



Dental College HITEC-Institute of Medical Sciences <u>Emergency Preparedness and Evacuation Plan</u>		
DOCUMENT #: ESTB-SOP-15	ISSUE # 01	ISSUE DATE: 01-12-2022

Purpose:

To ensure orderly and safe evacuations of the employees, students and patients from the dental clinical and basic department.

Scope:

Emergencies in the Dental College IMS and Hospital Building or Basic Sciences Building such as fire, bomb threat, explosion, spills, chemical releases and all other emergencies may require employees to evacuate the building. To ensure orderly and safe evacuations, all buildings must have in place a working Emergency Evacuation Plan (EEP).


Procedure:

The plan is activated when a significant event threatens normal operations to allow employees, staff and students to respond to an emergency event while providing for the safety of our faculty, employees, staff, patients, students, and visitors.

It includes

Pre-planning and rehearsal for emergency preparedness plan:

This plan describes how a specific department will respond to emergencies that would suddenly and significantly impact the operations of the Dental College. It includes specific procedures outlining how the department will respond to, mitigate and recover from emergencies; the chain of command; communication protocol to ensure that accurate information is provided to employees on a timely basis; define roles and responsibilities of employees.

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Guidelines for all reasonably imaginable workplace emergencies are.

- An effective ways to ensure that the faculty students and staff recognize the evacuation alarm and know how to respond.
- Exercising the EEP provides training that will be valuable to all occupants in an emergency situation.
- Drills will be conducted on a routine basis. During the drills, emphasis shall be placed upon orderly evacuation of the building rather than the speed of the evacuation.
- Emergency evacuation plan must include
 - Emergency escape procedures and emergency escape route assignments.
 - Procedures to be followed by personnel who remain behind to operate/conduct critical operational requirements before they evacuate.
 - Procedures to account for all personnel following evacuation.

Types of Emergencies:

Emergencies management is one of the major factor which should be given due consideration in the planning stage

Type of emergency:

Emergencies can be of two type:-

- Medical
- Fire
- Confined Space Rescue
- Hazardous Material
- Criminal Act



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- Bomb Threat

National Disasters:

Since Dental College HITEC-IMS is located in a zone where there are chances of earthquakes.

Earthquakes:

Following measures be adopted in case of earthquakes

- All the persons must vacate the buildings.
- All the persons must rush towards open ground
- No shelter be taken under a tree or wall
- All persons should sit down on the ground
- Lights of building should be switched off before leaving

Bomb Blast & Terrorist Activities

Due to current security situation in the country, bomb blast and terrorist activities may take place at any place. Normally educational institutions are the soft targets for these activities. Therefore there is a need to educate all to adopt the required measures to tackle any such situation.

Following SOPs be adopted in case of any terrorist activity

- All the gates/doors must be closed
- Information of such activity be passed immediately to security wing of HIT. on number 051-9315666(Con Room)
- No one should come out of the department or office until and unless the area is cleared by the security agencies



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- d. All type of movements will seize
- e. Injured persons be evacuated to HIT Hospital
- f. Patients sitting in the corridor, waiting area will be accommodated in officers room

Evacuation Fire/Gas Leak/Bomb Threat/Post-Earthquake

1. Use the nearest stairway.
2. Walk—do not run—to the nearest exit.
3. Leave the building and move to the designated meeting place for your building. Proceed away from the building to a distance at least equal to 1.5 times the height of the building. Do not obstruct emergency personnel or vehicles.
4. Take purses and backpacks when evacuating. Close doors but do not lock them, except in an earthquake when you should not close doors.
5. Only return to a building after you have been told it is safe to do so by Public Safety, Facilities Management & Planning, or other responding emergency response personnel.

Action Steps: Evacuation of Persons with Disabilities - Active Shooter/Violent Actor

1. Remain calm and reassuring.
2. Give assistance to the person with disability. Ask about the individual's specific needs.
3. Exit building if possible. However, consider shelter-in-place if the person with a disability has mobility issues and cannot quickly evacuate the area.

Decision Making for Hazardous Material Accidents

Upon notification of a hazardous materials incident, The Head of department will:

1. Determine the extent and nature of the accident;



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2. Ensure that the scene is cordoned off;
3. Request contamination control assistance from College Administration.
4. Request medical assistance if indicated;

Action Steps

1. Unless properly trained, do not attempt to clean up the hazardous spill
2. If a gas cylinder or other chemical container leaks, and if you believe this is dangerous, the following steps should be taken:
 - Confine the fumes or fire by shutting the door to the room.
 - Sound the building fire alarm.
 - Evacuate the building.
 - Leave the building and move to the designated location for the building. Do not obstruct emergency personnel or vehicles.
 - Suspected gas leaks or suspicious odors or fire should be reported to Adm JCO who will inform and call for help from the concerned emergency management departments.

Physical Injuries and Medical Emergencies

Injuries and medical emergencies on campus may be classified as either:

1. **Minor:** the injured person may self-administer first aid, using available first-aid kits located in the college buildings.
2. **Moderate:** A qualified trained employee may administer first aid. The injured person should then be referred to the HIT hospital.
3. **Severe:** Assess the nature of the illness or injury, location of patient, and if an ambulance is needed call HIT Hospital MRC. CPR, if indicated, should be started by any trained bystander until an ambulance reaches.

All the buildings have appropriate fire exit maps displayed at all the floors and at appropriate places.



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The exit passage in these map area clearly identified with red arrows. All the buildings have EXITS which are unobstructed all the time. Fire Exit Signs are posted at appropriate places. The emergency exits are clearly marked.

The Dental College HITEC-IMS is in liaison with Security agencies, Rescue1122 and Fire Brigade department of HIT as and when required for their help and support in case of an emergency.

Emergency Exit System:

- i. Emergency lighting facilities maintain the specified degree of illumination in the event of failure of the normal lighting for a period of at least one hour.
- ii. "EXIT" signs are displayed at all the exit points.
- iii. Size of signs – readable from a distance of 15-20 meters.
- iv. Use of ramps / external stairs for access to second and higher floors.(where applicable)
- v. Stairways with safe and adequately secured railings.

At least Stairway 5 feet wide made of concrete are available in all buildings.