



EMERGENCY

 The purpose of the UMH emergency management plan is:

- To achieve that any incident that may affect the University's operation, may have a minimum or null impact on:
 - People
 - Facilities.
 - Normal activities.



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 According to their typology:

- Fire.
- Accidents with personal injury, illness.
- Bomb threat.
- Natural disasters (heavy rains, floods...).
- Chemical spills, gas leakage, toxic substances or radioactive material.
- Threats against personal integrity (Theft, robbery, vandalism...)
- Public disorder or unusual interruptions of educational activities.

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📄 According to severity:

- Incipient emergency.
- Partial emergency.
- General emergency.



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This plan intends to ensure:

- Emergency detection
 - Technical resources.
 - Human resources.
- Warning to emergency teams.
- According to the type of emergency and severity:
 - Warning and building or affected sector evacuation.
 - Start action for efficient emergency control.
 - First aid.
 - External support.



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General action criteria:

- In an emergency, act first and later on report the University Governance.
- In the case that a decision should be made, contact the academic or administrative authority first.



HELP
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Emergency response teams

- Emergency chiefs.
- Communication control centre.
- Warning and evacuation team.
- First-aid team.
- Intervention team chiefs.
- Intervention team.



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Emergency response teams




Emergency chief:

- Person bearing the greatest responsibility coordinating and performing the necessary emergency actions on Campus.
- Usually the Head of the CEGECA.
- There is at least one more person in the CEGECA as a Second Emergency Chief.
- Proposes and coordinates the personnel in the different teams.

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Emergency response teams


 Evacuation and alarm team.- Personnel on Campus and every building (one team per building), including personnel of service supplying companies.
(attendants and security officers).



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Emergency response teams



 **Intervention:** Acting with the adequate resources to the incidence, controlling and turning off dangerous facilities and gas supplies, reporting and warning about chemicals or dangerous facilities to external support teams (fire brigades) .

- **Intervention Chief:** Acts on facilities and replaces the Emergency Chief when being absent.
- **Intervention Team:** Usually personnel of the facility management company and/or workshop foremen.

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Emergency response teams

First Aid:


- At least three people per Campus. Trained in life saving and first aid basic skills. They care of injured and sick people before being evacuated to a medical centre.



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Emergency response teams



 Communication Centre: The multiservice telephone acts as an information centre and a valuable and automated assistance tool, to evacuate and report or distribute instructions after a decision has been made. All warning, enquiry, information or instruction telephones are kept in this centre.

- Emergency telephone number: **8665** (internal call) or **96 665 8665** when calling from a telephone outside the University phone net.

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Emergency response teams

- ❏ Evacuation and intervention map support: Infrastructure Department.
- ❏ Information system support: (Telephone service, GIS and map server). Computer Department.
- ❏ Updating emergency response teams: Evacuation personnel, alternative emergency chiefs, first aid team: CEGECA (Emergency chief). — Alternative intervention chiefs, intervention team coordination: Intervention chief with Emergency chief's agreement.
- ❏ Telephone updating: Person in charge of the Emergency Communication Centre.



EMERGENCY DOCUMENTS



Emergency measures.

- Fixes policy and operative instructions.
- Distribution to emergency teams and academic and administrative authorities.

Autoprotection Manual.

- Summary of emergency information that any person working in the University should be aware of. Published on website.

Emergency and evacuation plan statement.

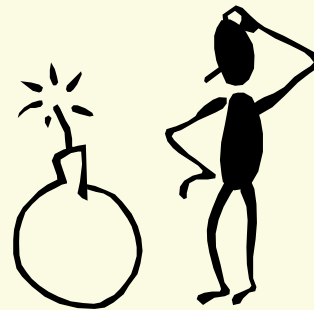
- Documentation instructions in order to keep Campus emergency plans updated. Published on website.

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General policy

Any person being aware of an incident should report the communication centre or the CEGECA about:

- What happens
- Where it happens.
- Who reports.



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Communication centre or CEGECA.

- Checking the situation described during the call (people not belonging to the University or when doubts about call reliability).
 - Severe incident: Fire, gas leakage, personal injuries, illness, physical assault...
 - 1º Report
 - 2º Later on or simultaneously act.
 - When a decision is needed: Bomb threat, internal public disorder, civil protection warnings:
 - 1º Locate a person with decision making capacity.
 - 2º Act accordingly.

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- 📄 Several types of situations have been foreseen, but what should prevail is:
- **Common sense.**
 - **Being aware of the University's resources in case of an emergency.**



EVACUATION



Evacuation building manual:

- 1) Building specific instructions in case of alarm and evacuation. (Eg. What to do if the building is endowed with gas fire extinguishing facilities, how to order the evacuation....).
- 2) Campus emergency maps, with building gathering points, access routes, campus location in geographical surroundings and external nearest Health Care Centres or on Campus.
- 3) Building evacuation maps.
- 4) Building intervention maps.
- 5) Other intervention documents:
 - Facilities/restricted water usage equipment.
 - Chemical or flammable product storages...

EVACUATION



Evacuation team in every building.



Evacuation team member requirements.

- Should be aware of buildings' general risks.
- Should know the general alarm procedure.
- Should know the evacuation routes.
- Should be aware about the number of people working in their assigned evacuation sectors and that they are aware of their roles and responsibilities.
- Should immediately report the Emergency Chief about unusual situations and events (closed doors, obstacles, improper flammable material storages), in the evacuation sector so that they can be rectified.

EVACUATION

Evacuation team in every building.



Evacuation.

- Upper floors first.
- Using the safest evacuation route.
- Instructions:
 - Keep calm. Don't run; Don't shout.
 - Follow the evacuation route signs.
 - Nobody should linger to collect personal belongings.
 - Crouch close to the ground if you have to cross an area with smoke.
 - Proceed to the gathering point and wait for further instructions.



EVACUATION

Evacuation team in every building.



Evacuation.

- The head of the evacuation sector should be the last one leaving it.
- Ensuring that nobody is left behind.
- Closing windows and doors.
- Once outside they will proceed to the gathering point and will report the Emergency Chief.
- They will attend to the Emergency chief's instructions.
- Paying special attention to disabled people.

EVACUATION

Work Methodology.



An evacuation drill should be done every year.



Evacuation drills are important to verify training and to take compensatory measures so that evacuation times and incidents are clearly reduced.



It is advisable for the Emergency Chief and the evacuation team to keep regular meetings.



It is advisable to show the evacuation plan and routes to the people in buildings. If this is not possible (public buildings), it is advisable to stick information posters about what to do in case of evacuation (describing the evacuation signals, identifying the emergency exits and the evacuation personnel). The Emergency Chief must always coordinate these actions with the building manager, specially in lecture room buildings where professors are expected to help in evacuation tasks.



Transferring of evacuation team members must be reported to the Emergency Chief so that a substitute can be designated.



Attendants are an active part of the Evacuation Plan. Training should be verified before transferring this personnel.

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Notes



Detection.

- If someone discovers a fire.
 - 1º Warn of danger first.
 - 2º Act (incipient fire) or wait for the Emergency chief's instructions.







Common Sense should always prevail.



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Notes



-  The Emergency chief holds the highest authority during the emergency situation,
-  However the emergency leadership will be held by the fire brigade on their arrival.
-  In case of police action, the emergency leadership will be held by police officers on their arrival
-  Emergency teams can be recognized by the colour of their vests.
 - **Red**: Emergency and Intervention Chiefs.
 - **Green**: Evacuation personnel.

EVACUATION

- ❏ Campus emergency maps and building intervention maps should be sent to the fire brigade chief. (Emergency chief).
- ❏ Campus emergency maps should also be sent to the Police Department and to healthcare services. (Emergency chief).



- According to civil protection, maps should be in an A3 format and updated.

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Special Events

Conferences, seminars, meetings, sport activities and recreational and festive events are usual activities in the University and involve a great number of people.

Frequently, people attending these events do not know or are unfamiliar with the buildings and surroundings in which these events take place and sometimes the events are held on dates and times in which the presence of emergency teams is minimum or even null (Sundays and public holidays).



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Special Events



Events Organized by the
University

(Conferences, seminars,
sport activities, recreational
and festive events...)

Regular opening hours.

Number of people < 200

Number of people ≥ 200

Outside regular
opening hours

University regular opening hours

Monday to Friday from 8,00 to 21,30

Saturdays from 8,00 to 14,00.

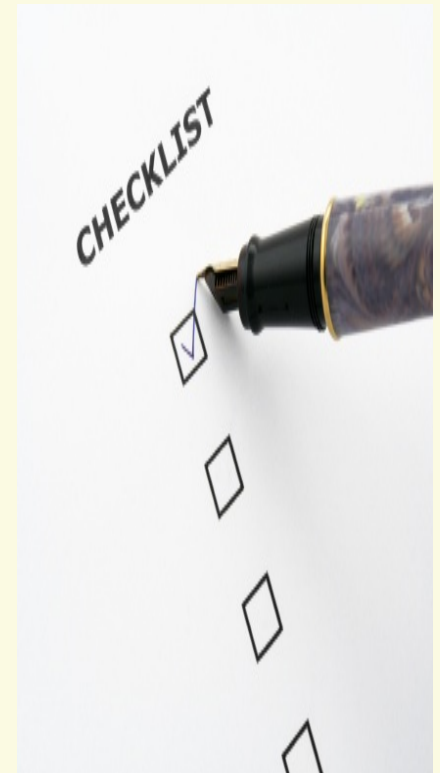


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Special Events

The organizer:

- Will organize the event's emergency plan.
- Will ask for the required authorisations.
- Will report the Campus Emergency Chiefs in order to coordinate the Emergency Plan.



EMERGENCY Special Events

☞ The main purpose is to establish an emergency plan for each and every specific event, that should be reported and authorized. The event's emergency plan should be **coordinated** with the Campus Emergency Chief.



[Special Events Emergency Plan](#)

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Notes



The Occupational Health and Safety Department:

- **Advise**s about evacuation route design, building evacuation issues and emergency plan improvements.
- **Trains** the personnel of emergency teams , updates the emergency plan...
- **Supervises** the emergency plan development and efficiency in emergency drills and analyses real emergency situations. Supervises building and facility conditions as a result of risk assessment analysis.
- **Coordinates** so that the rest of statements and instructions include the Emergency Plan related to other occupational health and safety plans.

Thanks for your attention

