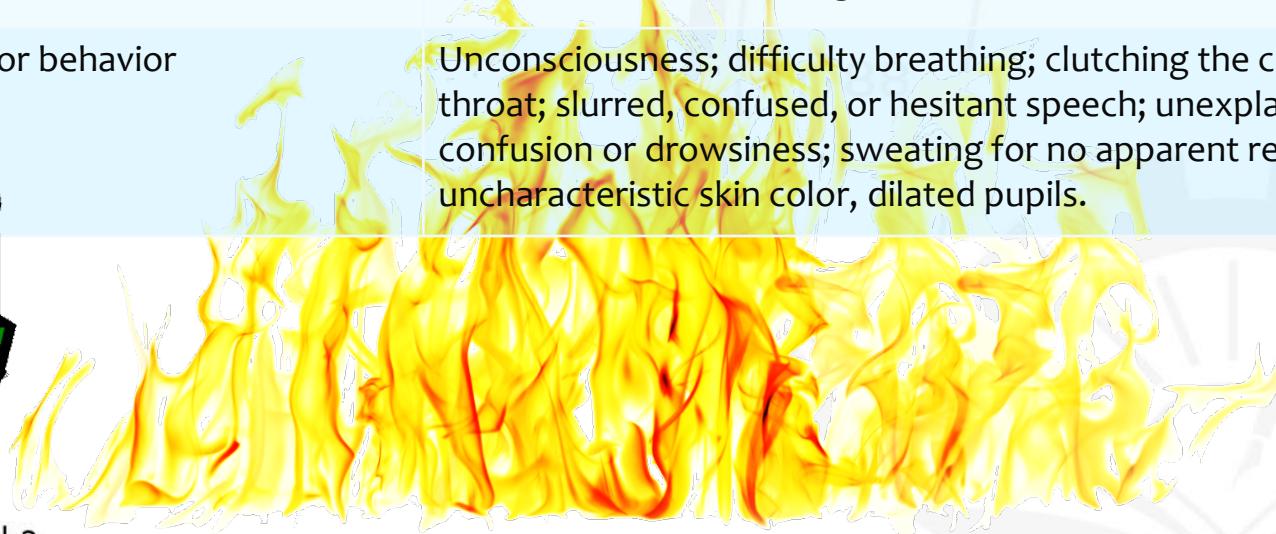
Things that look out of the ordinary - a stalled vehicle, an overturned pot, a spilled medicine container, broken glass, downed electrical wires.

Unusual odors

Odors that are stronger than usual; unrecognizable odors, nauseous smells, natural gas odors.

Unusual appearance or behavior

Unconsciousness; difficulty breathing; clutching the chest or throat; slurred, confused, or hesitant speech; unexplainable confusion or drowsiness; sweating for no apparent reason; uncharacteristic skin color, dilated pupils.



Types of Emergencies



Types of Emergencies



Medical Emergencies

What to do?

CALL Office of Medical Services at 06 7056294

REMAIN with the victim until emergency personnel arrive, if safe to do so.

PROVIDE medical assistance ONLY if trained.

If the victim is UNCONSCIOUS and NOT BREATHING, start CPR (if trained). Locate the AED device (Automated External Defibrillator), turn it on, and follow instructions.

Ask the person what happened to them first, if they are conscious. Look for possible signs of injury if the person is unconscious and/or unresponsive.

Identify and/or remove any dangers to the safety of the victim or others in the vicinity. DO NOT move the victim unless their life is endangered by their current location.

If an individual has received an electrical shock, shut down the power first, if possible. Do not touch the person with bare hands. Use non-conductive material such as wood, glass, or rubber to pull the person away from the electric contact.



Medical Emergencies

Scene Survey

When confronted with an accident or illness on duty it is important to assess the situation to determine what kind of emergency situation you are dealing with, for your safety, the victim's safety and that of others.

Do a quick survey of the scene that includes looking for three elements:

- Hazards that could be dangerous to you, the victim, or bystanders. (Smoke, flames, spilled chemicals, electrical wires, risk of explosion...)
- The cause (mechanism) of the injury or illness.
- The number of victims.

This survey should only take a few seconds.

The 3 Ps

Preserve -

administering the correct first aid to save a casualty's life

Prevent -

providing the correct treatment for the underlying cause of injury or illness.

Promote -

Giving ongoing treatment whilst waiting for the emergency services to arrive.



Medical Emergencies

Scene Survey

- Evaluate the scene
- Assess safety
- Prioritize care – sorting
- Check for medical alert tags
- Do head-to-toe check
- Move only if necessary



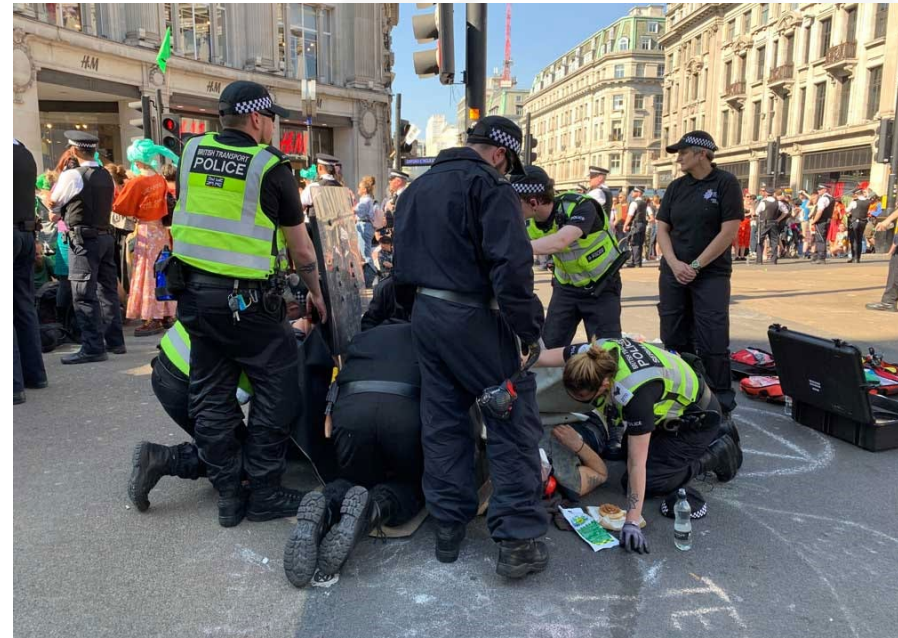
Medical Emergencies

Victim Assessment Sequence

- If the victim is responsive (Conscious)
 - Ask what injuries or difficulties they are experiencing.
 - Check and provide first aid for these complaints as well as others that may be involved.
- If the victim is not responsive (Unconscious or incoherent)
 - Observe for any obvious signs of injury or illness
 - Check from head to toe
 - Provide first aid/CPR if needed,
 - Provide first aid for injuries or illness observed.

Check for ABC as indicated:

- A = Is Airway Open? – Head-tilt/Chin-lift.
- B = Is he Breathing? – Look, listen, and feel.
- C = Circulation? – Check for signs of circulation (pulse)



Medical Emergencies

Heart Attack

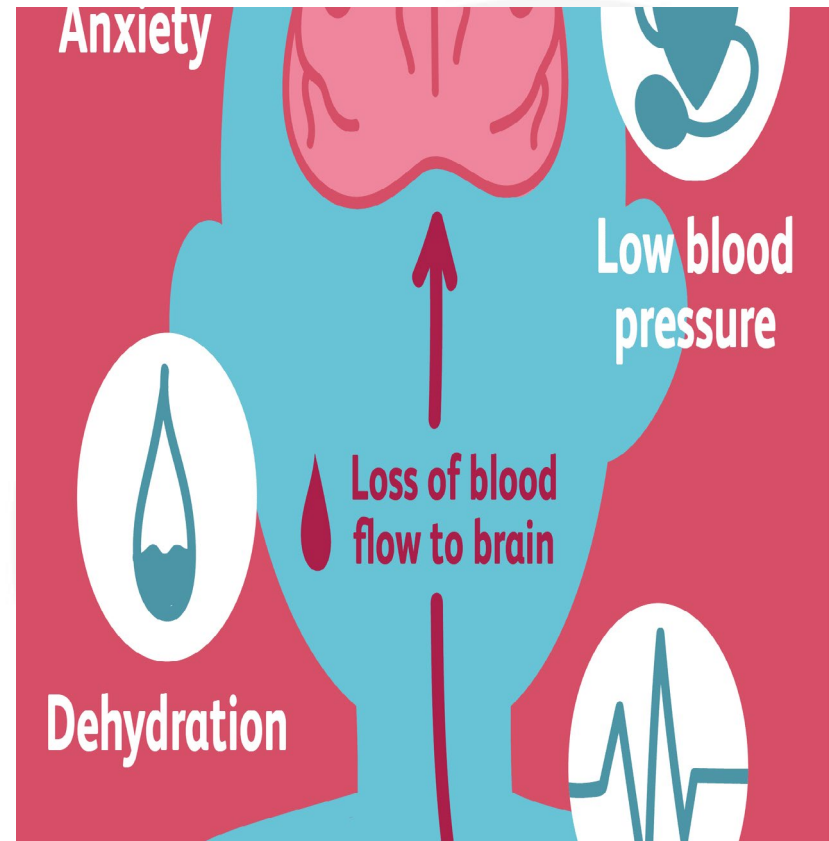
- Call 998
- Make victim comfortable
- Loosen tight clothing
- Check for medication
- Keep victim still
- Don't give stimulants



Medical Emergencies

Shock

- Shock refers to circulatory system failure that happens when insufficient amounts of oxygenated blood is provided for every body part.
- This can be as the result of:
 - Loss of blood due to uncontrolled bleeding or other circulatory system problem.
 - Loss of fluid due to dehydration or excessive sweating.
 - Trauma (injury)
 - Occurrence of an extreme emotional event.



Medical Emergencies

Fainting

- Loosen tight clothing
- Provide fresh air
- Check for breathing
- Lie on their back and raise their legs
- Treat any injury from the fall
- Administer CPR if necessary and if you are trained to do so
- Call 998 if needed



FAINTING



- 1 Lay the person down in a safe area and loosen tight clothing.
- 2 Raise the legs above chest level for 10-15 minutes.
- 3 Call for an ambulance if the person does not recover after 20 minutes.

FIRST AID AS EASY AS 1-2-3!

Medical Emergencies

Broken Bones

Fractures are breaks, cracks, or chips in the bone. To avoid further injuries during fracture emergencies, take these steps while waiting for medical help to arrive:

- Do not move the casualty
- Support and do not move the injured part
- Call for medical help



Bleeding

- Wear gloves (if possible) and expose wound
- Control bleeding
- Clean wounds:

To prevent infection

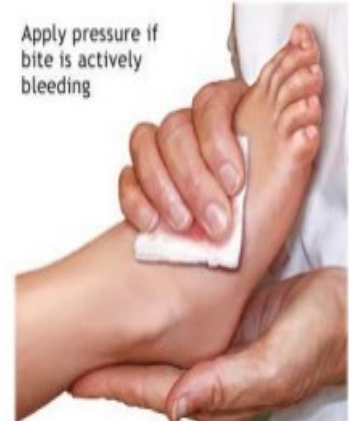
- Wash shallow wound gently with soap and water
- Wash from the center out / Irrigate with water if severe wound
- Clean only after bleeding has stopped.

DIRECT PRESSURE:

CAN BE APPLIED BY:

- ◆ **FIRST AIDER'S HAND.**
- ◆ **DRESSING & FIRST AIDER'S HAND.**
- ◆ **PRESSURE DRESSING.**
- ◆ **PRESSURE TO BE APPLIED FOR 10 TO 30 MINUTES.**
- ◆ **AFTER CONTROL, APPLY FIRM BANDAGE.**
- ◆ **Don't remove dressing**

Apply pressure if bite is actively bleeding



When there is facial bleeding apply pressure in front of the ears



When there is bleeding in the upper arm, apply pressure under the armpit



When there is bleeding from the leg, apply pressure at the top of the thigh



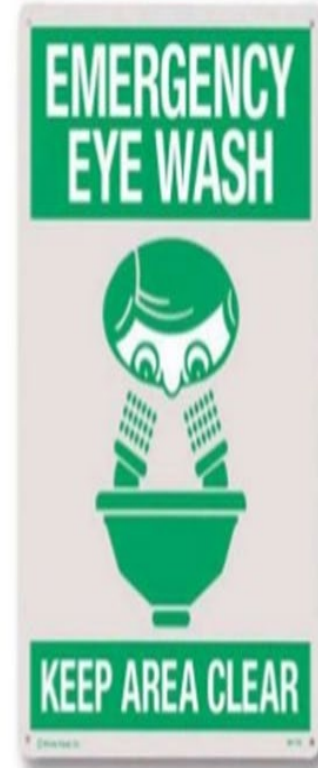
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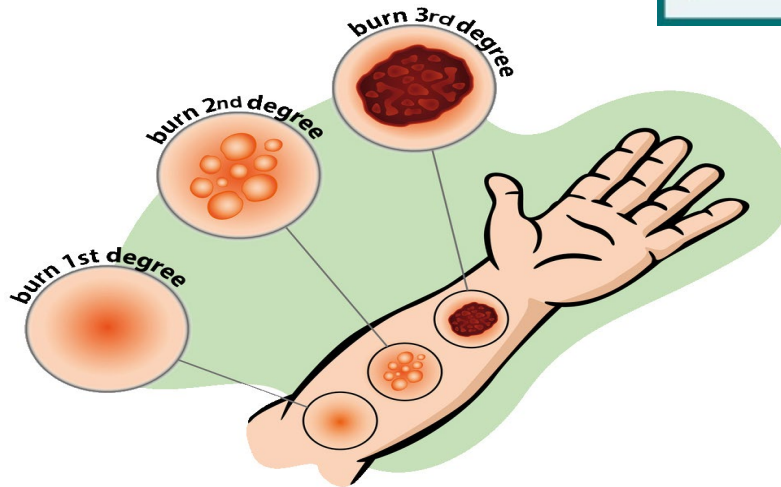
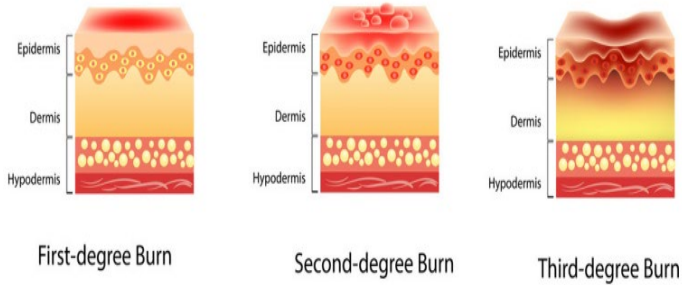
Medical Emergencies

First Aid for Eye Emergencies:

- Know where each eye wash station is located and the quickest route to First Aid.
- DO NOT assume that any eye injury is harmless. All eye injuries are to report to the Optometrist/ Ophthalmologist immediately.
- DO NOT press or rub an injured eye.
- DO NOT remove contact lenses.
- DO NOT attempt to remove a foreign body or any object that appears to be embedded in any part of the eye.
- DO NOT use tweezers, or anything else on the eye itself.



Skin Burn



Causes of Burn Injuries



Medical Emergencies

**What To Do
If Your Clothes Catch Fire**

1. STOP
Stop where you are

2. DROP
Drop To The Ground

3. ROLL
Cover your face with hands,
and roll over and over
until the fire is out

An infographic titled "What To Do If Your Clothes Catch Fire" is divided into three horizontal sections. The top section, "1. STOP", shows a person standing with flames on their back. The middle section, "2. DROP", shows the person dropping to the ground on their hands and knees. The bottom section, "3. ROLL", shows the person lying flat on the ground, rolling over and over, with red arrows indicating the direction of movement.

STOP **DROP** **ROLL**

A red banner containing three white icons in rounded square frames. Each icon has a green checkmark in the top-left corner. The first icon is an open hand. The second icon shows a person dropping to the ground with a downward arrow above them. The third icon shows a person rolling over and over with circular arrows above them.

COOL **CALL** **COVER**

A blue banner containing three white icons in rounded square frames. Each icon has a green checkmark in the top-left corner. The first icon shows a hand being cooled under a running faucet, with a circular icon indicating "20 MINUTES". The second icon shows a smartphone with "999" on the screen. The third icon shows a hand being covered with a piece of blue cling film, with the text "CLING FILM" below it.

Medical Emergencies

Electric Shock

- Don't touch!
- Turn power off
- Call 998
- Remove person from live wire
- Check for breathing



Medical Emergencies

Heat Exhaustion

- Move to cool place
- Lay victim down
- Elevate feet
- Loosen clothing
- Give fluids
- Apply cool compresses



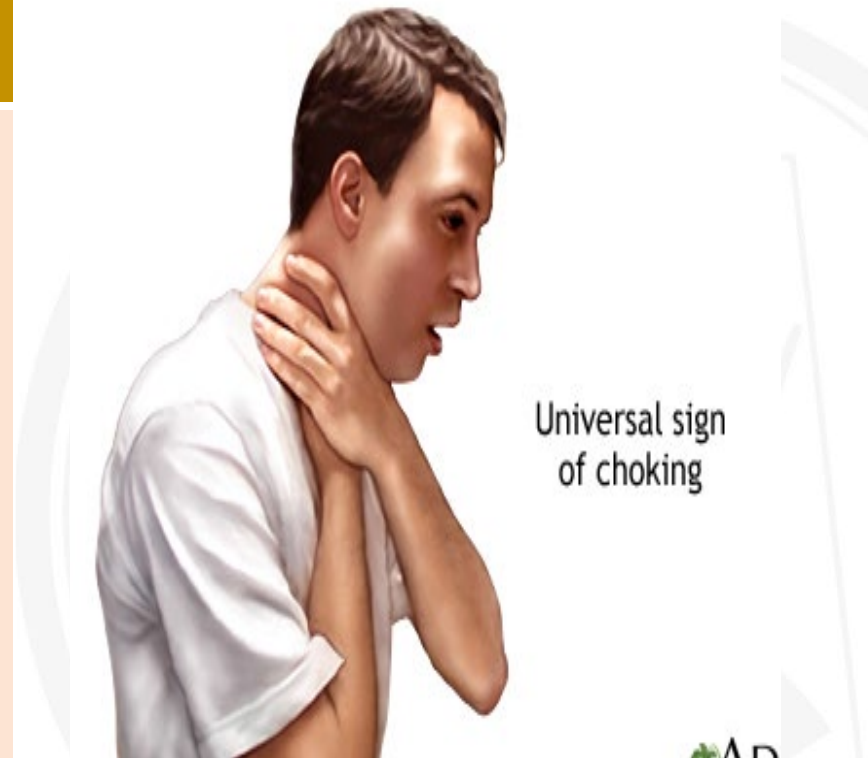
Choking

General Precautions:

- If someone is coughing, leave the person alone.
- Do not perform the Heimlich Maneuver.
- Keep eyes on that person.
- Ask the person if he/she needs help.

Signs and Symptoms:

- The person is not able to breath or talk due to obstruction, choking sign given, distressed, and panic.
- Hands wrapped around the neck is universal sign for choking.
- Heimlich Maneuver if you are properly trained



Fire Emergencies

Types of Fire

Class A	Ordinary combustible solids such as paper, wood, clothes.
Class B	Flammable liquids such as gasoline, petroleum oil and paint and flammable gases such propane, methane and butane
Class C	Electrical equipment such as appliances, motors
Class D	Combustible metals such as sodium, aluminum and potassium.
Class K	Cooking oil and greases such as animal or vegetable fats.

Types of Extinguishers

- Water and Foam: for Class A fires only. Not suitable for class B or C fires.
- Carbon Dioxide: for Class B and C fires. Not effective for Class A fire.
- Dry Chemical: multipurpose dry chemical works for Class A, B and C and ordinary dry chemicals works for Class B and C only.
- Wet Chemical or fire blanket: for Class K fire only.
- Clean agent: for Class B and C.
- Dry Power: for Class D only.



Fire Emergencies

What to do?

CLOSE the door to the fire area.

ACTIVATE the nearest fire alarm box by breaking the glass.

EVACUATE the building using the nearest exit

DO NOT RUN; DO NOT USE ELEVATORS.

CALL AU Security at 050 6338514 or Office of University Facilities on 055 1631190

ASSEMBLE at the nearest designated assembly point.

Do not try to extinguish the fire on your own, the designated fire wardens will use the extinguishers if the fire is small and can be contained.



Natural Disasters

Types of Natural Disasters

Earthquake	Rain
Cyclone	Subsidence
High wind	Temperature extremes
Flood	Tidal wave
Fire of natural origin	Volcanic eruption
Hail and snow	Water
Landslide or mudslide	Wind
Lightening	



Natural Disasters

Procedures to take in case of an earthquake

- If you are indoors, drop to the floor under a strong desk or table, cover your head and face with your arms, and keep waiting until help arrives.
- Stay away from windows, bookcases, shelves, mirrors and false walls and ceilings.
- Refrain from using elevators.
- If possible, extinguish any open flames or sources of ignition immediately.
- If you are outdoors, get into an open area away from trees, buildings, walls and power lines.
- If you are driving, pull over to the side, stop, and stay inside the vehicle until the shaking is over.
- After the earthquake is over, check for injuries starting with yourself. Do not move seriously injured persons unless they are in immediate danger. Help people who are trapped by furniture or other items that do not require heavy tools to move.



A.Duck B.Cover C.Hold



Lab related Emergencies

Procedures to take in case of a Chemical Spill

- Alert people in the immediate area to evacuate to a safe distance.
- Dial 998 for Ambulance or 997 for Fire Department if there is a medical emergency and/or fire
- Attend to injured or contaminated person and remove from exposure, if it is safe to do so.
- Obtain medical attention, if necessary
- For flammable liquids, turn off ignition sources near spill, if this can be done safely.
- Get a chemical spill kit and put on appropriate personal protective equipment including splash goggles, chemical resistant gloves, and a long-sleeved lab coat.
- Consult a Safety Data Sheet for hazard information and clean up instructions.



Lab related Emergencies

Procedures to take in case of a Radiation Spill

- Alert people in the immediate area to avoid the spill.
- Prevent the spread of contamination by:
 - o Restricting access to the contaminated area.
 - o Carefully monitoring personnel before they leave spill area to ensure they are not contaminated.
 - o Surveying area to establish extent of spill.
- Attend to injured or contaminated persons and remove from potential exposure.



Lab related Emergencies

Procedures to take in case of releases that can become airborne (powder or volatile liquid):

- Leave the area and lock the doors.
- Close and put a sign of no entry the door to prevent entry to affected area.
- Contact the Person in charge of that lab for assistance.



Lab related Emergencies

Procedures to take in case of X-ray and Laser Incidents

- De-energize the system if it is possible to do so safely. Shut off power using the emergency shut-off button or circuit breaker to the room.
- If it is not possible to de-energize the system, evacuate the area:
 - Alert people in the immediate area.
 - Restrict access to the room until the system can be safely de-energized.
- Contact the person in charge of that lab/ clinic for assistance.



Pandemic of communicable or infectious disease

Procedures to take to ensure safety during pandemic

- Avoid close contact with people who are sick. When you are sick, practice social distancing.
- Stay home from work, university, and errands when you are sick.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose, or mouth to stop germs from spreading.
- Practice good health habits such as getting plenty of sleep, being physically active, managing stress, drinking plenty of fluids, and eating nutritious food.
- Watch for symptoms such as fever, sore throat, cough, body aches, shortness of breath, and loss of sense of smell. If you have these symptoms, contact your health provider for evaluation.



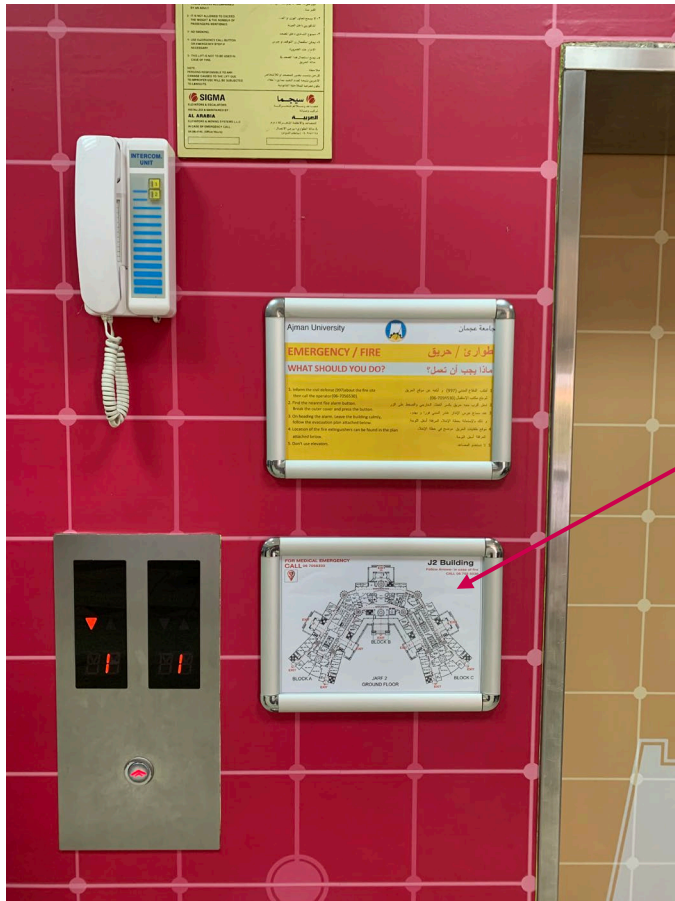
On-campus Violence

Procedures to take If there is an active shooter or violent classmate or colleague

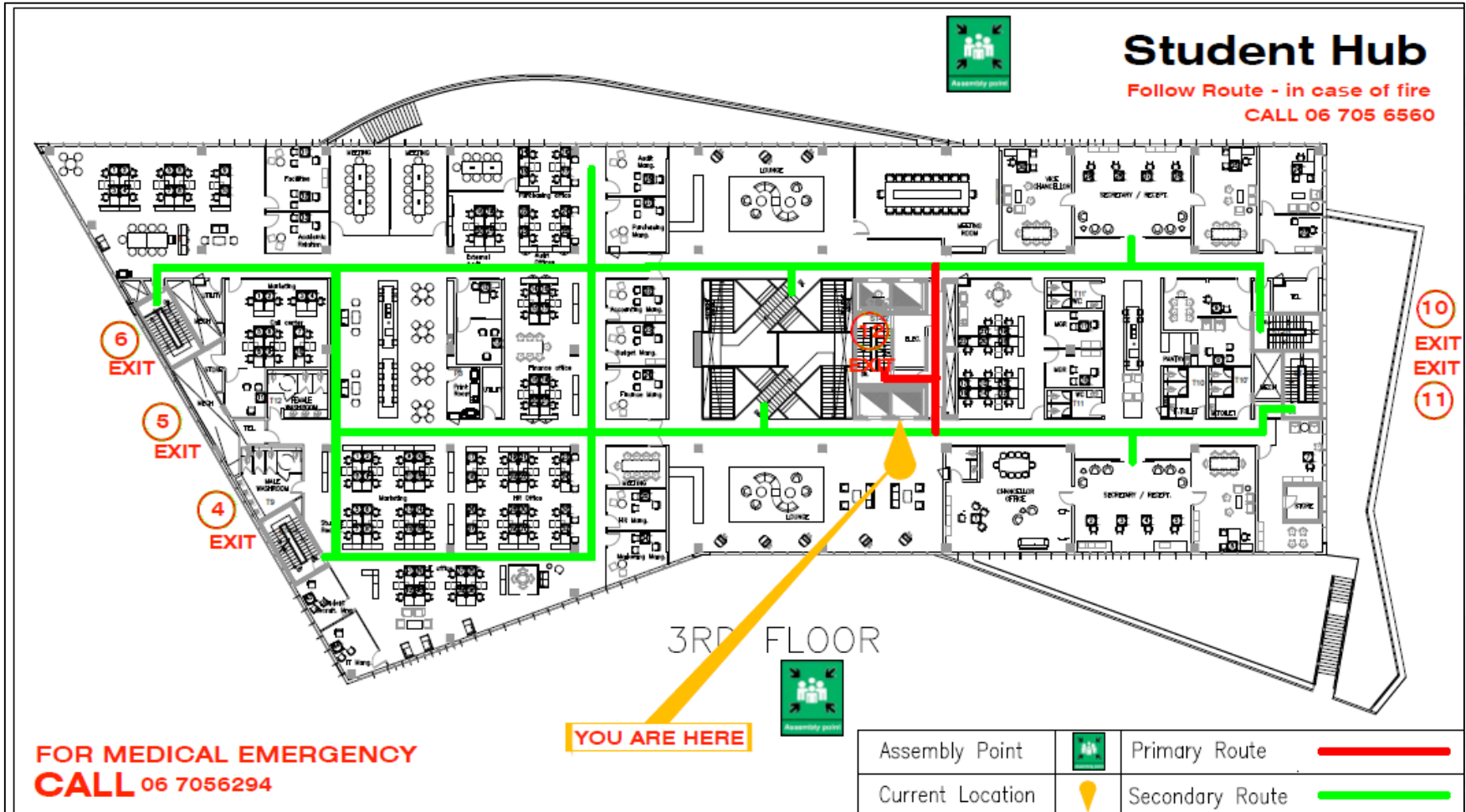
- ESCAPE if possible, do not confront the aggressor.
- Otherwise go to the nearest room out of sight and lock and/or block doors.
- Hide under your desk or in far corner of your office
- Keep still- stay silent and listen. Look for a chance to escape
- If it is safe to do so, call Police on 999 or/ and University security on 050 6338514



Emergency Evacuation Maps



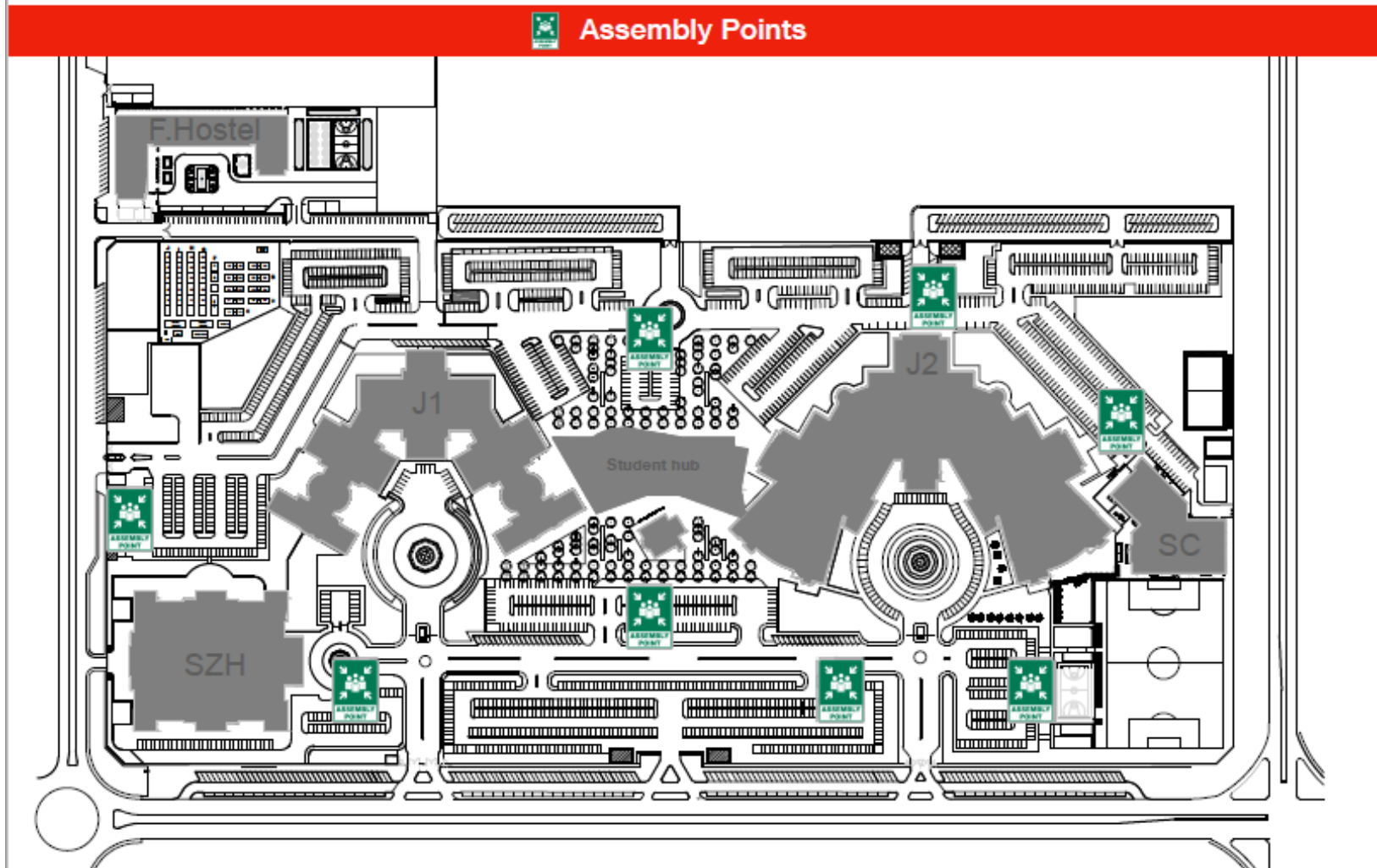
Emergency Evacuation Maps- Sample



Assembly Points



Assembly Points





Thank You!

**PREPARE AND
PREVENT,
DON'T REPAIR
AND REPENT.**

-AUTHOR UNKNOWN

