

# STUDENT EMERGENCY AND SAFETY RESPONSE PROTOCOL

## Table of Contents

[Section 1 - Introduction](#)

[Section 2 - Student Response in an Emergency](#)

[Section 3 - Safety Tips for International Students](#)

[Section 4 - Emergency Numbers](#)

[Section 5 - Emergency Response Guidelines](#)

[Appendix I - Emergency Type and Response Flowchart](#)

[Back to Top](#)

(To download this policy in Word format, [click here](#))

For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).

Last updated on: April 8, 2009

## **Section 1 - Introduction**

Depending on the emergency in question, there are four university units that may be contacted by students in cases of emergency.

### **1. Office of the Dean of Student Affairs**

Located in West Hall, it is open during regular office hours, extension 3170 (or extension 2400 after working hours). The dean's office at Student Affairs should be notified of emergency situations affecting any student directly. International students should notify the Coordinator of International Student Services at the Office of Student Affairs of any emergency that they may be facing.

### **2. Protection Office**

Located at the Main Gate, and open at all times, extension 2400, should be contacted in cases of security emergencies such as violent or criminal behavior, suspicious objects, bomb threats, explosions, etc. The Protection Office also serves as the liaison between AUB and outside security agencies.

### **3. AUBMC Emergency Room**

Located in the AUB Medical Center, it is open at all times, extension 6605, for emergency medical care.

### **4. Environmental Health, Safety, and Risk Management**

Located in the Corporation Yard Building, lower campus, it is open during regular office hours, extension 2360 (after hours call extension 2400). The Environmental Health, Safety, and Risk Management (EHS&RM) Department supervises the Emergency Response Team (ERT) and works closely with the AUB Protection Office, Physical Plant, and other departments during emergencies. The ERT provides basic response to, and assumes incident command of emergencies involving fires, floods, earthquakes, releases of hazardous and toxic materials, and performs limited rescue services.

[Back to Top](#)

## **Section 2 - Student Response in an Emergency**

An important component of a student's conduct in emergency situations is the student's adherence to AUB's rules and regulations; the student should have a responsible stance towards them. A student who has purposefully triggered or caused a 'false' emergency situation will be subject to disciplinary action.

### **In an emergency situation**

1. Stay calm.
2. Establish the type of emergency at hand.
3. Call the university unit that handles the emergency in question if you know it.
4. Describe the situation, answering all questions accurately and concisely.
5. Follow the instructions of the on-campus authority.
6. Stay on the line until you are instructed to hang up.

### **Describing the Situation**

#### **1. When Describing a Person**

- a. Remember any identifying characteristics, from scars to an odor.
- b. Notice permanent features: hair color, height, facial structure, etc.
- c. Share any characteristics such as tattoos, birthmarks, etc., that will make a person stand out.

#### **2. When Describing an Object**

- a. Take note of the basics such as size, color, and shape.
- b. Write down any identifying characteristics, from part of a license plate number, to colors.

#### **3. When Describing an Incident**

- a. Stay as objective as possible.
- b. Keep things in chronological order.
- c. Tell listeners where you were standing/sitting at the time of the incident.
- d. Provide a "reporter's view": the who, what, where, why, when, and how of a situation.

### **Other Tips**

1. Don't play the hero by stepping into a volatile situation. Chances are you'll get hurt and make the situation worse. Contact the proper university unit so that it handles it safely and effectively.
2. Don't transport injured people to the hospital. Most of us could do more harm than good by moving someone who has been injured. Call the ambulance service at extension 7777, and they will handle the situation properly.
3. Don't hamper the efforts of medical or emergency personnel. Get out of the way and help with crowd control, if requested.

[Back to Top](#)

### **Section 3 - Safety Tips for International Students**

The Middle East is an area of unrest, and events can ripple throughout the region. The current situation within Beirut and Lebanon is calm and there's no indication that this will change. However, international students should still be aware of potential risks to personal safety and adhere to the necessary security precautions. During uncertain times, AUB works together with embassies and the Lebanese government to be prepared. As a precaution, it is recommended that you avoid unsafe areas. While there is no way to predict what could happen or what your personal circumstances could be, it is most important to use your common sense.

The following is a list of suggestions to consider during political or military unrest:

1. Keep informed of the current situation by consulting the media daily. In the event of an emergency, advisories may be made to the general public through the media. It is advisable to remain in contact with the Student Affairs Office and coordinator of International Student Services.
2. Register with your local embassy or consulate. Registration forms for some embassies can be obtained at the ISS and the director can fax them to your embassy or consulate. All international students should complete the "Emergency Contact Form" available in the ISS.
3. It is recommended to consult with ISS prior to undertaking travel to the South of Lebanon or neighboring countries.
4. Be as inconspicuous in dress and demeanor as possible. Try to blend with your surroundings. Make sure to carry your AUB ID and your residence permit on you, in case you are asked for identification. Only Lebanese government officials have the right to know of your residence status and have the right to see your residence permit.
5. If you see a volatile situation developing, resist the temptation to satisfy your curiosity and investigate what is happening. Participation in any public demonstration that has not been authorized by the Lebanese authorities may result in arrest and charges by the police. Students are therefore cautioned to avoid getting involved in such demonstrations.
6. Being interviewed by the media should reflect your personal opinion only, and therefore, it is advisable to be aware of the consequences of your statement.
7. Rumors tend to fly around campus in uncertain times. Do not rely solely on what your classmate says or the information overheard in the cafeteria. Contact ISS, your embassy, or any of the offices above immediately for clarification or confirmation of information.

Consult with the coordinator of the ISS, dean of Student Affairs, Protection Office, Environmental Health, Safety, and Risk Management, or Office of Information and Public Relations if you have any questions or concerns. Again, the AUB Protection Office is open 24 hours a day and can be reached by dialing 01- 374374, extension 2400. Urgent calls or messages to the coordinator of ISS after normal working hours can also be made through the Protection Office.

[Back to Top](#)

## Section 4 - Emergency Numbers

### ON CAMPUS

(Extension Number)

#### Student Affairs ISS

(Working hrs/ Working days)

#### EHSRM

(Working hrs/Working days)

#### Infirmary

(Working hrs/Working days)

#### Protection Office

(24hrs /7 days)

#### Fire

(24hrs /7 days)

#### Ambulance

(24hrs /7 days)

### AUH

(Extension Number)

#### Head Nurse

(24hrs /7 days)

#### Information

(24hrs /7 days)

### OFF CAMPUS

(Beirut City Line)

3170/6 **Beirut Fire Brigade** 175

2360 **Police** 112

3000 **Red Cross** 140

2400 **Civil Defense** 125

5555

7777

6605




6604





[Back to Top](#)

## Section 5 - Emergency Response Guidelines

### Buildings Evacuation During Emergencies

In most emergencies, the most important thing is to get out, be accounted for, and stay alive. When the alarm sounds or when an evacuation is ordered, everyone must exit the building according to the evacuation plan, taking the shortest and safest way out. After evacuating the building, it is important to go to the pre-determined assembly area where the presence of persons can be documented. Pre-designated wardens will account for a building's staff, while professors/instructors will account for their class students. The Emergency Response Team (ERT) should be informed about any person who is still in the building. Follow the instructions of the ERT personnel and provide any useful information related to the emergency scene. Do not re-enter the building until the emergency is cleared by the ERT and until you are instructed to do so.

<b>The Pre-Designated Assembly Areas</b>		
#		
1	<p>Upper Western Quadrant Buildings:</p> <ul style="list-style-type: none"> <li>a. Bliss Hall</li> <li>b. Fisk Hall</li> <li>c. Nicely Hall</li> <li>d. Infirmary</li> </ul>	 <p><b>Green Oval</b></p>
2	<p>Upper Eastern Quadrant Buildings:</p> <ul style="list-style-type: none"> <li>a. Assembly Hall</li> <li>b. Post Hall</li> <li>c. Old Pharmacy Building</li> <li>d. Olayan School of Business</li> <li>e. Van Dyck Hall</li> <li>f. Diana Tamari Sabbagh Building</li> </ul>	 <p><b>Area Between Main Gate &amp; Assembly Hall</b></p>
3	<p>College Hall</p>	 <p><b>North of Chapel</b></p>

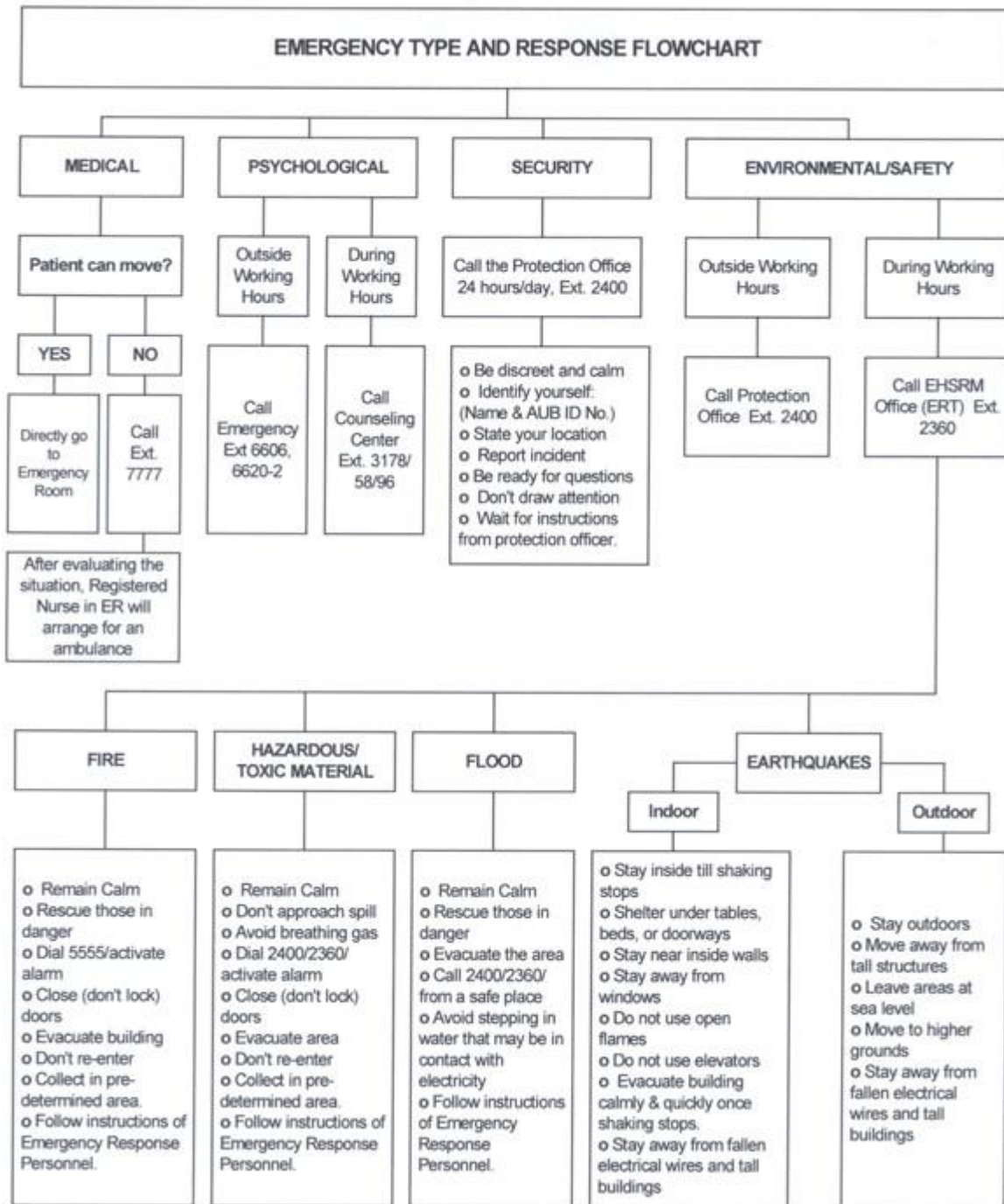
4	West Hall & Ada Dodge Hall	<p><b>Between Jafet Library &amp; Engineering Stairs</b></p> 
5	<p>Lower Western Quadrant Buildings:</p> <ul style="list-style-type: none"> <li>a. Agriculture Wings A &amp; B</li> <li>b. Boustani (Physics) Building</li> <li>c. Bobst (Chemistry) Building</li> <li>d. Biology Building</li> <li>e. Science Lecture Hall</li> </ul>	<p><b>Agriculture Square</b></p> 
6	<p>Faculty of Engineering &amp; Agriculture Science Buildings:</p> <ul style="list-style-type: none"> <li>a. Architecture Building</li> <li>b. Laundry</li> <li>c. Bechtel Engineering Building</li> <li>d. Engineering Shops</li> <li>e. Raymond Ghosn Building</li> <li>f. Corporation Yard Building</li> <li>g. Power Plant</li> </ul>	<p><b>Near Entrance to Tennis Court</b></p> 
7	Faculty Buildings II & III & Hariri Building	<p><b>Agriculture Kiosk</b></p> 

8	Jafet Library	<b>Near top of Architecture Stairs</b>
9	Men's Dorms	<b>Bliss Parking</b>
10	Jewet & Murex Halls	<b>Lower Lot of Corporation Yard Parking</b>
11	New Women & Boustani Buildings	<b>Upper Lot of Corporation Yard Parking</b>
12	AUBMC, Building 56, Issam Fares Hall, & Dale Home	<b>Dale Home Parking</b>
13	Saab Medical Library & Faculty I	<b>Alumni Parking (towards road)</b>

[Back to Top](#)

# APPENDIX I

## EMERGENCY TYPE AND RESPONSE FLOWCHART



### Evacuation Procedures

1. **Remain Calm:** do not shout.
2. **Rescue:** persons who are in immediate danger (this step is usually performed simultaneously with alarm).

3. **Alarm:** dial 5555 and inform the operator of the exact location and pull the nearest fire alarm.
4. **Contain:** close doors and windows to isolate emergency.
5. **Evacuate:** evacuate the building using the nearest exit, do not use elevators. At the Medical Center, evacuation will take place upon instruction of the person in charge of the emergency.
6. **Extinguish:** (in case of fire) you may fight the fire if you have been trained to do so, your exit is assured, and the alarm has been given.

[Back to Top](#)