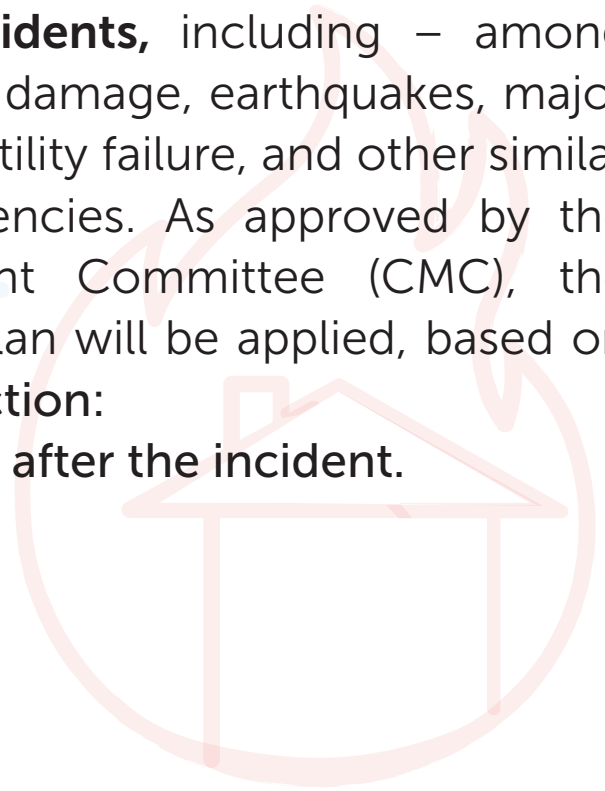




NATURAL/ENVIRONMENTAL
DISASTERS AND ACCIDENTS

I. POLICY AND PROCEDURES IN CASE OF NATURAL/ENVIRONMENTAL

The internal procedures in this policy are to be implemented in case of **natural/environmental disasters and accidents**, including – among others, fire/smoke damage, earthquakes, major power outage or utility failure, and other similar or related emergencies. As approved by the Crisis Management Committee (CMC), the following action plan will be applied, based on **three stages of action:** before, during and after the incident.



DISASTERS AND ACCIDENTS

1. BEFORE THE INCIDENT – PREPARATIONS

Proactive measures have been taken to make sure that all USEK facilities are brought in conformity with international safety regulations and that the USEK community is ready in case of emergency.

Identifying the students, faculty and staff present on campus at any given moment is key to the success of any emergency evacuation or rescue operation. As such, the **IT Emergency Subcommittee** is ready at all times to provide:

- A list of faculty and staff present on campus (**Director of HR**)
- A list of students present on campus (**Director of IT Office**)
- A list of campus visitors (**Director of Campus Safety**)

Subcommittee(s) in charge: Behavioral Crisis Subcommittee, in collaboration with the Office of the Vice President for Community Life (OVPCCL)

To make sure USEK is ready to face any natural/environmental disaster scenario, the Behavioral Crisis Subcommittee, in collaboration with the Office of the Vice President for Community Life (OVPCCL), has undertaken the following measures:

- Information for key contacts across campus are regularly updated and main emergency numbers are available to the whole community, both online and in hard copy in the event of system failure.
- A list of people with special needs who might need help in potential evacuation scenarios is available to all USEK units.
- Key contacts have been assigned in case of emergency for after hours as long as there are students on campus.
- Key people have been assigned in each building to supervise any evacuation and liaise with VPCL and or rescuers.
- Emergency training and awareness sessions are being delivered to proctors, designated key staff and then to the whole community.
- Regular simulations and evacuation exercises are conducted at least once per semester with all staff, faculty and students.
- Emergency and safety instructions are reviewed with students.
- Emergency signage for exits, elevators, fire alarms, extinguishers, etc. have been designed, printed and installed as recommended by the expert study.
- Awareness communications, announcements and other crisis information have been prepared for family members, the wider public and the media.

Subcommittee in charge: Security Threats and Occupational Hazards Subcommittee

To make sure USEK is ready to face any natural/environmental disaster scenario, the Security Threats and Occupational Hazards Subcommittee has undertaken the following measures:

- Commissioned experts were brought in to study each campus building in order to:
 - Assess its current situation.
 - Assess the costs/budget for emergency equipment.
 - Create emergency exits where possible.
 - Set a proper evacuation procedure.
- Safe gathering points have been assigned for each building and a main gathering point on/off campus.
- University signage has been updated accordingly, both inside and outside buildings.
- Fire extinguishers, sprinkler systems, fire and smoke alarms, emergency lights and exits, and other safety systems have been installed and are inspected and maintained as recommended by the expert study.

2. DURING THE INCIDENT

The collaboration of the whole USEK community is critical at this stage to ensure that all people on campus are safe.

Whatever the nature of the emergency, you should treat every alarm as an emergency; DO NOT ignore an alarm or evacuation order even if you are not aware of any immediate danger



EMERGENCY PROCEDURES FOR EARTHQUAKES

A) IF YOU ARE INDOORS:

- Stay calm.
- If inside, stay inside.
- Hide under a sturdy desk/table.
- If you are not near a desk, drop to the floor against an interior wall, and cover your head and neck with your arms.
- If you use a wheelchair, lock the wheels and cover your head.

AVOID:

- All windows, hanging objects, mirrors, tall furniture.

DO NOT:

- Run out of the building during the earthquake.
- Use the elevator or attempt to rescue anybody trapped in an elevator. Let them know help is on the way.

AFTER THE EARTHQUAKE (INDOORS)

If trapped under debris:

- Stay calm.
- Move as little as possible.
- Cover your nose and mouth to protect yourself from dust.
- Tap on a pipe or wall to alert rescuers.
- Only shout as a last resort so you do not inhale dust or smoke.

If you can safely exit the building

- Make your way to the designated safe area for instructions.

B) IF YOU ARE OUTDOORS:

- Stay calm.
- Move to a clear area.
- Stay away from exterior walls, power lines, buildings, and trees.

AFTER THE EARTHQUAKE (OUTDOORS)

- Stay calm.
- Make your way to the designated safe area for the headcount and for instructions
- Help others if they need it.
- Provide first aid ONLY if you are trained or alert the nearest emergency contact person.
- If unable to evacuate the building safely after, stay hidden underneath any hard surface (table, desk, etc.) and keep your head between your hands to protect you from injuries until the immediate threat is over.
- DO NOT attempt to rescue by yourself anyone trapped in an elevator but let them know that help is on the way.



EMERGENCY PROCEDURES FOR FIRES, MAJOR POWER/UTILITY FAILURES, AND OTHER ACCIDENTS/NATURAL DISASTERS

- In any emergency situation, contact the USEK Security Personnel Proctors who, in turn, will call the Civil Defense/Red Cross/USEK maintenance teams as needed.
- Provide the building name and floor/room number and describe the nature of the problem.

DURING THE FIRE:

- If possible, without putting yourself in danger, unplug electrical equipment and computers, turn off the light and gas and use only flashlights (NOT candles) if needed.
- Quickly assess the fire/damage: if the area is not safe and you do not have the proper equipment training to extinguish it, sound the alarm and proceed to the nearest exit or designated safe area.
- DO NOT open any door if it is too hot when you first touch it.
- DO NOT walk through standing water or touch any electrical equipment with wet hands to avoid electrocution.
- Close as many doors as possible between you and the fire but DO NOT lock them

EVACUATING THE BUILDING

- Take the stairs, DO NOT use the elevators.
- If possible, rescue any person in immediate danger.
- Be mindful of people with disabilities or anyone who might need help to evacuate.
- Notify emergency responders about any people remaining in the room/building.

If you are trapped by fire/smoke:

- Stay calm.
- Move as far away from the fire as you can and stuff any vents/door openings with wet clothes if possible.
- Crack the window open to let heat and smoke out and attract the attention of rescuers to your location.
- Stay as close to the floor as possible and try breathing through a wet cloth until help arrives.

3. AFTER THE INCIDENT

Once the immediate threat has been contained, the safety of community members still takes precedence over the resumption of activities. The Environmental Incident Report should be filled in by the concern subcommittee(s). Until this assessment is performed:

- DO NOT return to the room/building in question until emergency services and the competent authorities say it is safe to do so.
- DO NOT communicate publicly about the incident if you are not an authorized USEK spokesperson.

All equipment should be checked after the situation returns to normal for potential damage, to be arranged by the Security Threats and Occupational Hazards Subcommittee and the IT Emergency Subcommittee, in collaboration with the Architecture and Maintenance Office.

Subcommittee(s) in charge: Office of the Vice President for Community Life, in collaboration with the Communication Subcommittee and the Behavioral Crisis Subcommittee

Following any natural/environmental disaster scenario, the Office of the Vice President for Community Life, in collaboration with the Communication Subcommittee and the Behavioral Crisis Subcommittee, will undertake the following measures as needed:

- Provide support/counselling to affected faculty, staff and students (USEK Counseling Center)
- Contact the families of potential victims/injured. (VPCL)
- Inform the whole community of what happened and of any damage or loss of property. (Communication Subcommittee)

