

# EMERGENCY ACTION GUIDE

جامعة الملك عبد الله  
للعلوم والتقنية  
King Abdullah University of  
Science and Technology



## EMERGENCY NUMBERS

**911- LANDLINE**

**012 8080 911- MOBILE PHONE**

Keep this information in a conspicuous place for emergency use.

### **CRISIS COMMUNICATIONS**

**WEAPON/ACTIVE SHOOTER**

**FIRE/EXPLOSION**

**BOMB THREATS/OTHER THREATS**

**EARTHQUAKE**

**MEDICAL EMERGENCY/FIRST AID**

**HAZARDOUS MATERIAL**

**EVACUATION**

**THUNDERSTORMS/FLOODS/TORNADOS**

**POWER/UTILITY OUTAGE/ELEVATOR**

**SUSPICIOUS PACKAGE**

**LOCKDOWN**

**SHELTER IN PLACE**

# EMERGENCY RESPONSE

## FIRST PERSON ACTION PLAN

This plan serves as a **quick reference tool** outlining immediate actions to be taken by individuals in specific emergency situations.

1. On discovering an emergency call 911 - Give "M/ETHANE" Message (Figure 2 below)

Dial 911 (From a Landline)

Dial 012-8080911 (From a Mobile) or Use Emergency Blue Light Phone

2. Trigger the alarm system - follow guidance provided by 911

Sound any audible warning devices at the location

Activate location Fire Alarm, Toxic Gas Monitoring Manual Pull Station, Push Button on Emergency blue light phones

3. Attend to the emergency if safe to do so

Use equipment provided if trained

Give medial assistance if certified

4. Evacuate the building (or area) if safe to do so

Proceed calmly as per instructions

Report to Assembly Point and relay as much information as you can to Emergency Warden / Emergency Services

5. Remain at the Assembly Point for further instructions and give assistance as required

**P.S.** 911 Dispatchers will be taking numerous calls during an emergency. Please be patient and remain on the call while waiting in queue to speak to the 911 Dispatcher.

# CRISIS COMMUNICATION

## “M/ETHANE” MESSAGE TO 911 COMMAND & CONTROL

This plan serves as a quick reference guide to the person reporting an emergency incident and **what information** they should impart to the **911** Command and Control Dispatcher:

### “M/ETHANE” Message Information to 911

<b>Major Emergency</b>	Has occurred / or is about to occur  <b>Note: Can only be declared by authorized personnel</b>
<b>Exact Location</b>	If on Campus - Provide Building #, Level #, Area #, Room # & Sea or Desert Side. Refer to the building location sign for location details. See example of building location sign in the figure below.  If in Community or Residential – Provide House #, Street Name, Junction, or Building/Facility Name and any other details, which will assist the responders finding the location.
<b>Type of Emergency</b>	Example: Explosion and Fire in a lab
<b>Hazards, present and potential</b>	Example: Compressed gas cylinders and hazardous materials
<b>Access / Egress routes</b>	Example: Enter through Sea Side entrance doors

**Number  
and Types  
of  
Casualties**

Example: At least 2 people badly injured with burns and open wounds. Possibly still some people trapped on the 4th floor. Casualties have been exposed to chemicals

**Emergency  
Services  
present  
and  
required**

Example: Fire Service, Ambulance Service and Security are required immediately. This is a major incident and On Scene Coordination will need to be established.



*Example Building Location Sign*

# KAUST COMMUNICATIONS POLICY

During or following a major incident, the news media may request reports or interviews. Since, it is very important that KAUST speak with a single, well-informed voice, a Media Liaison Officer (MLO) will be assigned by leadership to speak to the news media.

The assigned Media Liaison Officer (MLO) is the lead communicator on behalf of KAUST. The MLO is the designated spokesperson, who will handle all media requests and will work in conjunction with the Emergency Operations Center Coordination Group and the Crisis Management Team as necessary. The MLO is supported by Information Management Officers (IMOs) to receive, collate, decipher, present and record all information and communications at the Emergency Operations Center (EOC) during a Major Emergency at KAUST.

Employees, faculty and students must follow these guidelines:

- The MLO is the designated spokesperson and will handle all media requests.
- Refer all requests for interviews or public comments to the KAUST MLO.
- All other community are directed not to speak with the news media.
- Leadership will communicate information to KAUST community as soon as possible as directed by the MLO.

# **WEAPON/ACTIVE SHOOTER**

## **ACTIVE SHOOTER RESPONSE**

LEARN HOW TO SURVIVE A SHOOTING EVENT



**RUN**



**HIDE**



**FIGHT**

**CALL 911 ONLY WHEN IT'S SAFE TO DO SO**

## **WARNING SIGNS OF A VIOLENT PERPETRATOR PATTERNS THAT MAY INDICATE AN ACT OF VIOLENCE IS IMMINENT**

- Serious violent fighting with peers and family.
- Severe destruction of property.
- Severe rage for seemingly minor reasons.
- Detailed threats of lethal violence.
- Possession or use of firearms and other weapons onsite.
- Self-injurious behaviors, threats, or attempts at suicide.

### **POSSESSION OF A WEAPON**

- Notify Security and identify person onsite with the weapon.
- Determine the type and location of the weapon.
- Provide information as requested including whether anyone was threatened.
- If weapon is believed to be in the classroom or work area, do not leave room unattended.

### **ASSAULT OR FIGHT IN PROGRESS**

- Establish a safe perimeter and move students/colleagues out of the area.
- Notify Security.
- Defuse the situation if safe to do so.
- Isolate witnesses and preserve evidence.

### **ACT OF VIOLENCE IN PROGRESS**

- If the perpetrator(s) are not near you and it is safe to evacuate, Get Out and evacuate everyone out of the building and away from the perpetrators.
- If the location of the perpetrator(s) is unknown or on the move, prepare to lockdown and Hide Out (barricade in-place) in your classroom or work area.

- If a hostage incident develops, identify room location, number of persons held, and information about hostage taker. Call Security.

## **ACTIVE SHOOTER**

- An active shooter event is very rare and KAUST has a robust security plan in place that is designed to mitigate risks and threats, which include active shooter events. In the unlikely event that there is an active shooter incident, best industry practice to be followed include **Run** (Get Out), **Hide** Out and **Fight** (Take Out). Note: as first responders will not likely be able to identify who the threat is, cooperate totally with their commands and be prepared to be treated indifferently. The below will provide awareness of each of these choices along with a short *video*.

- **Run - Get Out**

If you hear, what sounds like gunshots and it is safe to do Get Out of the building/area. Do not take any personal belongings with you and help others to escape, but evacuate regardless of whether others choose to remain. When it is safe, call Security at 911 (landline) or 0128080911 (mobile) and advise them what is occurring.

### **Hide Out**

If you hear what sounds like gunshots or are informed of an active shooter event, and it is not safe to Get Out, a choice available is to shelter in place and Hide Out. Hide in an area that is outside the view of the shooter, lock the door, turn off lights and silence your mobile phone. If you can, place obstacles in front of the door and remain quiet. Remain in the room until directed otherwise by security/law enforcement.

### **Fight - Take Out**

When it is not safe to Get Out or Hide Out, the final and last option is to Take Out. This option should only be attempted if you feel your life is in immediate danger. Attempt to incapacitate (target eyes, throat and groin) the shooter by acting with physical aggression as your life depends on your actions. Do not stop until the shooter is no longer a threat.

**Run > Hide > Fight** - surviving an active shooter event

<https://www.youtube.com/watch?v=ZvkdGK2j2Bs>

## **FIRE/EXPLOSION**

In Case of Emergency / Fire / Security / Medical



**DIAL**

**911 on a Landline**

**012 808 0911 on a Mobile**

**In case of Fire, Call 911 or Activate the Building Alarm**

**Provide Your Location - Building, Level, Area, Room**

**Explain the Type of Incident and Services Required**

**Evacuate immediately through the nearest exit**

**Close all doors behind you when exiting**

**Proceed in an orderly manner to the Assembly Point**

**DO NOT use the elevators - use the emergency stairs**

**If able, provide assistance to Mobility Impaired People**

**DO NOT return into the building until declared safe**

**Remain at the Assembly Point & follow all instructions of the Fire Marshall**

**DO NOT attempt to fight a fire unless trained to do so**

**EXIT**



**EMERGENCY  
ASSEMBLY  
POINT**

## **PREPAREDNESS**

Familiarize yourself with the location of nearest fire alarm pull station, evacuation routes and assembly areas.

## **FIRE PROCEDURES**

**IF YOUR CLOTHES CATCH ON FIRE:**

- **Stop** – Cover your face
- **Drop** – To the floor
- **Roll** – Over & over on the floor



## **Only attempt to extinguish the fire in the following situations:**

- There is no personal danger.
- The fire is visible and small, confined to the immediate areas where it started.
- You are between the fire and a safe escape route in the event the fire gets out of control.
- The extinguisher is rated for the type of fire you are dealing with and is in good working order.
- You are confident that you can operate the extinguisher effectively.
- If you have the slightest doubt about whether to fight the fire – **DON'T!** Instead, get out, close the door behind you and stay out!
- Raise the alarm, follow evacuation procedure and proceed to the building's nearest designated assembly area.

## **WHAT TO DO IF YOU ARE TRAPPED:**

- Put as much distance (and closed doors) between yourself and the fire as possible.
- Feel doors before you open them – if they are warm to the touch, leave them closed.
- Never enter a smoke-filled area.
- Use clothing to block openings around doors and vents where smoke might enter.
- Put a wet cloth over your nose or mouth. Stay low to the floor to breathe the best air.
- Hang a coat, cloth or sign in a window to identify your location for fire fighters.
- Do not break windows, oxygen in outside air may provide fuel for the fire - Smoke from the outside can enter through open windows, may contaminate the environment, and will also hamper rescue efforts.

## **Action Steps**

- If you see fire, pull nearest fire alarm if not already activated.
- Evacuate using the primary evacuation path to outside assembly area.
- Dial 911 from a safe location. Provide the following information:
  - Fire location (building number ,floor number, room number)
  - Nature and scope of fire
- Take the student/colleague roster and visitor register.
- Leave all personal belongings behind, unless instructed otherwise.
- Walk immediately, but do not run. Do not use elevators.
- Account for all students/colleagues when you reach the assembly area.
- Notify Security or emergency warden if anyone is missing.

- Notify 911 or emergency responders if there are any injuries.
- Remain at the assembly area; do not re-enter the building until told to do so – “All Clear” given.

### **EVACUATION PROCEDURE:**

If the fire cannot be controlled or poses a safety risk, and the alarm has not been automatically activated, manually activate the alarm by using the manual pull station, or Break-Glass Unit. Doors should be closed to prevent the spread of fire and smoke to other areas of the premises. Follow the evacuation procedure as per KAUST’s Building Evacuation Procedures and proceed to the building’s nearest assembly area.

## **EXPLOSION PROCEDURES**

### **Immediate Actions**

- Take cover under tables, desks and other solid, stable objects that will give protection against falling glass or debris.
- Immediately after the effects of the explosion have subsided, notify the 911 Dispatch Center, providing your location, nature of the emergency and your contact details.
- If the building evacuation alarm is sounded, or when you are told to leave by Departmental Management, walk to the nearest marked exit and ask others to do the same. Assist the disabled in exiting the building.
- Do not panic. Remain calm.
- Do not use elevators in case of fire.
- Once outside, move to building’s assembly area.

### **REPORT ANY OF THE FOLLOWING TO 911 OPERATOR:**

- Is there structural damage or collapse?
- Any injuries?
- Any gas or any hazardous material leaking?
- Did the explosion disperse any liquids, mists, vapors or gas?
- Did the explosion only destroy a package or the bomb device?
- Are there unexplained odors?

### **IF THE EXPLOSION IS INSIDE:**

- Evacuate along established routes to primary assembly areas.
- Redirect to exits away from site of the explosion.
- Do not use elevators.
- Discontinue use of all radios and cell phones.
- Take the student/colleague roster and visitor register.

- Take attendance at assembly areas.
- Inform the emergency warden or emergency responders if anyone is missing.

### **IF THE EXPLOSION IS OUTSIDE:**

- Report any individuals witnessed leaving the premises prior to detonation.
- If you are in danger due to fire, smoke, danger of collapse, broken glass, or other hazards, evacuate away from the scene of the explosion and follow evacuation procedures.
- Keep away from windows.
- If your classroom or work area is safe, await instructions from Security.
- Prepare to “Shelter-In-Place.”

### **POST FIRE EMERGENCY ACTIVITIES**

- Do not re-enter the building until you have been informed it is safe to do so by the Fire Department or Security.
- Do not enter the area where the fire has occurred, and do not disturb anything in the area of the fire. There will be an ongoing investigation to determine the cause of the fire.
- Inform the Fire Department or Security of any information you may have concerning the cause of the fire.
- Follow instructions of Building Safety Representatives or the emergency responders in regards to the evacuation and assembly areas.

# **BOMB THREAT**

- Direct Students/colleagues to gather personal belongings.
- Tell students /colleagues to turn off all cellular phones.
- Visually sweep the area for suspicious items.
- Leave doors and windows open; do not touch the light switch
- Take the students/colleague roster and visitor register, if available.
- Evacuate to the assembly area and account for all students/colleagues.
- Notify the Emergency Warden or Security if anyone is missing.

## **OTHER THREATS**

### **ELECTRONIC MAIL THREATS**

- Leave the e-mail message open on the computer until assistance arrives.
- Notify Security and Information Technology.
- Print the message. Include the properties of the message.
- Save the e-mail.

### **WRITTEN THREATS**

- Handle as little as possible. DO NOT fold, crumple, tear, or mark in any way.
- Notify Security.
- If possible, take a photograph of the threat.
- On a separate sheet of paper, re-write the exact wording of the threat. Note:
  - Where the item was found, and the date and time you found the item.
  - Any situations or conditions surrounding the discovery.
  - Any other person you are aware of who saw the threat.
  - Secure the original item. If small, place in a bag or envelope.
  - If on a large object, secure the location.

### **TELEPHONE CALL THREATS**

- Signal another employee to listen if possible and put the phone on speaker.
- Keep the caller on the line as long as possible. Ask the caller to repeat the message. Log every word spoken.
- If caller does not indicate the location or time when the threat will occur, ask for more details.
- Inform the caller that the building is occupied and the threat could result in death or serious injury of many innocent people.
- Pay particular attention to background noises, such as motors running, music playing, and any other noise, which may give a clue about the caller's location.

- Listen closely to voice (gender, calm, excited, accents, speech impediments).
- Once the call ends, immediately call 911 (landline) or 0128080911 (mobile).
- Fill out Bomb Threat Form (available from Security).
- If phone is equipped with Caller ID, log caller's number.
- Be available after the call for interview.

## **VERBAL THREATS**

- Note the description of the person making the threat (e.g., age, race, sex, type and color of clothing, body size, hair color, mannerisms and any distinguishing features).
- Write down the threat exactly as it was communicated to you.
- For rumors, write down known information.

# EARTHQUAKE



## HOW TO RIDE OUT THE EARTHQUAKE

### Immediate Actions:

- **Drop** - Drop down to the floor.
- **Cover** - Take cover under a sturdy desk, table, or bench, or against an inside wall, protecting your head and neck with your arms. Avoid danger areas near windows, hanging objects, mirrors or tall furniture.
- **Hold** - If you take cover under a sturdy piece of furniture, HOLD onto it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.
- If there is no desk or table near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures and furniture.
- Stay inside until the shaking stops, and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects while entering or leaving buildings.
- Be aware that electricity may go out, or fire alarms may sound.
- Do not use elevators.

## WHEN THE GROUND STOPS SHAKING

- Check for injuries and call Security for assistance. Avoid calling emergency medical services for minor injuries. See Medical Emergency page of this flipbook.
- Do not move seriously injured people unless they are in immediate danger of further injury. Cover injured persons with blankets to keep them warm.
- If your building is located in proximity to the coast, be aware that the possibility of a tsunami. Monitor news reports and local authorities to determine if a tsunami warning is issued. If a warning is issued, assume that a series of dangerous waves is on the way. Move inland to higher ground as quickly as possible.

- Evacuate the building as directed by Security and avoid unsafe areas - follow instructions on the Evacuation page of this flipbook.
- Prepare for aftershocks.

## **CHECK FOR HAZARDS**

### **CHECK FOR HAZARDS AROUND YOU:**

- Leaking gas or odor of gas - if you smell gas, evacuate immediately and do not operate any electrical switches.
- Building structural damages or interior damage that creates a hazard.
- Exposed electrical wiring - Do NOT touch any wiring.
- Broken glass.
- Check for fires or possible fire hazards.
- Broken water pipes in bathrooms, kitchens, stairwells, and mechanical areas.
- Spilled or leaking chemicals - See Hazardous Material Spill or Release procedures.
- Open closets carefully - beware of objects that may tumble off shelves.

### **IF YOU SPOT ANY HAZARDS:**

- Call Security.
- Evacuate the area if there is a significant hazard.
- Establish a safety perimeter and prevent others from entering the area.

# MEDICAL EMERGENCY

## MEDICAL EMERGENCY PROCEDURES

### EMERGENCY TELEPHONE PROCEDURES

- Dial 911 (landline) or 0128080911 (mobile) for Emergency Medical Services. Inform 911 Operator:
  - Address and exact location of injured person(s)
  - Number of injured person(s)
  - Nature of injury or illness
  - Medical history including medications and allergies (if known)
  - Hazards involved
  - Building entrance nearest to the injured (emergency access point)
- Stay with the injured or ill person.
- **Do not move** the person unless in imminent danger.
- Notify emergency contact person of the injured or ill person.
- Manage crowd control/ attend to students/colleagues.

### “UNIVERSAL PRECAUTIONS”

- Important: Do not act outside your level of first aid training.
- Protect yourself from exposure to blood or bodily fluids. Wear gloves.
- Wash hands immediately and thoroughly if exposed to blood or bodily fluids.
- Clean up spills (including dried blood) with absorbent disposable cloths, e.g., paper towels.
- Discard any soiled materials immediately into a barrel with a plastic liner.
- Disinfect area promptly with approved solution.
- Wash hands immediately after task is completed even when gloves are worn.

## FIRST AID

- **Allergic Reaction:** Keep person quiet/calm. Administer epi-pen if prescribed for that individual.
- **Bleeding:** Apply pressure, elevate area and apply cloth dressing. If severe, apply constant pressure (use clean cloth or gauze) add more cloths as needed (do not remove soiled dressing)
- **Bumps/Bruises:** Apply ice and elevate impacted area if warranted.
- **Burns:** First degree (skin is reddened) - apply cool water with compresses or by immersion. Second degree (skin is blistered) - apply cool water as above, elevate. Third degree (skin is burned away) - Do not apply water or ice-elevate affected area.
- **Chest Pain:** Keep person quiet and seek immediate medical attention.
- **Choking:** Do not do anything if person can speak or cough. Otherwise, perform Heimlich maneuver. Click link to watch video.  
<https://www.youtube.com/watch?v=g6zw6GHpG5A>
- **Cuts/ Scratches:** Wash area with soap/water and apply dressing.
- **Eye Injuries:** Do not remove any object from the eye. Use eyewash station if eyes were contaminated.
- **Fainting:** Lay person back with legs elevated.



- **Fractures:** Keep injured person still and apply ice. Monitor swelling.
- **Head Injuries:** Keep person quiet, do not move head or neck, and do not give fluids.
- **Poisoning:** Attempt to identify the substance and call 911. Do not give anything by mouth unless directed by health services.
- **Seizures:** Time seizure activity if possible. Keep person safe (move sharp objects away) do not force any object between teeth or hold victim down, maintain airway. Check for medical alert bracelet.
- **Shock:** Keep person quiet and warm- lay on back with legs elevated - cover with coat or blanket.
- **Sprains/Strains:** Elevate, immobilize, apply ice, monitor for swelling and do not remove shoes.
- **Unconsciousness:** Perform cardiopulmonary resuscitation (CPR) on any person without a pulse or not breathing, if you have been trained in CPR. Use AED if trained in AED resuscitation.

# **CHEM/BIO/HAZ MATERIAL SPILL**

## **PREPAREDNESS**

Review your classroom or work area to identify any chemicals stored or used. Review the hazards of these chemicals by readings warning labels, follow all instructions for safe use/storage, and identify procedures to follow if there is a spill. Request a Safety Data Sheet (SDS) to familiarize yourself.

## **HAZARDOUS MATERIALS SPILL PROCEDURES**

**DO NOT ATTEMPT TO RESCUE ANYONE OVERCOME BY CHEMICAL VAPORS OR GASES IN AN ENCLOSED ROOM OR AREA - ONLY TRAINED RESCUERS SHOULD ENTER THE AREA PROTECTED WITH APPROPRIATE RESPIRATORY PROTECTION. IF EXPOSED TO A CHEMICAL, ON CLOTHING, SKIN OR BY INHALATION, REMOVE THE CLOTHING, AND SEEK MEDICAL TREATMENT IMMEDIATELY.**

- If the spill is dangerous to life or health, evacuate the area and surrounding areas immediately; assemble at a safe location.
- Dial 911 (landline) or 0128080911 (mobile) to report the emergency. Provide the following information:
  - Location of the spill
  - Type of chemical spilled
  - Known hazards of the spilled chemical
  - Quantity spilled
  - Number and extent of injuries
  - Has spill or vapors from the spill spread into the drain or ventilation system?
- Notify the Emergency Warden and Security.
- Provide first aid assistance from a position of safety – if you have been trained.
- Establish a safe perimeter around the spill and do not allow anyone other than trained and equipped responders to enter the spill area.
- Clean up the spill ONLY if the spill is small, you are aware of the hazards of the chemical, you have been properly trained to clean up the spill, and no special protective equipment is required.

## **GAS RELEASE**

If you suspect a leak:

- Cease all operations immediately.
- Shut-off gas valves (where applicable).

- **Do not** operate any electrical devices (lights, phones or any other electrical equipment can create a source of ignition with enough energy to ignite fumes).
- Remove yourself and all personnel from area.
- Call 911 (landline) or 0128080911 (mobile).
- Follow guidance by 911 and activate fire alarm or suppressant system.
- **Remember:** Do not call from affected area.
- Evacuate the building by the nearest exit. Notify other building occupants in the affected area to do so as well. Assist any disabled persons.
- Proceed to the nearest building assembly area.
- Note: Depending on prevailing weather conditions (e.g. wind direction, gas toxicity, etc.) Security personnel/emergency services may re-direct you to alternate areas.
- Designated areas will provide varying degrees of shelter and other facilities (e.g. shade, toilets, air-conditioning, etc.).
- Do not return to an evacuated building unless the “**All-Clear**” is given by senior management, in consultation with other specialists i.e. HSE Manager, Environmental Protection Manager and HAZMAT team (fire and medical services).
- When the alarm is triggered:
  - Toxic gas monitors (TGM's) – When TGM's are triggered, follow your specific lab emergency response plan.
  - Inert gas leaks – When the low oxygen alarm is triggered in the Nuclear Magnetic Resonance rooms, evacuate the area immediately.
  - Proceed to the nearest building assembly area.
  - Note: Depending on prevailing weather conditions (e.g. wind direction, gas toxicity, etc.) security personnel/emergency services may re-direct you to alternate areas.
- Do not return to an evacuated building unless the “**All-Clear**” is given by senior management, in consultation with other specialists i.e. HSE Manager and HAZMAT team (fire and medical services).
- "Quenching" of nuclear magnetic resonance equipment:
  - Call 911 (landline) Or 0128080911 (mobile)
  - Do not panic. Stay calm.
  - Cease all operations and evacuate the area. From a safe place, notify the PI/Lab Manager.
  - Receive and follow instructions from the PI/Lab Manager.

# CHEMICAL SPILLS

## Minor Spill:

**Note:** A minor spill involves small quantities of a hazardous material (less than 0.5 M<sup>2</sup> in area), does not pose an immediate threat to health or the environment and it can be safely cleaned up by the person who caused the spill.

- Alert people in the area.
- If someone has been contaminated with chemicals, immediately flush the affected area with water for at least 15 minutes. Call 911 (landline) or 0128080911 (mobile) for medical assistance.
- If you are confident in cleaning up a spill:
  - Turn off remotely all heat/ignition sources if flammable vapor is involved.
  - Wear appropriate personal protective equipment (safety goggles, gloves, and a long-sleeved lab coat) during cleanup.
  - Confine the spill to a small area. Use a commercial kit or absorbent material from your spill kit to absorb spilled materials.
  - Place the saturated absorbent in a bucket or plastic bag, label it and include it in the next hazardous waste collection.
- If you are not confident in cleaning up a spill, request assistance from the Lab Supervisor, PI or Lab Manager.

## Major spill:

**Note:** A major spill involves large quantities of a hazardous material (greater than 0.5 M<sup>2</sup> in area), poses an immediate threat to health and the environment and it can only be safely cleaned up by confident and experienced personnel who understands the hazards and risks involved.

- Call 911 (landline) or 0128080911 (mobile) and report the spill providing details i.e. what, where, how much, any medical assistance required.
- Evacuate the area immediately. Leave any contaminated clothing and close the door.
- Activate local warning system to prevent others from entering the room (where applicable).
- Activate any local Shut-Off Valves where applicable.
- Where possible, notify the Lab Supervisor/PI/Lab Manager.

# **WATER LEAK**

In the event of accidental discharge of water (e.g. sprinkler heads) in your work area:

- Call the 911 Dispatch Centre – 911 (landline) or 0128080911 (mobile) and provide details (including your location).
- If it is safe to do so, switch off any electrical equipment.
- Where possible, gather any critical documents and portable electrical equipment e.g. laptops and evacuate the area.

# EVACUATION

## PREPAREDNESS

- Post evacuation routes and assembly area locations in your classroom and other areas required by fire code.
- Identify anyone with temporary or permanent disabilities needing special assistance evacuating. Consult with emergency wardens or Security on needs and evacuation routes.

*P.S. There are numerous assembly areas across KAUST and it is the responsibility of each community member to familiarize themselves with these locations.*

## EVACUATION PROCEDURES

### EVACUATION PROCEDURE

- 1** WHEN ALARM SOUNDS.  
LEAVE IMMEDIATELY BY THE  
NEAREST EXIT.
- 2** PROCEED IN AN ORDERLY  
MANNER TO ASSEMBLY POINT.
- 3** REMAIN AT ASSEMBLY POINT  
UNTIL ALL-CLEAR IS GIVEN.

EVACUATION ROUTES AND ASSEMBLY AREAS MAY CHANGE DEPENDING ON THE NATURE AND LOCATION OF THE EMERGENCY. LISTEN FOR INSTRUCTIONS.

IF THE FIRE ALARM SOUNDS:

- Take the student/colleague roster and visitor register, if possible to do so safely.
- Leave all personal belongings behind, unless instructed otherwise.
- Walk immediately, but do not run. Do not use elevators.
- Assist persons with disabilities or special needs.
- Check restrooms and alert occupants to evacuate.
- Evacuate using the primary evacuation path to outside assembly area.
- Avoid hazardous areas.
- Account for all students/colleagues when you reach the assembly area. Notify the Emergency Warden and/or Security if anyone is missing or injured.
- Remain at the assembly area. Do not re-enter the building until told to do so by the Incident Commander or Fire Department.
- Once you have returned to your classroom, take attendance again.

**IF INSTRUCTED TO EVACUATE, BUT FIRE ALARM IS NOT SOUNDING:**

- Listen carefully for instructions.
- You may be told to avoid hazardous areas, where to assemble and whether everyone is to bring personal belongings with them.
- Unless instructed otherwise, evacuate using the primary evacuation path to outside assembly area. If unsafe, use alternate evacuation paths.



***Example Assembly Point Signage***

**Note:** Please refer to the KAUST HSE Building Evacuation Plan Policy and the Campus Emergency Exits Document:

<https://policy.kaust.edu.sa/Private%20Policies/Health%20Safety%20and%20Environment/Health%20Safety%20and%20Environment%20Procedures%20or%20Processes%20or%20Programs/Building%20Evacuation%20Plan%20Process.pdf>

[https://facilities.kaust.edu.sa/assets/HSE/Safety/LabSafety/Documents/Campus\\_Emergency\\_Exits.pdf](https://facilities.kaust.edu.sa/assets/HSE/Safety/LabSafety/Documents/Campus_Emergency_Exits.pdf)

When evacuation procedures have been initiated, emergency wardens shall assume responsibility for the evacuation in an orderly manner.



## **THUNDERSTORMS**

### **SEVERE THUNDERSTORM WATCHES & WARNINGS**

- Remain alert to approaching storms and potential flooding.
- Remain indoors until the warning expires. Direct anyone outside, to immediately seek shelter indoors.
- Stay away from all windows and doors during the storm. Close shades or blinds to reduce the risk of flying glass if it breaks due to high winds.
- Monitor notifications with updates of the latest weather information.
- Avoid using a corded telephone or other electrical appliances until the storm passes.

## **FLOODING**

### **FLOOD SAFETY AWARENESS**

- Do not try cross or drive in any fast moving water.
- Avoid all floodwaters without the correct PPE as floodwaters can contain sewage and skin irritants.
- Beware of dislodged drainage covers, which can suck a person in at great force.
- If you must enter floodwaters, use a stick etc. to test the ground in front of you and always keep 2 points of contact with the ground.
- Give assistance to those who need it, young and elderly etc.
- Keep clear of any flooded areas where electric cables are down, or water has encroached on electrical equipment for the risk of electrocution.
- Move to higher ground where possible.
- Move any valuable, critical, sensitive or electrical equipment to a higher floor.
- Monitor all flood/storm alert notifications for instructions and possible evacuation alerts.

### **SAFETY PROCEDURES DURING A FLOOD**

- All personnel and community members continually monitor and adhere to all weather forecasts and instructions issued from all responsible departments.
- Act responsibly and calmly to all instructions given by the responsible departments.
- If during business hours, evacuate the affected areas immediately.

- Secure vital equipment, records and chemicals (move to higher, safer floors).
  - Shut off all electrical equipment (if safe to do so).
  - Secure all laboratory experiments.
  - Call 911 (landline) or 0128080911 (mobile) to provide updates of affected areas.
  - Be patient when calling 911 (landline) or 0128080911 (mobile) as Dispatchers will be busy dealing with several calls.
- Do not return to your building unless you have been instructed to do so by emergency response teams, or senior management.
  - Use extreme caution around appliances or electrical receptacles near water.
  - Follow instructions given by the dispatcher, emergency response teams, or senior management for immediate action.
  - Outside business hours move valuables to Higher Ground/Floors.
    - Shut off any utility supplies, electricity, gas and water, switch off, and unplug any electrical devices/appliances if safe to do so.
    - Move everybody to a higher floor or higher ground, be prepared to evacuate.
    - Follow orders issued by emergency response teams/agencies, and be prepared to evacuate when asked.
    - Prepare an emergency grab bag with some essentials; change of clothes, flash light, medications etc.
    - Vacate the area for higher/safer ground if requested.
  - Avoid Moving Water:
    - Avoid moving water and areas where the depth of the water is unknown.
    - Use a stick to check the firmness of the ground in front of you and always keep two points of contact with the ground.
    - Do not walk, drive or swim in flooded areas.
    - Floods waters can be contaminated with sewage, chemicals and irritants etc.
    - Avoid already flooded and high velocity flow areas. Do not attempt to cross-flowing streams of water.
    - Pay particular attention to dislodged and open drainage/sewage covers, which can suck a person in with great force.
  - Stay Clear of Electrical Wires:

- Electricity and water do not mix! Stay clear of any downed power lines, exposed electrical wires, or electrical outlets and devices in contact with water.
- If driving:
  - Never try to drive through floodwaters. What appears to be shallow water can be enough to make the tires lose contact with the road and wash the car away, possibly trapping passengers helplessly inside. Turn around and go another way.
  - If the vehicle stalls, leave it immediately and seek higher ground. Rapidly rising water may engulf the vehicle and its occupants and sweep them away.
  - A 4x4 vehicle has no greater capability than any other vehicles unless it has a high-level air intake snorkel fitted.

## **TORNADO**

### **TORNADO WATCHES & WARNINGS**

- Proceed to a sheltered area, or basement, or to an inside hallway on the lowest level.
- If in a high-rise building, go to small, interior rooms or hallways on the lowest level possible. Stairwells, especially those constructed with masonry or concrete blocks could also be used for shelter.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, gymnasiums and large hallways.
- Stay away from windows and open spaces.
- If you are unable to reach a substantial tornado shelter, get under a piece of sturdy furniture, such as a desk or heavy table. Hold onto it.
- If substantial cover is not available, squat low to the floor or ground. Put your head down and cover your head and neck with your arms and hands.

# **POWER/UTILITY OUTAGE** **ELEVATOR EMERGENCY**

## **OTHER UTILITY OUTAGE**

If there is loss of a utility system or other problem with the building, take the following action:

- Remain Calm.
- Identify building, floor, room, and nature of the outage.
- Supervisors/Managers call the emergency services to investigate the outage and provide feedback.
- Where possible, turn off all computers, light switches and appliances to avoid a surge when the power is restored.
- If there is an odor of gas, a chemical spill, or smoke, evacuate to a safe area and then dial 911 (landline) or 0128080911 (mobile) for fire department assistance.
- If instructed to evacuate, proceed cautiously to the nearest clear exit to the building assembly area and remain upwind of the contaminated atmosphere.
- Provide assistance to others in your immediate area who may be unfamiliar with the space.
- Mobility assistance to be provided by designated persons.
- If you are in an unlit area, proceed with caution to an area that has emergency lighting. The backlighting on your mobile phone may function as a source of light to help you navigate.
- If you are in an elevator, stay calm. Use the emergency call button. Many elevators have emergency telephones.
- Gather at the assembly area and wait for instructions from management.
- Notify Building Management and Security.
- If there are any injuries, dial 911 (landline) or 0128080911 (mobile) and request an ambulance; follow guidance for "Medical Emergency."

## **POWER OUTAGE**

- Facilities Management with support of Building Management will assess the scope and expected duration of the outage and will provide information to you.
- Remain in your classroom or office; do not move around the building unnecessarily.
- Do not use elevators.
- Check restrooms, stairwells and corridors in proximity to your classroom or office to determine if anyone needs assistance.
- Notify Security if you have any problems or special circumstances.

- If emergency lights in your area are out, notify Building Management.

## **LABORATORY MANAGEMENT**

*Assumption: The following utilities are not available: air conditioner, vacuum extraction, compressed air, de-ionized water, electricity, HVAC*

- Laboratories – All laboratories are unique depending on the area of research.
- Evaluate work areas for hazards created by power outage.
- If it is safe to do so, secure hazardous materials, shut-down potentially hazardous processes, switch off laboratory equipment using UPS ‘soft shut down’ procedures, close any valves, secure sensitive equipment and take actions to preserve research. Keep refrigerators and freezers closed throughout the outage to help keep them cold.
- Loss of power to fume hoods may require the evacuation of the building. If it is safe to do so, close the sash of the fume hood if power is lost.
- Conduct sweep of floors if safe to help ensure personnel have exited the labs.
- Ensure personnel have evacuated the building and are gathered at the building assembly area – Account for all lab personnel at assembly area.
- Wait for further instructions from management.
- Depending on the outage period, researchers, students may be requested to conduct associated non-lab related work at alternate location or at home, where possible.

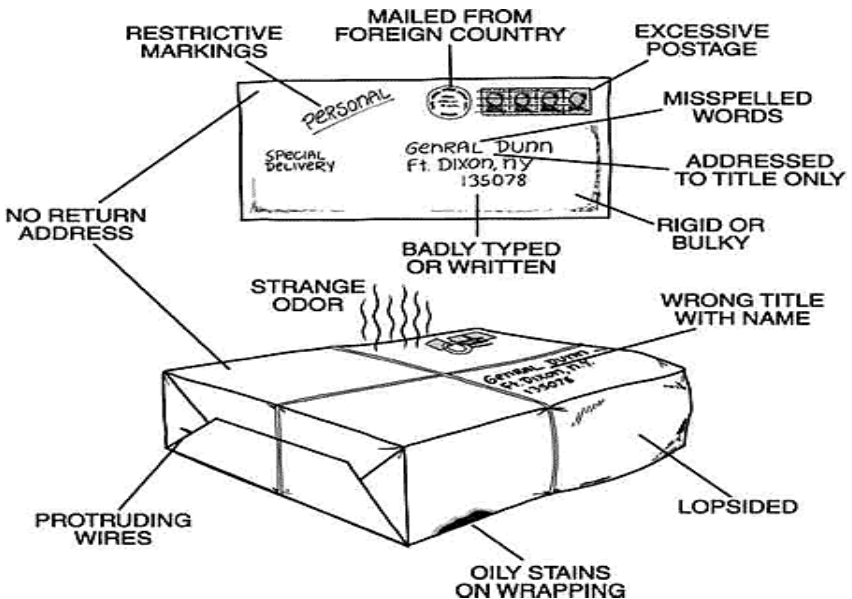
## **ELEVATOR EMERGENCY**

- If an elevator is stalled, use the elevator *hotline located inside the elevator* or dial 0128080911 (mobile) and request rescue assistance. Identify number trapped and the nature of the emergency.
- Communicate with passengers in the elevator to determine if there is a medical emergency. Identify the number of passengers in the elevator.
- If there is a medical emergency, communications with the passenger(s) is lost, or person(s) must be removed by any means other than normal passenger exit door under their own power, dial 911 (landline) or 0128080911 (mobile) and request rescue assistance.
- Communicate frequently with passengers. Reassure them that help is on the way and they are safe as long as they do not panic or try to open the doors.
- Direct Building Management, Security, and emergency responders to the scene.

# **SUSPICIOUS PACKAGE**

## **SUSPICIOUS PACKAGE INDICATORS**

- Hand delivered.
- Powdery substance on the outside.
- Unexpected or from someone unfamiliar to the addressee.
- Receipt followed by anonymous caller asking if item received.
- NO postage or excessive postage.
- Handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Addressed to someone unknown.
- No return address or one that cannot be verified as legitimate.
- Unusual weight, given its size, or is lopsided or oddly shaped.
- Unusual shape, soft spots, or bulges.
- "Sloshing sound" mail bombs typically do not "tick".
- Pressure or resistance when opening the package may indicate a mail bomb.
- Unusual amount of tape
- Marked with restrictive endorsements: "Personal," "Confidential," "Fragile-Handle with care" or "Rush-Do Not Delay," "To be Opened in Privacy of...."
- Strange odors or stains on packaging. Exposed or protruding wires.



## **SUSPICIOUS PACKAGE PROCEDURES**

- Call 911 (landline) or 0128080911 (mobile) and report if a suspicious package has been observed/delivered.
- Alert everyone in adjacent areas that a suspicious letter or package has been found and to clear the area.
- If the suspicious item is believed to be a bomb, evacuate the building and follow procedures for Bomb Threats.
- Write down any reasons for identifying the package as suspicious (e.g. excessive postage; no return address; rigid envelope; feel, etc.

# LOCKDOWN

## PREPAREDNESS

Lockdown is a protective action employed to safeguard people when there is an armed perpetrator approaching the building, on campus, or in the building. If the location of the perpetrator(s) is confirmed to be outside, the building may be secured while activities continue inside. If the location of the perpetrator(s) is unknown or believed to be inside, a “lockdown” warning may be broadcast.

Familiarize yourself with the mass notification system that will be used to warn you to a lockdown. A “KAUST ALERT” messages might be disseminated in the form of text messages, emails, VOIP Phones text and audio alerts and text messages on digital signage across KAUST.

## LOCKDOWN PROCEDURES

### **IF A LOCKDOWN WARNING IS BROADCAST, BECOME SILENT AND INVISIBLE:**

- Take refuge in the nearest classroom, office, or other room.
- Direct anyone immediately outside your area to the nearest room.
- Close, lock and secure all doors and windows; close blinds or shades to prevent anyone from seeing inside the room. Turn off lights. Silence mobile phones. Do not let anyone into the room once the door is locked.
- Direct everyone to sit quietly on the floor away from windows, doors, and out of view from any interior windows.
- Maintain calmness and reassure students/colleagues. Encourage students/employees to not leave the room.
- Remain in lockdown and do not communicate with anyone at your door until you hear official instructions from a recognized administrator or law enforcement.

### **IF THE FIRE ALARM SYSTEM SOUNDS:**

- Evacuate if there are visible signs of fire.
- Await instructions if no signs of fire.

# **SHELTER-IN-PLACE**

## **PREPAREDNESS**

An airborne hazard outside may require sheltering in place. It is a temporary strategy designed for protection when there is insufficient time to evacuate to a safe location away from the building, and it is safer to remain inside.

### **ACTIONS**

- If exposed to fumes/dust/vapors in your work area, call 911 (landline) or 0128080911 (mobile).
- Provide details including your location and if you feel this poses a health risk to others in the vicinity.
- Follow further instructions from 911 Dispatcher.
- Where instructed, tell others in the immediate area to evacuate.
- Notify your manager/Supervisor.

### **IDEAL SHELTER AREAS:**

- Interior rooms (no exterior windows or doors).
- Above the ground floor.
- Windowless room.
- Minimal number of vents and doors that will have to be closed or sealed.

## **SHELTER-IN-PLACE PROCEDURES**

### **IF INSTRUCTED TO SHELTER-IN-PLACE, LISTEN CAREFULLY FOR INSTRUCTIONS:**

- Close all doors and windows to seal off the building from the exterior.
- Leave all personal belongings behind, unless instructed otherwise.
- Relocate everyone to pre-determined shelter areas if instructed or remain in your room if located within the interior or an upper floor of the building.
- Walk briskly, do not run.
- Do not use elevators.
- Account for all students/employees when you reach the shelter area. Notify Security or Incident Commander if anyone is injured or missing.
- Provide supervision; prevent students/employees from leaving the shelter area.
- Remain in the shelter; do not leave until an “all clear” message is broadcast.

## **SHELTER-IN-PLACE PREPAREDNESS**

**Stock your home with supplies that maybe needed during the emergency period. These include:**

- Three to five days' supply of water.
- Three to five days' supply of non-perishable food.
- First aid kit and manual.
- Battery powered radio, flashlights, and extra batteries.
- Water purifying supplies – chlorine or iodine tablets or ordinary unscented household bleach.



- Minimum of two weeks' supply of all prescription medications and other special medical needs.
- Baby food and/or prepared formula, diapers, and other baby supplies.
- Cleaning clothes, such as baby wipes to use in case bathing facilities are not available.
- Personal hygiene supplies – soap, toothpaste, sanitary pads etc.
- Alternative cooking source such as a camp stove – use only in well-ventilated areas.
- Plastic trash bags and ties.
- Emergency kit for your car, with food, water, a first aid kit, sleeping bags, etc.
- Games and toys for children.
- Extra cash.
- Pet food.
- Insect repellent.
- Rubber boots and rubber gloves.
- Know the location of important documents e.g. passports and keep these documents protected.