

Emergency Response Plan

Chemical Engineering Department

1. Introduction

1.1 Purpose

The purpose of an Emergency Response Plan (ERP) for a department within a university or any organization is to ensure the safety and well-being of all individuals within that department during various types of emergencies. Here are the primary purposes of an ERP for a department:

Safety: The foremost purpose is to protect the lives and safety of department members, including students, faculty, and staff, in the event of emergencies such as fires, natural disasters, medical crises, or security incidents.

Minimize Damage: An ERP aims to minimize damage to property, equipment, and resources by providing clear procedures for responding to emergencies effectively and efficiently.

Coordination: It establishes a framework for coordinated actions, ensuring that everyone within the department knows their roles and responsibilities during emergencies. This helps prevent chaos and confusion.

Communication: The ERP outlines communication protocols, ensuring that information is disseminated effectively both within the department and with external emergency services.

Evacuation and Shelter: It provides evacuation plans and procedures for safe evacuation in case of fire or other hazards, as well as instructions for sheltering in place when necessary.

Resource Allocation: An ERP may identify and allocate emergency resources such as first aid kits, fire extinguishers, and specific locations within the department.

Training and Preparedness: It establishes a schedule for training and emergency drills to ensure that department members are prepared and know what to do in various emergency scenarios.

Documentation and Improvement: The plan includes procedures for documenting and evaluating the response to emergencies, with the goal of continuous improvement and refinement of the plan over time.

Compliance: In some cases, an ERP may be required by regulatory agencies or accrediting bodies. Ensuring compliance with these requirements is another purpose.

Resilience: Ultimately, the ERP contributes to the overall resilience of the department and the university, enabling a quicker and more effective response to emergencies and a faster return to normal operations.

2. Emergency Contact

2.1 Local Emergency Services

Ambulance services	115, 1122
Fire brigade	16
Police	15

2.2 University and Department contacts

University ((Security & General)	(92-21) 99261261 (2251/2314)
Medical Department	(92-21) 9926126 (2216)
(Prof. Dr Saud Hashmi) Chairperson (Chemical Department)	(92-21) 99261261 (2286)
(Engr. Shahzad Shaikh) HSE Focal person	(92-21) 99261261 (2275)
(Engr. M. Umair Shaikh) HSE Team member	(92-21) 99261261 (2402)

2.3 Team Responsible in Emergency

Emergency Role	Name	Responsibilities	Contact Information
Emergency Coordinator	Engr. Shahzad Shaikh	Overall coordination of emergency response. Decision-making authority during the emergency.	(92-21) 99261261 (2275)
Evacuation Leader	Engr. Muhammad Umair Shaikh	Directs evacuation efforts. Ensure all department members evacuate safely.	(92-21) 99261261 (2402)
Communication Liaison	Dr Saad Nadeem	Manages internal and external communication.	(92-21) 99261261 (2275)
First Responder Aid	Muhammad Rafiq	Provides first aid and medical assistance. Coordinates with emergency medical services.	(92-21) 99261261 (2469)
Fire Extinguisher Coordinator	Farhan Saeed	Oversees the use of fire extinguishers if necessary. Ensures safe use and operation of fire extinguishers	(92-21) 99261261 (2469)
Safety Sweep	Imran Khan	Ensures all areas are clear of personnel.	(92-21) 99261261 (2585)
Alarm Person Press	Riaz Ahmed	Activates the nearest fire alarm pull station. Alerts others to the emergency and evacuations.	(92-21) 99261261 (2286)

3.0 Emergency Procedure

3.1 Fire Emergency

In the event of a fire emergency within the department, it is crucial to follow these steps to ensure the safety of all individuals:

- **Alert**

Immediately activate the nearest fire alarm pull station or alert others to do so.

Dial 16 or the emergency number for your location to notify local fire authorities. Provide them with your location and the nature of the emergency.

Alert department members by shouting "Fire!".

If you have a communication system in place, use it to inform department members of the emergency.

- **Evacuate**

Leave the building immediately through the nearest safe emergency exit.

Assist individuals with disabilities or mobility challenges in evacuating, ensuring they reach a safe location.

Ensure that all personnel and students leave the building promptly. Do not delay to collect personal belongings.

- **Assembly Point**

Proceed to the designated assembly point, which is [specify location] (include a map or clear description).

Account for all department members and report any missing persons to emergency responders.

Remain at the assembly point until it is safe to re-enter the building. Do not re-enter until authorized by emergency personnel.

- **Fire Extinguisher Use**

Only use a fire extinguisher if you have been trained to do so and the fire is small and contained.

If you are not trained or the fire is spreading rapidly, do not attempt to extinguish it. Evacuate immediately.

- **Do Not Re-enter**

Under no circumstances should anyone re-enter the building until it has been declared safe by HSE team or emergency personnel.

- **Follow Instructions**

Listen to and follow instructions from emergency responders, HSE team, and university security.

- **Post-Emergency**

After the fire emergency has been resolved, follow-up with department members to ensure everyone is safe.

Provide any necessary information to emergency responders or HSE team for incident reporting and investigation.

Remember that personal safety is the top priority during a fire emergency. It is essential to act quickly, calmly, and follow established evacuation procedures to minimize risks and injuries.

3.2 Natural Disasters

Natural disasters such as earthquakes, severe weather events, and urban floods require specific responses to ensure the safety of department members. It is essential to follow these guidelines:

3.2.1 Earthquakes:

- **Drop, Cover, and Hold On:**

If you feel an earthquake, immediately take cover under a sturdy piece of furniture, such as a desk or table. Protect your head and neck with your arms and take shelter until the shaking stops.

- **Stay Indoors:**

Avoid running outside during the shaking, as falling debris poses a significant risk. Stay away from windows, glass, and heavy objects that could fall.

- **Evacuate After Shaking Stops:**

If the building sustains damage or if authorities issue an evacuation order, calmly and safely evacuate to a designated assembly area, if it is safe to do so.

3.2.2 Severe Weather (Tornadoes, Thunderstorms)

- **Monitoring:**

Stay informed about weather conditions through reliable sources such as local news or weather alerts.

- **Stay Informed:**

Continue to monitor weather updates and wait for official clearance before leaving your area.

3.2.3 Floods

- **Alertness:**

Be aware of flood alerts and warnings in your area through local authorities or weather alerts.

- **Evacuation:**

If a flood warning is issued, follow evacuation orders promptly and head to higher ground and avoid areas prone to flooding.

- **Turn Around, Don't Drown:**

Do not attempt to drive or walk through flooded areas. Turn around and find an alternate route.

- **Stay Informed:**

Monitor weather updates and emergency broadcasts for flood updates and information on when it is safe to return.

General Guidelines for All -Natural Disasters:

- **Communication:**

Use your designated communication channels to stay in contact with department HSE team members and authorities.

Notify emergency responders if assistance is needed.

- **Account for All Department Members:**

After the disaster has passed, account for all department members and report any injuries or missing persons to emergency responders.

- **Assist Others:**

If safe to do so, provide assistance to individuals who may require help during the disaster, such as those with mobility challenges.

- **Do Not Re-enter Until Safe:**

Do not re-enter buildings or areas affected by the natural disaster until authorities have deemed it safe

- **Follow Official Instructions:**

Always follow the instructions and guidance provided by local authorities and emergency services.



Head of Department



HSE In-Charge