



المملكة العربية السعودية  
وزارة التعليم  
جامعة أم القرى

## Security and safety data file and evacuation plan at the Faculty of Engineering in Qunfudah.

**Preparation of the Security and Safety Unit at the  
Faculty of Engineering in Al Qunfudah**

**1442/1441H**

## **Introduction:**

Security and safety are the highest goals of any individual in this life, and that is why man seeks to provide all the ways and means to achieve this end, in order to avoid himself first and those around him secondly from the disasters and risks to which he may be exposed. The Security and Safety Unit is responsible for providing what makes it possible to face crises and emergency situations, including preparing for them and anticipating their occurrence and also facing them in the event of their occurrence, God forbid. To achieve this, it was necessary to develop scenarios and scenarios for several crises, as well as to develop an evacuation plan to preserve the lives of the employees of the facility in the event of disasters and emergency situations, God forbid.

## **Vision of the Unit:**

An internal system in the college that achieves the highest standards of security and safety to preserve lives and property.

## **Unit Mission:**

Work to achieve the highest standards of security and safety by developing plans and scenarios for crises and developing evacuation plans to face emergency situations and preserve lives and facilities in the college.

## **Strategic Objectives of the Unit:**

The overall objectives of the Strategic Security and Safety Unit can be summarized in general in achieving the highest standards of security and safety to preserve lives, property, and facilities in the college.

- ❖ The strategic objectives of the unit in detail are as follows:
  - ✓ Take preventive measures to avoid the occurrence of emergency crises or to mitigate the effects in the event of crises, God forbid.
  - ✓ Develop plans and scenarios to deal with crises.
  - ✓ Training the responsible category on security and safety procedures to raise efficiency.

- ✓ Work on updating all security and safety devices such as: alarms and monitoring.
- ✓ Raising awareness of the Security and Safety Department on how to carry out confrontation and relief work in the event of crises.

- **Tasks of the Unit:**

- ✓ Develop the skills and abilities of faculty, staff and students in the face of crises and emergencies.
- ✓ Care and attention to the completion and development of all devices and equipment used in the face of accidents of all kinds
- ✓ Optimal use of devices and equipment
- ✓ Continuous training on the work of different scenarios to face accidents.
- ✓ Increase the efficiency of the accident response unit and develop the skills of the staff working in it.

### **Stages of disaster management:**

The Crisis and Disaster Management Unit at the College undertakes the disaster management process, and this process goes through three stages according to the concept of disaster management:

- **First Stage: Pre-Crisis/Emergency Accident/Disaster:**
  - ❖ Planning (forecasting – forecasting) for the crises expected to occur.
  - ❖ Prepare plans and scenarios according to the crisis forecasting model prepared in advance.
  - ❖ Take preventive measures to prevent crises and disasters

- ❖ Training personnel on plans, scenarios, and equipment maintenance.
- ❖ Cultural awareness of what disaster management is.
- ❖ Development and modernization of alarms and monitoring.
- ❖ Establishment of an operating room with appropriate communication devices.

- **Second: The stage of confrontation, response and containment:**

- ❖ Implementation of previously prepared plans and scenarios.
- ❖ Carrying out confrontation and relief works of all kinds according to the type of disaster or emergency incident.
- ❖ Carrying out the work of urgent emergency services in case of injuries, God forbid.
- ❖ Carry out evictions if necessary.
- ❖ Continuous follow-up of the incident, identify its developments, evaluate it and take appropriate actions according to the development of the incident.

- **Third: Balance Phase:**

- ❖ Inventory and identification of losses in individuals, property, and facilities.
- ❖ Rehabilitation and reconstruction in case of damage to the facility.
- ❖ Make assessments of the actions taken to deal with the incident and come up with lessons learned .
- ❖ Documenting the event and making recommendations and suggestions.

- ❖ Update plans and scenarios for better disaster management.

## **Duties and responsibilities of the members of the College:**

### **○ Duties of the Security and Safety Management Team:**

**After the formation of the Security and Safety Management Team, its members were assigned the following duties:**

1. Guide all staff in the college and students to the emergency exits on each floor and gathering points outside the college.
2. Transfer of documents and objects of value
3. Provide first aid
4. Firefighting and assisting fire, rescue, and health teams.

### **○ Duties of faculty, students, and staff in emergency situations:**

1. Be calm and not confused and cause anxiety in college.
2. Stop all work immediately.
3. Cut off the power supply to the place.
4. Go to the assembly points through the use of the college's emergency exits.
5. Warn everyone not to run when using emergency exits to get out of college to avoid injuries.
6. Not to risk and risk returning to the building under any circumstances except after obtaining permission from officials.

### **Duties of Heads of Departments:**

- ✓ Ensure and verify that all doors and windows are closed except those designated as emergency exits for the evacuation process.
- ✓ Make sure the power supply is disconnected.
- ✓ Supervise and follow up the evacuation process.
- ✓ Ensure the process of informing the competent authorities (Civil Defense – Health)

- ✓ Ensure the arrival of the competent teams to carry out civil defense and fire operations.
- ✓ Go to the assembly points to make sure that all employees are present and that no one stays in the building.

### **Duties of Security Guards:**

- Securing the building and maintaining security.
- Prevent the entry of any person after the evacuation to the building except specialists.
- Waiting for the competent teams of civil defense and health personnel to guide them to the scene of the accident.

### **Guidelines when entering the college for your safety (faculty members - staff - students):**

- ✓ Entry with a college card or any proof of identity.
- ✓ Not to bring things that are not allowed and do not belong to work.
- ✓ Identify all the details of the building, especially the emergency exits.
- ✓ Adhere to the application of all security and safety instructions within the building and identify contingency plans.
- ✓ Adhere not to leave any important documents on the desks if they can be saved in drawers and cabinets.
- ✓ Adhere not to leave cash or securities on the office when leaving work.
- ✓ Ensure that all documents are collected and kept in a locked place and make sure that all doors and windows are closed at the end of the school day.

## Safety and security rules within training places and laboratories :

- a) Focus while working and adhere to safety laws and instructions.
- b) Do not smoke, eat, or drink inside training places or laboratories.
- c) Do not leave devices unattended.
- d) Work in a clean and tidy place and leave it as before.
- e) Do not write on walls.
- f) Not to use any devices or equipment in training places or laboratories except in the presence of the competent technician or faculty member in charge.
- g) It is forbidden to use any devices or equipment in training places or laboratories except for their own purposes.
- h) Before entering training places or laboratories, the following must be taken into account:
  - i) Wear the appropriate uniform for the nature of the training place or laboratory.
  - j) You must always act seriously and responsibly in training places or laboratories.
  - k) Commitment to the allocated place within the training places or laboratories and not to move from one place to another except for the necessity required by the work.
  - l) Be sure to turn off all devices and return them to their places before leaving the training place or laboratory.
  - m) Any irregularities within the training venue or laboratory must be immediately reported.

## **Duties of those responsible for training places or laboratories in providing safety:**

- ❖ Full compliance with all security and safety guidelines and instructions within training venues or laboratories.
- ❖ Quickly report incidents of any size.
- ❖ Use all personal protective equipment and ensure its availability within training places or laboratories.
- ❖ Ensure to increase education and self-awareness of everything related to security and safety within training places or laboratories.
- ❖ Commitment to be present throughout the period of use of workplaces or laboratories.

## **Procedural rules for fire prevention inside training places or laboratories:**

- a) Ensure all electrical connections of the devices before turning them on.
- b) Placing guidance boards inside training places or laboratories for how to properly handle electrical appliances.
- c) Constant attention to students' behaviors within training places or laboratories and intervene immediately to correct any wrong behavior.

## **Procedural rules to maintain the cleanliness and safety of training places or laboratories:**

- Educate students about the contents and performances of training places or laboratories.



- Always take care of the cleanliness of training places or laboratories.
- Do not turn on electrical appliances if the connections are wet.
- Be sure to turn off all electrical appliances before leaving training venues or laboratories.
- All tools must be received and delivered within training venues or laboratories by using records.
- Write down the names of groups and faculty members and the time of attendance and departure from training places or laboratories in the records to document all data for reference if needed.
- Immediate notification when there are any malfunctions in the electrical appliances of the competent person.

### **Some guidelines from several dangers you may face (faculty members - staff – students):**

- **Prevention of falls, stumbles, and slippage:**
  - ❖ Falls or slippage accidents are the most common accidents, and these accidents can be done anytime or anywhere; so the following guidelines should be followed:
  - ❖ Keep all doors leading to balconies closed.
  - ❖ Placing appropriate barriers and contraindications that comply with the requirements of security and safety at the windows.
  - ❖ Do not leave liquid residue on the tiles and avoid leaving the toilet floors wet to avoid slippage accidents.
  - ❖ Do not leave objects on stairs or in corridors which may cause stumbles and falls.

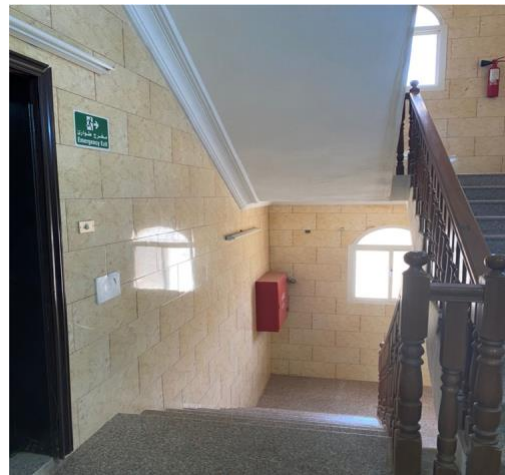
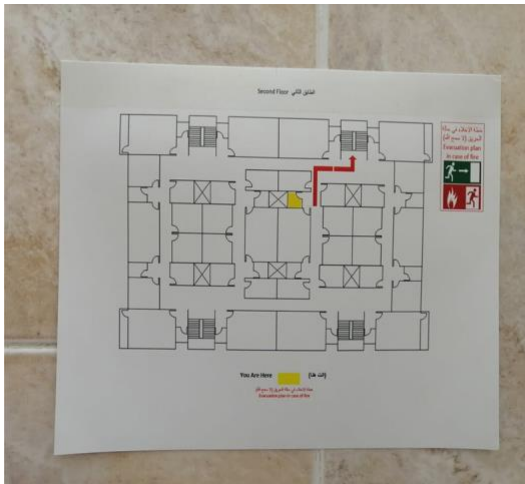
○ **Prevention of accidents of closing doors:**

- ❖ The risks resulting from the use of doors are one of the most prominent risks that we may be exposed to when using these doors, and can be summarized in the following:
- ❖ Automatically bouncing doors may cause people to be infected with them due to the nature of their sudden bounce.
- ❖ Helicopter doors may cause injury to an invisible person behind the door.
- ❖ Doors with sharp limbs may cause wounds and fractures of hands or fingers.
- ❖ Closing doors in rooms or toilets may lead to injuries, God forbid.

**In order to avoid the dangers caused by such doors, it is necessary to adhere to the safety instructions and warnings that are hung on such doors.**

## Evacuation Plan:

An evacuation plan has been prepared at the college in case of necessity for evacuation so that all faculty, staff and students go to the assembly points through the use of emergency exits located on the walls of each floor of the college and lead to the outside of the college.



## College Emergency Exits



## Gathering points outside the college building

## Simulation of the evacuation plan:

A simulation of the evacuation process was carried out in the college with the participation of several volunteer staff present to clarify the idea and method of the evacuation plan to be applied in the event of emergency accidents, God forbid. This was done on Sunday, 17/02/1442 AH, and the beginning of the simulation was to turn on the alarm sound at the college for a fire accident and then the volunteers used the emergency exits to get out of the college and gather at the gathering points outside the college. The volunteers were made aware of the need to behave the designated exits, not to make any noise, to be calm and to follow the college's security and safety guidelines.



**Staff outside the college headed through emergency exits after hearing the alarm bell.**



**Staff gathered at the end of the evacuation outside the college at the gathering points.**