 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Central Labs	Effective Date	01-Nov-19
	Policy Subject	Labs Emergency Preparedness	Last Review date	01-Nov-22
	Policy Number	UOS/CLD/SS/02	Next Review date	01-Nov-23
	Responsible Entity	Central Laboratories Directorate - Safety Section	Approved By	Deanship of Academic Support Services

Overview

An emergency can create lethal consequences if there is no prior preparation. Lab emergency preparedness means planning emergencies in labs to reduce fear and provide a safe working environment in labs.

All teaching and research laboratories are fully prepared with emergency equipment and related supplies to deal with emergencies and what steps lab staff should follow during emergencies. The CLD Safety section supplies all emergency tools and equipment e.g., chemical/biohazard spill kit, first aid kit, emergency shower, eyewash station, etc. An emergency response guide is available in each lab, and it gives instructions related to several types of emergencies and describes how to do the right thing in an emergency and what steps should be followed if you face an emergency. Moreover, emergency and safety instructions posters are displayed in all teaching and research laboratories and corridors.

Scope

This procedure applies to all lab users (Lab faculty members, Lab Staff, CLD, Students, Visitors, contractors etc.) associated with labs that come under the Central Labs Directorate, University of Sharjah.


Purpose

The purpose of this policy is to:

- Describe the procedure for Labs Emergency Preparedness for all labs fall under jurisdiction of Central Labs Directorate, University of Sharjah.
- Reduce the chances of incidents in teaching and research laboratories during emergencies.
- Create awareness about emergency tools and equipment available in central labs for all stakeholders (lab staff, students, researchers, faculty members, cleaners, visitors etc.).
- Fulfill the legal requirements to avoid any lawful issue for University of Sharjah.

Definition

- Hazard:** Any substance, physical effect, or condition with potential to harm people or property.
- Incident:** An event or chain of events which has caused or could have caused fatality, injury, illness and/or damage (loss) to assets, entity reputation or third parties.
- Emergency:** A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
- Emergency Preparedness:** Emergency preparedness means planning of the emergency.
- Emergency Plan:** Systematic instructions and procedures that clearly detail what needs to be done, how, when, and by whom before and after the time an anticipated emergency event occurs.
- Fire Safety Sign:** A sign (including an illuminated sign or an acoustic signal) which:
 - provides information on escape routes and emergency exits in case of fire.
 - Provides information on the identification or location of firefighting equipment; or gives warning in case of fire.

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7. **First Aid:** Immediate aid given to a person suffering from a sudden illness or injury in the workplace, with care supplied to preserve life, prevent the condition from worsening, and/or promote recovery. Such care may be considered “first aid” even though provided by a health-care professional.
8. **First Aid Injury:** Is a minor work-related injury or illness that calls for only simple “First Aid” treatment and does not call for follow-up treatment by a health-care professional. First aid injuries do not result in lost time from work or work restrictions.
9. **Personal Protective Equipment (PPE):** Any device, appliance, or equipment (including clothing or sunscreen affording protection against the weather) designed to be worn or held by an individual for protection against one or more health and safety hazards or minimize their exposure to workplace risks. It includes, but is not limited to, items such as face masks and respirators, eye protection, high visibility clothing, coveralls, goggles, helmets, safety harnesses, gloves, and footwear.

Abbreviation

CLD – Central Laboratories Directorate

DCLD – Director Central Laboratories Directorate

DASS – Dean of Academic Support Services

LSO – Lab Safety Office


LS – Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians and research assistant)

LFM – Labs Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)

FMPD – Facilities Management & Planning Department

Reference

- Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0 / January 2020 (Risk Management Program for Scientific Laboratories).
- OSHAD-SF, Ver-3; May 2017; Clause- 5.1 C-xiv (Emergency Response Plan) / Clause - 12 (Emergency Management)
- Other applicable Policies and Procedures of Central Laboratories Directorate
- ISO 14001:2015, Clause: 8.1 (Operational Planning and Control), Clause: 8.2 (Emergency Preparedness & Response)
- ISO 45001-2018, Clause: 8.2 (Emergency preparedness and response), Clause: 7.5.3 (10.2 Incident, nonconformity and corrective action).
- Central Labs Chemical Hygiene Plan 2019.
- CL Emergency Response Guide
- Central Labs Lab Safety Manual 2020.
- Stipulation 7: Health, Safety and Environment, CAA Standards for Institutional Licensure and Program Accreditation Dec 2019.


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Policy


- Safety section committed to providing the necessary emergency tools in the labs.
- Safety section shall supply guidelines and awareness for different category of emergencies.
- Safety section must ensure that all lab emergency supplies, and equipment are properly maintained.
- Safety section must adhere to and follow the requirements of lab emergency preparedness as per local authorities, CAA Standards and other relevant standards.

Procedure


<u>RESPONSIBILITY</u>		<u>ACTION</u>
	1.0	Labs Emergency Preparedness Procedure
CLD	1.1	Responsible to make lab staff aware about labs emergency preparedness policy and procedure to ensure that all staff adhere and follow the labs emergency preparedness policy and procedure.
	1.2	Labs are equipped with the following to cater with emergencies as per the lab operations as mentioned in 1.3 & 1.4:
LS/LFM & LSO	1.3	<ol style="list-style-type: none"> 1. First aid kits 2. Chemical Spills kit 3. Biological spill kit 4. Prominent emergency and safety signs & posters 5. Safety shower and eyewash station 6. Personal protective equipment 7. Safety data sheet 8. Lab Safety Manual and Emergency response guide 9. Chemical Hygiene plan
FMPD, LS/LFM & LSO	1.4	<ol style="list-style-type: none"> 10. Adequate Lighting 11. Fire Alarm 12. Fire Sprinkler 13. Fire Extinguishers 14. Fire Blankets 15. Emergency Lights 16. Fire Hose Cabinet

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
CLD	1.5	<p>Central Laboratories (W12, M12) and RIHMS (M32) buildings are equipped with Emergency evacuation equipment which is available in the designated area in each building. The following is emergency equipment to help to build occupants during emergencies.</p> <ol style="list-style-type: none"> 1. Emergency Evacuation Chair 2. Emergency Evacuation Mattress 3. Automated External Defibrillator in wall mounted cabinet 4. Emergency Stretcher (Foldable) 5. Wheelchairs <p>Note: Operational training for Evacuation equipment is provided to concern security staff.</p>
LS/LFM	1.6	Request officially any missing/malfunctioning safety equipment to Central Labs for immediate action.
FMPD, LSO & LS/LFM	1.7	Evacuation maps shall be present in labs and corridors in visible places with clearly shown Evacuation routes and assembly points.
LS/LFM	1.8	Must read and remember the details written in “CL Emergency Response Guide” booklet available in lab and ensure that all persons present in his/ her labs must read also.
LS/LFM	1.9	<p>Explains emergency, safety and evacuation instructions to all students in the laboratory at the beginning of each semester including followings:</p> <ol style="list-style-type: none"> 1. Lab Safety Rules 2. Emergency Contact Numbers 3. What to do when discovering fire? 4. What to do when hearing the fire alarm? 5. What to do in case of gas leak and compressed gas cylinder leak? 6. Location of fire alarm calls points and escape route? 7. Location of assembly points. 8. What to do in Cryogenic Liquid Spill? 9. In Case of Chemical Emergency? 10. What to do in case of Biohazard spill? 11. What to do in case of sharp object Injuries? 12. What to do in case of electrical shock? 13. What to do in case of Ionization Radiation Emergency? 14. What to do in case of medical emergency? 15. Usage of eyewash and emergency shower station. 16. Safe use of fire extinguishers if possible. <p>Note: Above safety instructions are available in the CL Emergency Response Guide booklet on the CL Safety Portal.</p>

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RESPONSIBILITY		ACTION
LS/LFM & Students	1.11	Adheres and follows the emergency & safety instructions placed in labs.
CLD	1.12	Have documented emergency plan which is communicated to all lab Staff and highlighting potential emergencies and response procedures such as evacuation, medical care, reporting and drills. Note: Document emergency plan is available in the CL Emergency Response Guide booklet.
LSO/FMPD / Security Department	1.13	Carry out mock fire drills whenever needed. To conduct a mock drill LSO will coordinate with representatives of FMPD, UOS Security Department & Fire Alarm contractor (Corodex LLC) and concerned staff. Records of such drills are kept. Note: FMPD/Security Department representative may check with the Civil Defense Department if their presence is needed or not?
All lab personnel	1.14	Respond immediately on hearing the fire alarm and follow the evacuation procedures to reach the nearest assembly point.
LSO & LS/LFM	1.15	Displays in labs telephone numbers of emergency personnel and / or authorities to be contacted in case of emergency.
LS/LFM	1.15	Paste signs and labels prominently in labs addressing laboratory hazards and risks.
	2.0	Monitoring and Control
LS/LFM	2.1	Prepares “ Incident Report Form ” In case of emergency and/or incident occurs and sends it to the LSO or DCLD.
LSO & DCLD	2.2	Reviews the reports and takes appropriate action as deemed necessary.
	3.0	Records
LSO	3.1	Ensures that electronic versions and/or hard copies of following records are kept for a period of three years. <ul style="list-style-type: none"> • Incident Report Form • Fire / Evacuation Drills Records (If any) • Purchase Requisition Form TS/FR/01
LSO	3.2	Disposes records after expiry of retention period. Disposal may include: <ul style="list-style-type: none"> • Send to store • Destroy the records • Shred the records • Archive the records

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Document Amendment Record

Date	Description of Amendment	Pages Affected
28-06-2022	Add Overview, Purpose, Scope, Reference, and Policy statements	1-3
	Add instructions for Emergency Evacuation Equipment in 1.5	4