



# EMERGENCY RESPONSE

INTRODUCTION

POWER OR UTILITIES FAILURE

CRIME IN PROGRESS

FIRE OR SMOKE

INJURY OR ILLNESS

WEATHER EMERGENCIES

IMMEDIATE THREAT

BUILDING EVACUATION

CHEMICAL SPILL OR RELEASE

EMERGENCY EXITS - THIRD FLOOR

EMERGENCY EXITS - SECOND FLOOR

EMERGENCY EXITS - FIRST FLOOR

EMERGENCY EXITS - BASEMENT FLOOR

## **Introduction**

This quick reference guide provides the information you will need to respond to emergency situations. It is not meant to take the place of the formalized plan.

As a member of the Carnegie Mellon University in Qatar community, you should familiarize yourself with this information. Keep it handy so you will have easy access in the event of an emergency. This document may be copied and distributed as necessary.

**Qatar Foundation security office: 4454 0999**

**Security Control Room: 4454 8550**

To call an outside line, please dial "9" first.

### **INTRODUCTION**

**POWER OR UTILITIES FAILURE**

**CRIME IN PROGRESS**

**FIRE OR SMOKE**

**INJURY OR ILLNESS**

**WEATHER EMERGENCIES**

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**



## **Power or utilities failure**

- ▶ 24-hours a day, seven days a week (including holidays) call:  
Security Control Room: 4454 8550
- ▶ Report the power failure, as well as:
  - your location
  - your name
  - your mobile number
  - if a critical area has been affected (critical areas may be research laboratories, refrigerated or air-conditioned locations, or any area where a prolonged power failure could affect health and property)
- ▶ If your area has little or no emergency lighting, move to an area with emergency lighting.
- ▶ Wait for power to be restored or for instructions from CMU-Q Facilities.
- ▶ You may need to evacuate.

**POWER OR UTILITIES FAILURE**

**CRIME IN PROGRESS**

**FIRE OR SMOKE**

**INJURY OR ILLNESS**

**WEATHER EMERGENCIES**

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**

## **Crime in progress**

- ▶ Do not try to prevent the crime unless in self-defense.
- ▶ If possible, note information about the criminal and the situation, such as the perpetrator's height, weight, sex, race, age, clothing, any vehicles involved and if the individual has a weapon.
- ▶ Call Qatar Foundation Security at 4454 0999 and calmly state:
  - your name
  - type of crime
  - exact location of the crime
  - phone number where you can be reached
- ▶ If you are in a safe area, stay until the authorities arrive.
- ▶ Stay out of the way of the crime by keeping yourself away from windows, etc.

**CRIME IN PROGRESS**

**FIRE OR SMOKE**

**INJURY OR ILLNESS**

**WEATHER EMERGENCIES**

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**

## **Fire or smoke**

- ▶ If you notice smoke or a fire, immediately sound the nearest fire alarm and leave the building according to CMU-Q evacuation procedures.
- ▶ If you have pulled the alarm, be sure to notify the rendezvous point proctor or the building security officer when you reach the assembly point, and relay the following information:
  - the exact location of the fire
  - the cause of the fire, if you know it
  - the names of any people who stayed behind
- ▶ In case of a small fire, you may—if you've had training and are comfortable using a fire extinguisher—attempt to extinguish the fire. If you are unsure, do not attempt this.

**FIRE OR SMOKE**

**INJURY OR ILLNESS**

**WEATHER EMERGENCIES**

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**



## **Injury or Illness**

If someone is injured or ill and in need of emergency services, follow the three Cs of emergency response:

- ▶ Check the area to determine that it is safe for you to enter.
- ▶ Call for professional emergency help:
  - Security Control Room at 4454 8550 or 4454 0999.
  - relay the following information:
    - your name
    - your exact location including room number
- ▶ Care for the injured person to the best of your ability before the ambulance arrives:
  - follow any pre-arrival instructions from the QF Security Officer.
  - stay with the injured or ill person and provide aid to the best of your ability until the ambulance attendants arrive.
  - if the person is conscious, ask permission before administering aid.
  - do not move seriously injured people unless to stay would endanger their lives.
- ▶ After receiving your call, the control room will:
  - Call the ambulance.
  - Notify the building security officers and Building Operations so they can escort attendants to the scene of the incident.
  - Once the injured or ill person has been transferred to the care of the ambulance attendants the Building Operations and Security will complete any required incident forms.

**INJURY OR ILLNESS**

**WEATHER EMERGENCIES**

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**

## **Weather emergencies**

In the event of extreme weather:

- ▶ Sandstorms
  - avoid going outdoors
  - cover your nose and mouth with a mask or damp cloth to reduce inhaling particles of dust
  - keep windows closed when driving
  - wear protective gear like airtight goggles if you have to be outdoors
  - avoid rubbing your eyes
- ▶ Flooding
  - if flooding begins, move to higher ground
  - do not drive unless absolutely necessary
  - do not drive through flooded areas
  - if your vehicle stalls, get out and move to higher ground
  - if you are walking, do not attempt to cross flowing streams
- ▶ Earthquakes and tremors
  - when in a high-rise building, move toward an interior wall
  - do not use elevators
  - when outdoors, stay clear from buildings, signs and fallen electric wires and poles
  - when driving, pull over until shaking stops
- ▶ Under extreme conditions, the dean may authorize:
  - suspending normal CMU-Q operations and class schedules
  - delaying start time
  - sending employees/students home early
  - implementing the crisis management plan

**WEATHER EMERGENCIES**

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**



## **Immediate threat**

When you see an immediate threat:

- ▶ Evacuate
  - have an escape route and plan in mind
  - leave your belongings behind
  - keep your hands visible
- ▶ If you cannot evacuate
  - hide
  - block entry to your hiding place and lock the doors
  - silence your mobile phone and dial 4454 0999 or 999
  - turn lights off
- ▶ When calling security, report the following, if possible:
  - the exact location of the threat, including building and room number
  - the number of perpetrators
  - a physical description of perpetrators
  - the number and type of weapons
  - the number of potential victims
- ▶ When law enforcement arrives:
  - remain calm and follow instructions
  - put down any items you are holding
  - keep your hands visible at all times by raising them and spreading your fingers
  - avoid quick movements toward officers
  - avoid pointing, screaming or yelling
  - do not stop to ask officers for help or direction

**IMMEDIATE THREAT**

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**



## **Building evacuation**

When a fire alarm goes off, leave the building immediately:

- ▶ Walk, don't run, to the nearest exit.
- ▶ Use the stairs, not the elevator.
- ▶ Gather with other people from your department at the assembly point.
- ▶ Do not re-enter the building or leave the area until you are told to do so.

If you have a disability:

- ▶ Inform your colleagues or classroom instructors of any special assistance that may be required to evacuate, like calling attention to the alarm if you are hearing impaired or guiding you to safety if you are visually impaired.
- ▶ One person should be designated to help you to evacuate or move to an area of refuge.
- ▶ Emergency personnel may need to evacuate you.
- ▶ If danger is imminent and you cannot exit the building, seek refuge away from the danger.

Specific areas of refuge are the stairwells that are marked as exit pathways. These stairways are located at the end of the hallways indicated with a green sign depicting a person walking.

When sheltering in an area of refuge, call the **Security Control Room at 4454 8550** to give your exact location.

**BUILDING EVACUATION**

**CHEMICAL SPILL OR RELEASE**

**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**

## Chemical spill or release

If you have caused a chemical spill, you are responsible for prompt and proper cleanup. It is your responsibility to have spill control equipment readily available for the chemicals you are handling.

- ▶ Immediately notify the supervisor and other people in the room and evacuate the area, if necessary.
- ▶ If there is a fire or someone needs medical attention, contact the **Security Control Room at 4454 8550**.
- ▶ Attend to anyone who may be contaminated by removing contaminated clothing and flushing the skin and/or eyes with water for at least 15 minutes.
- ▶ If you spill a volatile, flammable material, warn everyone, control sources of ignition and ventilate the area. Use non-sparking equipment to clean up the spill.
- ▶ Put on personal protective equipment as appropriate to the hazards. Refer to the material safety data sheet or other references for information.
- ▶ Protect floor drains or other means of environmental release. Absorbents may be placed around drains.
- ▶ If the spill is small enough to be contained by CMU-Q personnel (less than 1 gallon or 3.79 liters), initiate spill cleanup procedures as specified in the applicable material safety data sheet, technical data sheet or project safety analysis report.
- ▶ Decontaminate or dispose of all contaminated materials according to CMU-Q policies and procedures.
- ▶ For large spills (greater than 1 gallon or 3.79 liters) that cannot be contained:
  - Quickly try to determine what was spilled, but do not come into contact with the substance or inhale fumes.
  - If you experience eye irritation, a burning nose or other symptoms of chemical exposure, leave the area and close the door behind you.
  - Assess the situation. If the spill is spreading or creating an exposure or fire hazard, pull the alarm to evacuate the building.
- ▶ If the spill is contained and there is no threat of exposure or fire:
  - For large spills within laboratories, as well as spills outside of laboratories, contact **Security Control Room at 4454 8550** and the individual on the emergency contact sign immediately outside the laboratory door. **DO NOT CALL** custodians or the cleaning crew, as they are not qualified to clean up chemical spills.
  - Notify Building Operations of all spills that require the need for outside help to contain them or when chemicals, regardless of the quantity, have been released to the environment via sanitary or storm drains.

**CHEMICAL SPILL OR RELEASE**

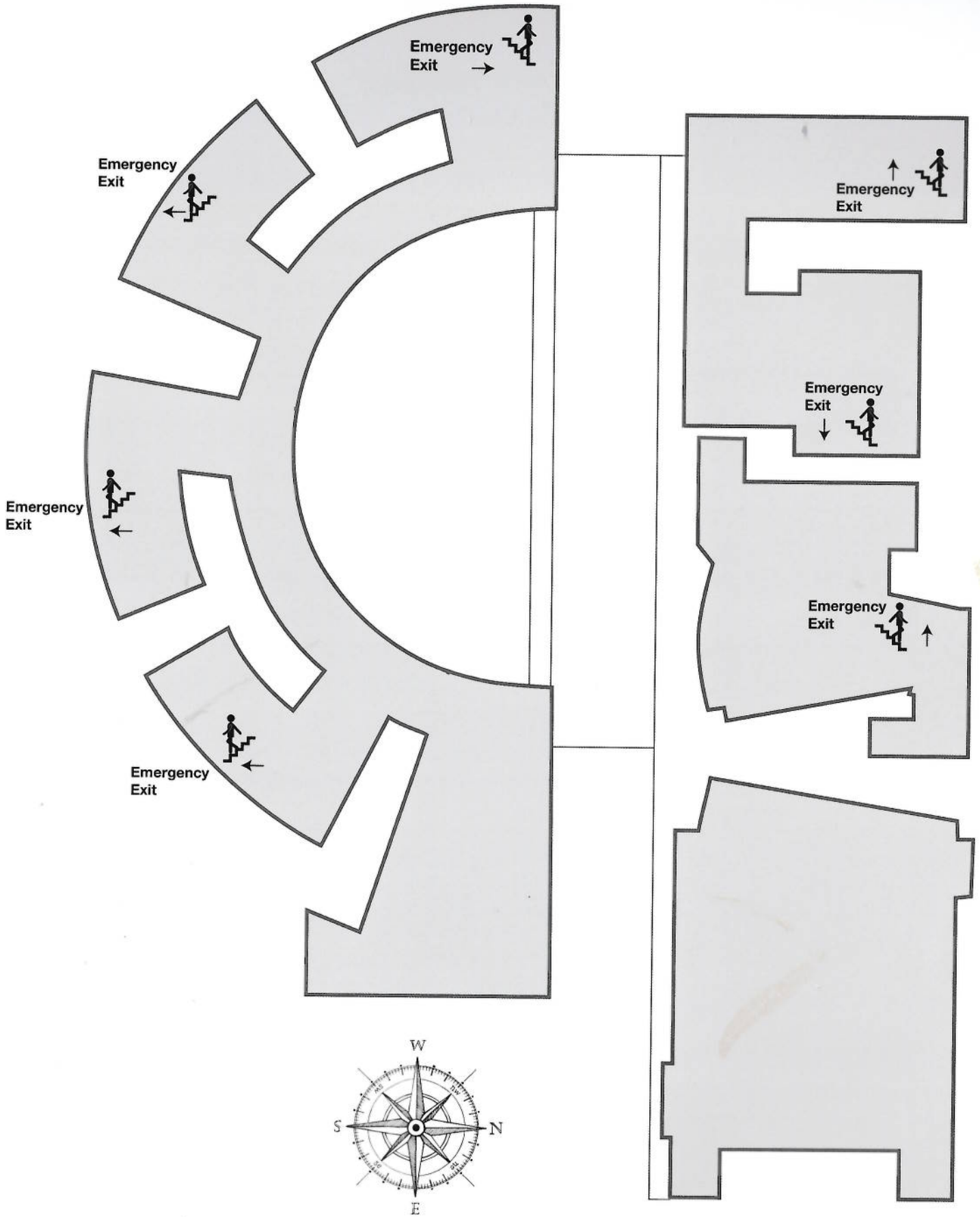
**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**



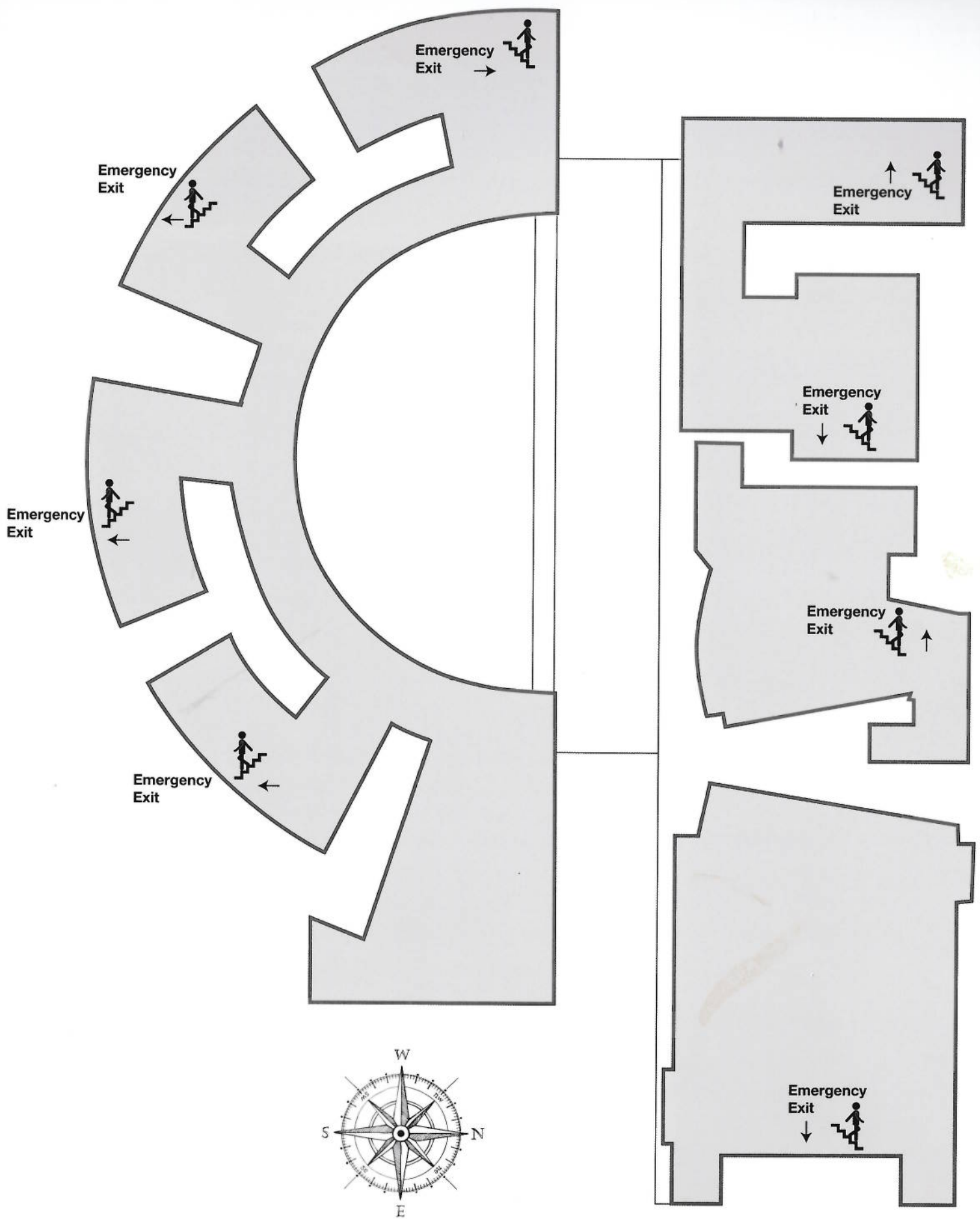


**EMERGENCY EXITS - THIRD FLOOR**

**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**

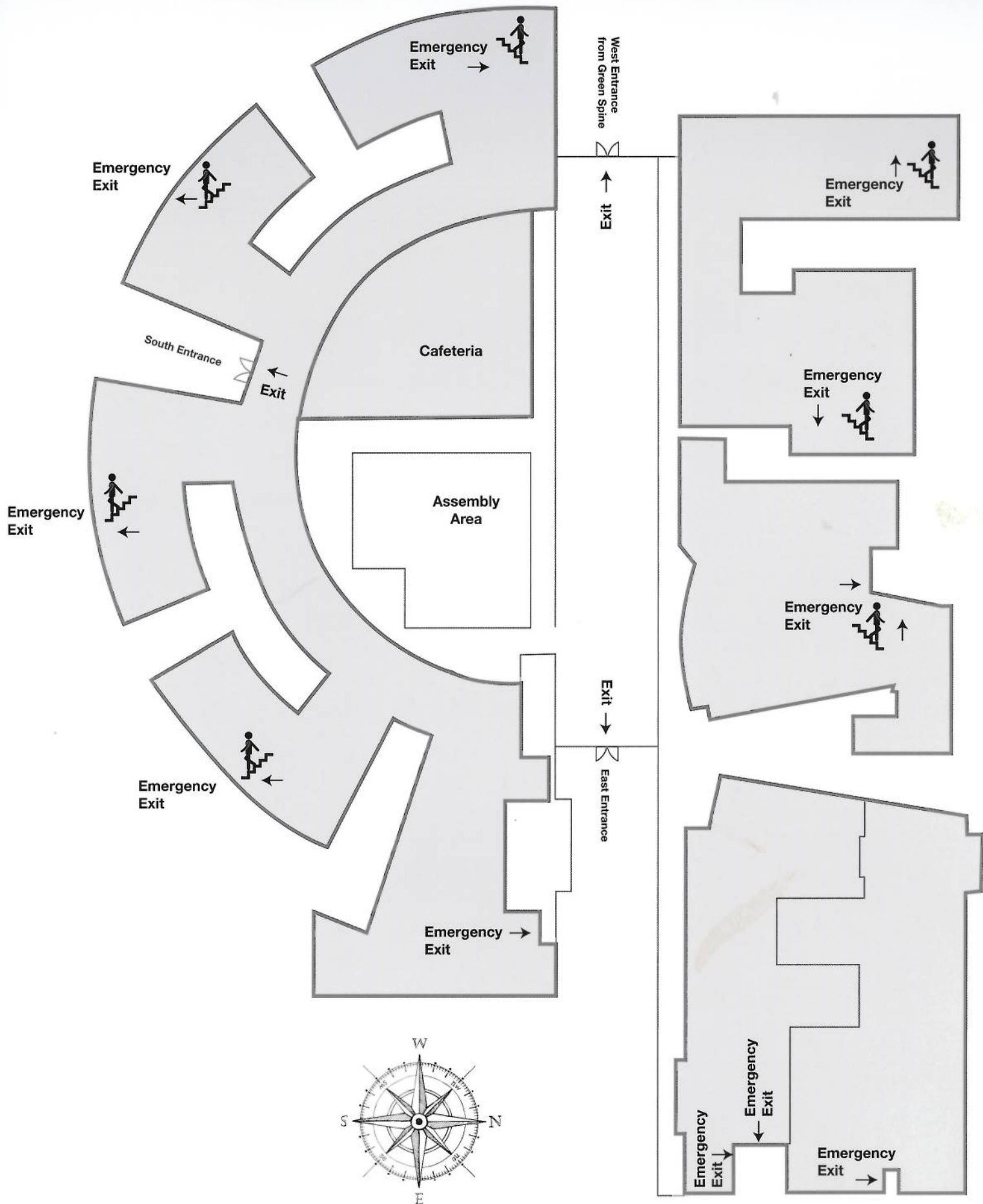


**EMERGENCY EXITS - SECOND FLOOR**

**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**





**EMERGENCY EXITS - FIRST FLOOR**

**EMERGENCY EXITS - BASEMENT FLOOR**

