

# EMERGENCY PROCEDURES

## **Advice for Civil Disturbance/Demonstration**

Most demonstrations are peaceful and people not involved should attempt to carry on business as usual. Avoid provoking or obstructing demonstrators. If a disturbance seems to threaten the occupants of the building, report it immediately to the School and take the following actions:

- Alert all persons in the area of the situation.
- Lock all doors and windows.
- Close blinds to prevent flying glass.
- If necessary to evacuate, follow directions from police.

## **Advice for Earthquakes**

### *During an Earthquake*

#### Inside the Building:

- **DUCK** -When you feel an earthquake, duck under a sturdy desk or table. Stay away from windows, bookcases, file cabinets, tall furniture, heavy mirrors or paintings, and other objects that could fall. Watch out for falling plaster, lighting fixtures, ceiling tiles or glass.
- **COVER** - Stay under cover until the shaking stops. If no desk or table is available, seek cover against an interior wall and protect your head and neck with your arms.
- **HOLD** - Hold onto the desk or table. If it moves, move with it. Hold your position until the ground stops shaking and it is safe to move.
- Do not rush outdoors, since most injuries occur as people are leaving buildings from falling glass, plaster, bricks, debris, and electrical lines. Stay put!
- Do not attempt to restrain falling objects unless your life is endangered by them.
- Wait until the shaking stops, then leave the building. Move away from overhangs, power lines and trees, and stay in the open away from all structures.
- Lighting systems may fail within seconds after the quake. Visually identify potentially dangerous articles and recall the location of a flashlight and transistor radio. However, keep your body protected at all times during the shaking.

#### Outside the Building:

- Move away from trees, signs, buildings, electrical poles and wires.
- Protect your head with your arms from falling bricks, glass, plaster, and other debris.
- Move away from fire and smoke and proceed to the assembly area if safe.

### *After an Earthquake*

- Remain calm. Take whatever actions are necessary to prevent injuries and further damage. Do not panic and do all that is possible to calm others.
- Remember, aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared.
- Move cautiously and observe your surroundings for hazardous situations.
- Check yourself and people around you for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Provide first aid where necessary.

- Do not use your telephone except for genuine emergency calls. Seek help by phone (if working and you have need for emergency aid), or by sending an able-bodied person. Expect a long delay if serious quake has occurred.
- Elevators can be unpredictable and dangerous after a quake. Never use elevators until you have been assured by School personnel that they are safe.
- If you detect gas or any foreign odors, do not use any matches or candles. Open windows, leave the building immediately, and report to staff.

### **Advice for Fires**

Please familiarize yourself with the location of fire exits and fire extinguishers in your area. For certain exits a key is locked in a break glass box. Upon discovering a fire:

- Activate the break-glass fire alarm button and notify the School.
- Close doors to isolate the fire. Do not use elevators.
- If you are unable to contact the ASCSA guardhouse or staff, call 199
- If the fire is small, you may wish to use a fire extinguisher if you are trained to do so. You should know where the nearest portable fire extinguishers are to your work area.
- Maintain a clear escape path by placing yourself between the fire and an exit.
- Assist any person in immediate danger, but only if safe to do so.
- Alert other people in the immediate area.
- Evacuate to the assembly area, which is at the northwest corner of the School grounds by the secondary gate of Souidias street next to the British School.

### **Advice for Suspicious Mail**

Members and staff are advised to be suspicious of any incoming packages that appear to contain plastic or batteries, or show other signs such as protruding wires, strange odors or oil stains on the wrapping. If a suspicious package is received, DO NOT HANDLE IT, immediately contact the Crisis Response Team.

### **Advice for Hazardous Material Spills**

- Alert personnel in the immediate vicinity.
- Confine the spill, if possible, without endangering personnel.
- Keep yourself between the spill and an exit while attempting to confine the emergency to avoid being trapped.
- Close doors to prevent spread of vapors into adjoining rooms and corridors.
- For flammable liquid spills, shut off ignition sources. Avoid unplugging equipment due to possible electrical arc between receptacle and plug.
- Evacuate to the assembly area. To initiate an evacuation, activate the nearest break-glass fire alarm button on your way out, and follow the building evacuation procedure.