



UNIVERSITI MALAYSIA SARAWAK (UNIMAS)

OCCUPATIONAL SAFETY & HEALTH GUIDELINES

Emergency Preparedness

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1.0 INTRODUCTION

This Emergency Preparedness General Guidelines is created to assist you in developing an emergency preparedness plan for your faculty/department.

The effectiveness of any emergency plan depends primarily on the familiarity your employees with the established procedures. Therefore, we encourage you to perform drills at least annually. As your personnel become more familiar with these procedures we can ensure that everyone will be safe in the event of an emergency.

2.0 EMERGENCY TELEPHONE NUMBERS

A copy of this page should be kept by everyone in your faculty/department for quick reference.

EMERGENCY HOTLINE 082-581 999

National Poison Information Center:

Office Hours: **+604-657 0099** (Monday-Friday: 8.10am-5.10pm)

After Office Hours: **+6012-430 9499** (including weekends and public holidays)

When your call to the UNIMAS Emergency Hotline is answered, you should be prepared to give the following information:

- 1) Nature of Emergency (fire, medical, etc.)
- 2) Building address
- 3) Floor Number
- 4) Room Number
- 5) Extent of Emergency
- 6) Your name and telephone number
- 7) What action(s) you are taking:
 - a. Examples: "We're closing off the area around the fire." "We're attempting to put out the fire." "We're evacuating."
 - b. NOTE: If there is a fire in your premises, close the doors but do not lock when leaving.

3.0 BUILDING LIFE SAFETY FEATURES

3.1 Alarms

In the event of an emergency, the alarm will be activated on the affected floor. The alarm will also be heard in the emergency exit stairwells and on non- alarm floors in areas near the stairwell exits.

3.2 Fire extinguishers

On each floor there will be portable ABC fire extinguisher located in strategic areas. These extinguishers are tested annually and visually inspected monthly.

3.3 Emergency exits

There are at least two separate emergency exit stairwells located on each floor. The stairwells are fire-rated enclosures designed to provide a safe, protected exit for occupants of the building.

3.4 Elevators

When a fire alarm is activated in any common area, all elevator calls are automatically canceled and all elevators will return to the ground floor.

In the fire alarm mode, the firefighters control the elevators. Until a firefighter takes manual control of an elevator, the only exits available are the stairwells on each end of the floor.

3.5 Fire control room

The fire control room is usually located on the ground floor of the building. This room houses the fire control panel. The indicators and other devices representing all floors and all locations of detectors throughout the building are in this area. In the event of an alarm, real or false, the firefighters can readily determine the location of the problem. The building's public address system is also in this area.

4.0 EMERGENCY ORGANIZATION

Selected Faculty/Department staff should be trained to handle emergency situations and appointed as part of emergency response team. Common emergency response team should, at least, include:

4.1 Emergency commander

In the event of a fire or other emergency, the Emergency Commander will take

charge of the situation. He/she should be responsible to:

- Direct the actions of the emergency response team member.
- Notify building occupants to evacuate or false alarm.
- Declare safe to enter building.

4.2 Floor warden

During an evacuation, the Floor Warden should sweep their space (or a portion thereof) to make sure everyone has exited the area before proceeding to the Assembly Point. Other responsibilities include:

- Ensure orderly movement of occupants during evacuation
- Assist mobility-impaired persons during evacuation.
- Act as leaders of groups during building evacuation.
- Operate first attack fire-fighting equipment (portable fire extinguishers and hose reels).
- Check to ensure fire protection equipment are present and in good condition.
- Check to ensure fire doors are properly closed in normal days and during evacuation.

5.0 EMERGENCY SITUATION AND PROCEDURES

5.1 Alarm activation

When the alarms are activated, the bells will sound and all magnetic door locks will be released. **ALWAYS ASSUME EVERY ALARM IS REAL.** Emergency Commander and Floor Wardens should assume control and assess the situation.

5.2 Evacuation

When an emergency requiring evacuation occurs:

- i. Stop what you're doing immediately. Secure any confidential or important work quickly. Turn off machines or equipment if you are working with one. Take only what is necessary and does not impede your movement or of others.
- ii. Walk to the nearest stairwell (or exit door if you're on the ground floor) and close the door behind you when you leave (but do not lock). At the stairwells, descend on the right side, using the handrail, as Firefighters may be coming up the stairs and need a clear pathway. Continue down the stairs and exit the building.

- iii. DO NOT use the elevators. The reason is three-fold: 1) elevators often fail during a fire, trapping occupants; 2) elevator shafts may fill with smoke, and 3) the elevator needs to be available for the use of arriving firefighters.
- iv. If both stairwells are inaccessible or blocked by fire, seek an alternate area of refuge, such as an office or kitchen area, which has a door, window, and telephone. Notify someone of your location by calling Floor Wardens' mobile number (or their backup).
- v. Faculty/Department should have an area identified as their building's "designated assembly area". Be sure all employees are educated as to this location.
- vi. Upon reaching the designated evacuation assembly area outside the building, a roll call should be made and a list of missing persons delivered to the Emergency Commander. Do not allow anyone to return to the building until approved by the Emergency Commander.

5.3 Evacuation of physically impaired persons

For the purposes of this guide, "physically impaired" refers to anyone, who in an emergency situation, cannot leave their work place quickly and easily due to permanent or temporary physical limitations.

Faculty/Department should assign a buddy to every physically impaired person to aid in their evacuation should it become necessary. All Floor Wardens should maintain a roster of individuals who will require assistance in the event of an evacuation to include their name, location, type of disability, and the buddy who are assigned to them.

- i. When an alarm is activated, all buddies will locate their physically impaired companions and accompany them to the nearest stairwell, waiting for the flow of people exiting the floor to slow or stop completely before entering the stairwell. They should report the location of the physically impaired person to the Floor Warden. It is the Floor Warden's responsibility to inform the Emergency Commander of the location and quantity of people remaining on a floor awaiting Fire & Rescue Department assistance.
- ii. Stairwell landings are designated "safe areas" as this area is protected from fire by the reinforced door and smoke by the pressurization of the stairwell. Descend in the stairwell to a landing on a floor, which is NOT in alarm.
- iii. The buddies should not attempt to carry their companions down the stairs

unless the stairwell landing becomes compromised and it is necessary to avoid life-threatening danger.

5.4 FIRE

Make certain that the building occupants are familiar with the location and use of fire extinguishers, alarms and the nearest exit stairwells. The Emergency Response team should be responsible to educate on this matter.

In the event you discover a fire, use your best judgment of the situation to:

- Determine if:
 - a) no one is in danger,
 - b) the proper equipment is available, and
 - c) Whether or not the fire appears manageable. If all three criteria are met, use the fire extinguisher(s) located on each floor to attempt to put out the fire.
- Break the glass panel alarm on your floor located nearest to you. This automatically alerts the Emergency Commander as to the location of the alarm.
- Call the UNIMAS Emergency Hotline (082-581 999) if the fire becomes unmanageable.
- Follow the established evacuation procedure. (Note: Reference the section entitled “EVACUATION” for information on general evacuation procedures.)

5.4.1 Action guide for persons trapped in a fire

Keep calm

Most important of all, you should try to keep calm. If you're in a panic, you won't be able to think clearly. Also, your heart and breathing rates will go up, making it more likely for you to inhale toxic fumes.

Feel doors before opening

Before opening any doors, feel the metal knob. If it is hot, do not open the door and stay in the room (see section ‘Action guide for persons trapped in a room’). If it is cool, brace yourself against the door, open it slightly, check for smoke and heat and move towards the exit staircase only if you feel it's safe and there's some

illumination to guide you. If not, close the door and stay in the room (see section 'Action guide for persons trapped in a room')

Crawl on the floor

If the smoke is just developing and the heat is not intense, crawl along on the floor and use a wet piece of cloth to cover your nose and mouth (if you have any, if you don't your main focus is to escape, not to find a wet piece of cloth). Breathe only through your nose slowly. Crawl and find your way to the exit staircase.

Delay the spread

If possible, close the door of the burning room behind you as you leave, as well as any other door you go through, to delay the spread of fire and smoke.

5.4.2 Action guide for persons trapped in a room during a fire

Keep calm

Most important of all, you should try to keep calm. If you're in a panic, you won't be able to think clearly.

Call 999

Call BOMBA directly even if you hear fire engine sirens outside the room. Call the Floor Wardens if you know their numbers. Tell them exactly where you are.

Seal your room against entering smoke

If you have water, soak any fabric or your shirt with water and seal any vents that allow smoke into your room (under the door, ventilation/air-conditioning shaft etc). If you don't have water, use any material that can provide a good seal and slow the entry of smoke.

Clear flammable debris from the window

Rip off the curtains and anything else that could burn. Check if there's smoke outside the window. If there's no smoke, open the window a crack and breathe it in.

Catch firefighters' attention

If you can't get out of the building, stay beside the nearest window so that the people outside can see you. Remove any flammable material, like curtains, from the windows and wave a piece of cloth to grab the attention of rescuers. Lighter colors are easier to spot

against the black smoke.

Keep fighting until help arrives

Many people in fires have jumped to their deaths, not knowing that help was on the way. If you have to jump from the window, push out and away from the building to avoid hitting ledges on the way down.

5.5 AIRCRAFT CRASHES

Aircraft crashes should be treated the same as fires. Because of the possibility of flammable liquids or vapors from the aircraft fuel tanks spreading throughout the building, the entire building should be evacuated rather than just the immediately affected floors.

5.6 BOMB THREAT

A person receiving a bomb threat on the telephone should:

- 1) Remain calm.
- 2) Keep the caller talking, and try to get important information by asking:
 - a. When will the bomb explode?
 - b. Where is the bomb now?
 - c. What kind of bomb is it?
 - d. What does the bomb look like?
 - e. Why are you doing this?
 - f. Who are you?
 - g. Who is this directed at?
 - h. Where are you calling from?
- 3) Listen for other information:
 - a. Age
 - b. Speech peculiarities
 - c. Sex
 - d. Background sounds

Log the time of the call and any details you can think of. Report this information immediately to the UNIMAS' Auxiliary Police at 082-581 999 and then to the Faculty/Department's Emergency Response Team.

- Bomb threats should always be treated as though a bomb has actually been placed on the property.

- The Floor Warden should be alert for any suspicious articles or persons on the floors, but should not make any effort to remove a suspicious article. Explosives can be concealed in a paper sack, small package, shopping bag, cans, attaché cases, etc. Any explosive or suspicious items must be considered extremely dangerous and left untouched, pending arrival of the Police Bomb Squad.
- The Emergency Commander should announce evacuation of the building and ensure all building occupants leave the building according to the procedures in place.
- When the police arrive, the Floor Wardens should assist them in their search since the police officers will not be familiar with the objects normally located on the floor. If the location of the alleged bomb is known, direct the police to that location.

REMEMBER: All bomb threats must be considered real until proven otherwise to ensure the safety of your employees and other building occupants.

5.7 VIOLENCE IN THE WORK PLACE

From time to time an event such as a disgruntled employee/students, or an angry spouse/parents may trigger a threat of violence. Building occupants should be prepared for such events. We suggest:

- When such a threat is anticipated or actually made, Faculty/Department management should be immediately advised of the situation.
- The management should consider notifying UNIMAS' Auxiliary Police (by calling 082-581 999).

5.8 HEALTH EMERGENCIES

In the event of a health emergency call 082-581 999 and state that you need medical aid and be prepared to give the following information:

- Building name
- Name of the Faculty/Department
- Floor number
- Type of problem or injury
- Individual's name and present condition
- Sequence of events leading to the emergency
- Medical history or doctor (if known)
- Have someone go to the building lobby and wait for the responding aid unit.

Remember that aid is on the way. The individual making the call should have been in direct contact with the injured person and have as much information as possible. Stay on the phone with the dispatcher and answer as many questions as possible so they can radio this additional information to the aid unit that is responding.

6.0 FIRE DRILL

6.1 Planning a fire drill

- Set date and time, preferably when most occupants is in the building.
- Send notice to the Development Office, asking for technician help to activate the alarm and deactivate the elevator (in the event the elevator still operational at the point when the alarm rings).
- Send notice to UNIMAS Auxiliary Police and UNIMAS Occupational Safety & Health Unit.
- Set up Assembly Point.
- Appoint responsible staff as part of the Emergency Response Team.
- Set up meeting between the Faculty/Department management and the Emergency Response Team to iron out the Fire Drill plan.
- Distribute Emergency Response Team info to all building occupants.

6.2 Executing a fire drill

- Signal technicians to activate the alarm and to deactivate the elevator if necessary.
- Start timer to measure evacuation period in minutes (building should be empty within 7-10 minutes)
- Emergency Commander to proceed to a designated Command Center (preferably at a lobby located on the ground floor or at the Fire Panel Room). Emergency Commander standby to receive reports from Floor Wardens and give appropriate instructions.
- Floor warden don emergency vest (for easy recognition) and usher building occupants to the nearest exit and at the same time ensuring that all door are closed.
- Floor warden should ensure floor occupants walk calmly towards the Assembly Point.
- Floor warden should remain with the floor occupants when they arrive at the Assembly Point.
- Floor Warden should notify Emergency Commander whenever their floor occupants have arrived at the Assembly Points.
- Emergency Commander should leave the building when all occupants have evacuated the building and give instructions to stop the timer.
- Emergency Commander to instruct Floor Wardens to do a roll call (ensure

- that all building occupants are accounted for).
- Emergency Commander to declare whenever it is safe to return to the building.
 - Deactivate fire alarm and reactivate elevators (if necessary).

6.3 Debriefing

- This is the most important part of the fire drill.
- Emergency Response Team to gather round to report:
 - Evacuation period in minute
 - Problems that occur during the evacuation (such as non-functioning exit door, obstacle during stairwell descend etc.)
 - Share points for 'lesson learnt' (such as 'Assembly Point is too far away etc.)
 - Communications between Emergency Response Team members.
- Problems identified should be recorded and appropriate actions to solve that problem should be communicated to the Faculty/Department's management.
- Emergency Response Team should be responsible to ensure that all action points are closed before the next fire drill.