KHYBER GIRLS MEDICAL COLLEGE
PESHAWAR

FIRE SAFETY, EMERGENCY PREPARDNESS AND EVACUATION

Overview:

Disaster Recovery plan provides guidance and information which helps Khyber Girls Medical College Peshawar to stay proactive in terms of any unplanned incident takes place to minimize the effect of disaster so that the organisation can continue to operate in normal routine as quickly as possible. Since disasters happen so rarely, management often ignores the disaster recovery plan. It is to realize that having a contingency plan in the event of a disaster gives an organisation a competitive edge.

Risks:

The major risk factors that can be included are as following. The list is not comprehensive and may include other factors which may be updated in the plan time to time.

    i.   Fire

    ii. Earthquake

    iii. Terrorist Activity

High Risk Areas:

Following are areas in Khyber Girls Medical College that are prone to high risk:

    i.   Main Power room including major electrical installations.

    ii. Back up Electric Generators

    iii. Record room

    iv. IT Section

Resources:

The resources that are critical to Khyber Girls Medical College and must be kept in consideration against the risks are:

    i.   Students

    ii.   Employees

    iii. Records

    iv. Medical Equipments

    v.   Information Technology Assets

    vi. Store Room

    vii. Electric and Water supply

Disaster Recovery Plan:

1. Security Officer is the focal person for Disaster recovery Management. Whenever there is a disaster Security Officer shall evaluate the incident and decide whether the incident is a disaster or not. If the incident qualifies for a disaster, Security Officer shall announce disaster and shall inform the respective stakeholders immediately.
2. Fire extinguishers are located in various areas of the college, with the provision of automated emergency alarm and fire hoses in the various blocks of the college as per the need.
3. Evacuation plans have been displayed throughout the college for the purpose of information of the escape routes in case of any emergency.
4. There are atleast two escape routes from every part of the building.
5. Three (03) areas are designated and marked as assembly areas. In case of any disaster, students, employees and visitors shall try to reach the nearest assembly area.

Serial Number	Area	Nearest Assembly Area
1.	Main College block	Assembly Area 1 (Main Car Parking)
2.	Mortutay block	Assembly area 1 (Main Car Parking)
3.	Lecture Theatre	Assembly Area 2 (Lawn infront of Auditorium Hall)
4.	Auditorium Hall and Examination Hall	Assembly Area 2 (Lawn infront of Auditorium): Assembly Area 3 (Lawn infront of Hostel)
5.	PGMED	Assembly Area 3 (Front Lawn of PGMED)
6.	Hostel	Assembly Area 3 (Front Lawn of Hostel)

6. In addition to that, incase of any emergency if there is need of evacuation of personal from the collge premises, there is an Emergency Exit Gate located at the back side of the College main building. To safely evacuate students, employees and visitors out of the college premsises. In this regard a document has been signed with the Peshawar Development Authority.

7. Emergency Alarm has been installed which can be triggered from 3 designated areas of the college for the purpose of declaring emergency situation.
8. SOS Mobile system.

9. **Evacuation Plan:**
    i. When the disaster or fire emergency is declared, **LEAVE AT ONCE**.
    ii. **ALERT** those are around you.
    iii. If possible, avoid using corridors that are full of smoke or has less visibility.
    iv. Close doors behind you and Proceed into the fire exit.
    v. **DO NOT** try to manhandle the fire. Instead, try moving to a safer location.
    vi. **DO NOT USE ELEVATORS**. They may lead to a trap situation incase of electric breakdown.
    vii. **DO NOT** stop to collect personal belongings.
    viii. **RUSH** to the nearest assembly area.
    ix. **DO NOT** leave the assembly area until all clear has been given.
    x. If you become trapped in your office or laboratory and cannot reach the fire exit, keep the door closed and seal off any cracks. Use the phone to call for help.
    xi. **DO NOT** touch any electrical wire with bare hands.
    xii. If caught in smoke or heat, stay low where the air is better. Take short breaths through your nose until you reach the fire exit.
    xiii. Report anyone who is waiting to be evacuated or is missing.
10. Adjacent stair cases shall be used for evacuation in case of disaster other than ground floors while the stair cases shall be kept obstruction free at all the times. These stair cases are marked with proper directions towards the assembly area.
11. The Senior Security Officer shall ensure that proper communication has been made to various stakeholders by wireless sets with security personnel.
12. Following emergency numbers shall be made visible in common areas.

Name	Focal Person	Phone Number
Quick Response team	QRF 1	
	QRF 2	
	QRF 3	
Police Station	Police on Duty	9217333
Fire Brigade	Rescue 1122 Department	9217135 and 1122

13. The safe evacuation of the student and staff is our priority protecting the infrastructure is second. None should fight the fire at the expense of their own or anyone else safety.

14. All the new staff and students must be briefed on the evacuation procedures and the locations of the Extinguishers, Emergency Exits and all other relevant information.
15. Fire / Disaster response Team: There are two focal person trained on disaster management in each unit, one to evacuate people and the other to use fire extinguisher.
16. The Department Techician/Clerk shall check and turn off the all electrical equipments such as computers, printers, projectors, heaters, AC's at the end of the college day.
17. Trainings shall be provided in every unit twice a year and results shall be documented. Each Head of the Department shall nominate two persons from each unit for training.
18. Drills shall take place in each unit twice a year.
19. In case any disaster occurs, Accounts department and Store Department team of the college shall make estimate of the loss after the disaster and shall submit a report to Dean.
20. Each year Security Officer shall review the plan and update it accordingly.