

The logo of the American University of Kuwait (AUK) is located in the bottom right corner. It features a stylized yellow building icon above the letters "AUK" in a bold, red, serif font. Below "AUK" is the full name "AMERICAN UNIVERSITY of KUWAIT®" in a red serif font, with "of" in a smaller, italicized script.

CONTENTS

A.	INTRODUCTION	4
B.	PURPOSE AND SCOPE.....	4
C.	WHAT IS AN EMERGENCY	4
D.	COMMUNICATION	4
E.	CAMPUS FIRE EMERGENCY PROCEDURE	5
1.	Fire Safety.....	5
2.	Emergency Contacts.....	5
3.	Evacuation Procedures.....	5
4.	Fire Warden Responsibilities	5
5.	Security Responsibilities	6
6.	Facilities & Maintenance Responsibilities.....	6
7.	Occupant Responsibilities.....	6
F.	LEVELS OF EMERGENCIES.....	8
G.	OTHER TYPES OF EMERGENCIES AND THEIR RESPONSE	9
1.	Medical and Behavioral Emergency Plan	9
2.	Fatality due to Incident or Natural Death.....	10
3.	Active Shooter.....	11
4.	Bomb Threat.....	13
5.	Dispersion of Hazardous Material	15
6.	Facilities Emergency Procedure.....	16
7.	Cybersecurity Emergency Procedure.....	18
H.	ANNEXES	
1.	Fire Wardens List.....	20
2.	AUK Evacuation Plan	27
3.	GEN_007 – Death Notification and Response Policy.....	94

A. INTRODUCTION

The American University of Kuwait (AUK) is committed to maintaining a safe and secure environment for its students, faculty, staff, and visitors by applying the rules of AUK and other laws as enforced by the State of Kuwait.

AUK is subject to major disruptions as a result of emergencies or civil disturbances beyond the control of the institution. These include, but are not limited to, weather emergencies, earthquakes, fires, hazardous materials spills, riots, cyber-attacks, terrorist acts, bomb threats, armed conflicts, etc.

Depending on the magnitude and impact of the crisis, the AUK president or his/her designee shall make the decision to close the institution, suspend or postpone operations, curtail activities, or make the University available for community support. It is the responsibility of AUK to protect University personnel, resources, and interests during an emergency or crisis event. However, preventive and security measures cannot assure elimination of all risks. A safe community depends on the awareness, cooperation, and preparedness of everyone on campus. It is expected of all members of the University community to review the information in this document and exercise good judgment in responding to these events as the situation necessitates.

B. PURPOSE AND SCOPE

This document is directed to all stakeholders who regularly visit the AUK campus, including students, faculty, staff, alumni, parents, vendors, and other visitors. The purpose of this document is to articulate a comprehensive crisis management, emergency response, and business continuity plan for AUK in the event that the campus community is subjected to any emergencies or civil disturbances on or around campus. The objectives of the plan include:

- Protection of lives and minimizing chances of injuries or fatalities
- Protection of University assets and data
- Maintaining public image and reputation
- Insuring an efficient decision-making process during times of crises
- Insuring quick recovery and resumption of general campus operations

C. WHAT IS AN EMERGENCY

An emergency is a situation that poses an immediate risk to the health or life of AUK community members, as well as property and environmental damage to the University premises. Most emergencies, such as fires and bomb threats, require urgent intervention to prevent an escalation of the situation, although mitigation may not always be possible, and agencies may only be able to offer palliative care for the aftermath.

D. COMMUNICATION

Communication is key during an emergency to ensure all faculty, staff, students, and other members of the community are well-informed and up-to-date with the actions needed to be taken. This involves effectively communicating with the campus community and monitoring the occurrence in the rapidly changing environment.

1. **Plan to Communicate with the AUK Community**
 - a. Determine type of emergency (see Section G)
 - b. CSD security team contacts Emergency Response Team (CERT)
 - c. CERT determines Action:
 - Contact authorities on 112
 - Discuss with experts and decide on a course of action
 - Stay/shelter in place
 - Evacuate building
 - Evacuate campus
2. **Campus Emergency Response Team (CERT)**

The AUK Campus Emergency Response Team focuses primarily on the management of crisis situations on campus. Its involvement is central to the successful implementation of the Campus Emergency Response Plan.

CERT's top priority is to ensure the health, safety, and wellbeing of the AUK community. After securing the community, the next priority will be campus facilities.

CERT is comprised of the following:

- a. President's Cabinet
 - b. Director of Campus Services
 - c. Director of Human Resources
 - d. Director of PR & Marketing
 - e. Director of related emergency area
-
3. **CSD Security Team**
 - a. Director of Campus Services: Ms. Mayce El Mostafa
 - b. Safety Security Coordinator: Mr. Nawaf Al Banai
 - c. Control Room Coordinator: Mr. Mahmoud Zayada
 - d. Control Room Assistant Coordinator
 - e. Field Security

E. CAMPUS FIRE EMERGENCY PROCEDURE

1. FIRE SAFETY

AUK is equipped with both automatic and manual fire alarms which activate fire sirens instructing occupants to evacuate the building. AUK is also equipped with a state-of-the-art automated sprinkler fire control system in some buildings. No faculty, staff, or student should attempt to fight the fire in any way. All firefighting efforts should be left to trained personnel only.

It is essential that all students, staff, and faculty be familiar with the locations of emergency phones, pull alarms, and the AUK Evacuation Plan (Annex #1) posted in each classroom and office and use specified routes and stairs to exit and proceed to their designated assembly area.

2. EMERGENCY CONTACTS

- Evacuation Coordinator: Mr. Nawaf Al Banai 6107010
- Campus Services Director: Mrs. Mayce El Mostafa 66505055
- Control Room Ext. 3333
- Campus Clinic Ext. 3401

3. EVACUATION PROCEDURES

Upon detection of fire or smoke, the AUK Evacuation Procedure is to be followed. The fire alarm system is to be activated and building evacuation is to be conducted.

a. Evacuation Triggers:

Fire alarm siren sounding for more than **60 seconds** means evacuation of the building is triggered. When the fire alarm sounds more than **60 seconds**, stop what you're doing, immediately evacuate the building, move towards the assembly point and report to your supervisor/floor in-charge. In order to account for all individuals after a building evacuation, it is critical to meet at the designated assembly point outside and away from the building.

b. Evacuation Information:

- 1) **Staff needed:** To implement the evacuation procedure, a minimum of 6 trained staff are needed on duty for each building.
- 2) **Equipment needed:** Mobile phone, two-way radio, torches, hi-visibility vests, evacuation chairs, megaphone.
- 3) **AUK assembly point:** Designated assembly point is the public parking area leading through gate 3 at the volleyball/basketball court, and the parking near gate 6.

c. Emergency Exits:

Emergency exits are marked in the respective buildings. Each floor shows the directional signs for exits and a layout showing the AUK Evacuation Plan (Annex 1).

d. Evacuation Steps:

- 1) Fire siren sounds for more than 60 Seconds.
- 2) Assigned staff will sweep the entire building and notify building occupants of the closure.
- 3) Staff will commence evacuation of the building—ensuring this is done in a calm and orderly manner to exit to a safe place through the fire exit stairs (elevators are not to be used during evacuations).

- 4) Inform fire warden in case anyone is left behind.
- 5) Follow the officials’ instructions.
- 6) Assemble at the designated assembly points and wait for further instructions.
- 7) If safe to do, electrical mains and gas supplies will be switched off before leaving the building by the senior technician designated to do so.
- 8) To ensure nobody re-enters the building until confirmed safe to do so by the fire service, a building guard will man the main entrance of the building.
- 9) Remain in the assembly area until given further instruction from the evacuation coordinator/authorized personnel.
- 10) Evacuation team will assist in the monitoring of building entrances. The buildings will remain officially closed until further notice from the appropriate authorities.
- 11) Re-entry will be allowed when the Kuwait Fire Department or the authority having jurisdiction has cleared the building. This will be indicated by announcement.

4. FIRE WARDEN RESPONSIBILITIES

Fire wardens and alternate fire wardens have been designated for all occupied areas of the main campus building. They are responsible for ensuring that all building occupants within their area of responsibility have evacuated those areas.

Fire wardens are identified in Annex #2 (Fire Wardens), along with their areas of responsibility, evacuation routes, and designated assembly areas.

Fire warden duties and responsibilities are detailed as follows:

a. Before an Evacuation Occurs:

- To familiarize new employees and students with the AUK evacuation procedures.
- To assist persons with disabilities with evacuation pre-planning, drills, and actual evacuations.
- To note any malfunctioning alarms.
- To discourage tampering with fire alarm and protection equipment.

b. During the Evacuation:

- When hearing the fire alarm sound for a period exceeding 60 seconds, the AUK evacuation procedure is triggered.
- Each fire warden must relocate to his/her assigned emergency post area.
- Each fire warden must wear the safety jacket and safety helmet.
- Fire wardens must begin evacuating their area of responsibility and guide population toward assembly points, reminding people that, if possible, they should close windows and doors, and shut off equipment if necessary.
- Fire wardens must report to security members any difficulties encountered during evacuation. This would include the location and identity of any individuals unable or unwilling to evacuate, and any fire/smoke seen (without interfering or trying to search for it).
- Observation of anyone in distress requiring medical attention must be reported to security.
- Upon exiting the building, fire wardens must notify security of the successful evacuation of the fire warden’s assigned area.
- Fire wardens must ensure occupants from their assigned areas of responsibility move to their designated assembly areas.
- Fire wardens should stay with their assigned areas of responsibility until the emergency is cleared.

c. Additional Suggested Assignments:

- Monthly visual checks of fire protection equipment.
- Participate in fire alarm tests.
- Set up an annual fire evacuation drill (contact the safety program). A fire warden is usually assigned a floor or a section of the respective area in which they work. If the fire warden is absent, the duties would be performed by the alternate.

5. SECURITY RESPONSIBILITIES

If notified of a fire, the campus security manager must determine if the fire has been reported to 112. If 112 have not been called or the alarm has not been activated, the campus security manager will activate the manual pull station alarm and call 112 provided he ensures there is active fire on campus.

The campus security manager will utilize the campus security evacuation checklist of fire wardens by assigned location.

Headquarter of emergency operations will be located in the CSD director’s office or president’s office as a second option; depending on which is nearer to the incident location and safer to be in.

The campus security supervisor will move and transfer the emergency first aid bag to the assembly points and main building entrances. All security personnel, except for+ the building-patrolling security guard, are requested to clear the radio channel and keep minimum usage of radio to the evacuation team.

All other security guards will assume traffic posts under the direction of the traffic shift supervisor to keep departing vehicles exiting in a safe and timely manner.

- The parking 1 security guard will assume traffic duties at gate 6 campus entrance.
- The VIP parking security guard will assume traffic duties at the staff and visitors parking.
- Contingent on the location of the fire/emergency and the anticipated entry route of responding emergency vehicles, all exiting traffic will be diverted accordingly.

6. FACILITIES & MAINTENANCE RESPONSIBILITIES

Maintenance personnel will, if possible, verify the sprinkler valves are open in the appropriate sprinkler room without reentering the main campus building after a fire alarm has been activated.

The director of the Campus Services Department will dispatch maintenance personnel and security guards to respective fire control panels and to assist in confirming that all spaces have been evacuated and personnel are moving to designated assembly areas.

7. OCCUPANT RESPONSIBILITIES

In the event a fire is discovered in an area, it is essential that these steps are followed:

- Do not panic or cause others to panic.
- Activate the manual pull station building alarm.
- Use emergency phones or an internal phone to notify campus security of the nature and location of the fire or emergency on the Emergency Hot Line extension 3333.
- When the alarm is sounded for more **than 60 seconds** proceed to evacuate the building following the designated evacuation route and/or direction of the fire warden.
- **Do not use the elevators during a fire.**
- Immediately initiate evacuation and do not waste time in gathering personal items or work material, or in logging off computers.
- During evacuation close all doors to confine the fire and use discretion in locking doors.
- Assist physically disabled individuals in exiting the building.
- **The location of physically disabled occupants in need of assistance must be reported to security by either the fire warden responsible for that area, the volunteer assisting the individual, or the individual requiring assistance by use of an emergency phone.**
- Should you become trapped inside the building during a fire and a window is available place an article of clothing (shirt, coat, etc.) either outside of the window or on the window as a marker for rescue crews.
- If there is no window, stay near the floor where the air will be less toxic and shout at regular intervals to alert emergency crews of your location.
- Once outside move to the designated assembly area.
- Remain in your assembly areas, maintaining a safe distance from the structure.
- Faculty and students should assemble with their classes and staff with their respective office occupants. Faculty should attempt to account for students; the senior staff office representative must account for occupants from their respective office areas; each reporting findings to their designated fire warden.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
- Do not return to an evacuated building until the fire department has declared the building safe for reentry and instruction by fire wardens to reenter the building has been issued.

F. LEVELS OF EMERGENCIES

Three levels of emergencies have been identified, relative to the magnitude of the emergency. Identifying the emergency level will determine the activation of CERT and allocation of required resources to handle the emergency. The three levels of emergency are described below:

Response Level	Description	Examples	Communication
Level 1 Emergency	<p>An emergency that has little or no impact on personnel or normal operational functions outside the locally affected area, and does not pose a significant risk to life/safety.</p> <p>A Level 1 emergency is handled by university personnel without assistance from outside agencies.</p>	<ul style="list-style-type: none">• Temporary power outage• Minor first aid cases/personal injury• Localized flooding• Localized power disruption• Laboratory, or other building odor complaint• Localized chemical spill• Plumbing failure, water leak	<p>Direct Supervisor: YES</p> <p>Security Department: YES</p> <p>President's Cabinet: NO</p> <p>Other Director: NO</p> <p>Local Authorities 112: NO</p>
Level 2 Emergency	<p>A mid-level emergency that seriously impacts life/safety of members of the campus community, involves damages to university facilities, and/or causes wide-scale disruption of operational functions. In most cases, A Level 2 emergency cannot be handled by university personnel without assistance from outside agencies (e.g., fire department, police, and other civil defense services).</p>	<ul style="list-style-type: none">• Bomb threat with building and area evacuations• Gas leak• Building fire or explosion• Bioterrorism threat incident• Major chemical spill• Extensive power outage• Severe flooding	<p>Direct Supervisor: YES</p> <p>Security Department: YES</p> <p>President's Cabinet: YES</p> <p>Other Directors: YES</p> <p>Local Authorities 112: YES</p>
Level 3 Emergency	<p>A major disaster that disrupts the entire campus operations and extends significantly into the local community. An emergency of this level may result in major damage to several university facilities, mass casualties, and severe injury to members of the campus community. University personnel cannot handle Level 3 emergencies without the assistance of outside agencies. Because response time of outside agencies may be seriously delayed, Level 3 emergencies require extensive cooperation and coordination among members of the ICT and campus community.</p>	<ul style="list-style-type: none">• Major natural disasters• Regional civil disturbances• Major active shooter event.	<p>Direct Supervisor: YES</p> <p>Security Department: YES</p> <p>President's Cabinet: YES</p> <p>Other Directors: YES</p> <p>Local Authorities 112: YES</p>

G. OTHER TYPES OF EMERGENCIES AND THEIR RESPONSE

1. MEDICAL AND BEHAVIORAL EMERGENCY PLAN

a. Definition

A person facing a medical or behavioral emergency that requires immediate care. The medical and behavioral emergency plan is a roadmap for how to transport the patient from their point of injury to a care facility. Student emergencies are handled by the director of the Counseling Center (CCD) or designee. Staff and faculty emergencies are handled by the Human Resources Department (HRD) or designee.

b. Emergency step-by-step response

- 1) In case of a medical emergency:
 - a) Call the emergency number ext. 3333
 - b) CSD security team to contact the following:
 - Campus clinic
 - Local emergency service
 - Counseling Center for students
 - HRD for staff/faculty
 - c) Nurse to evaluate the case
 - d) CCD/HRD to call emergency contact of the patient
 - e) The patient should not be moved except by a medical team
- 2) In case of a behavioral emergency:
 - a) Call the emergency number ext. 3333
 - b) CSD security team to contact CCD/HRD
 - c) CCD/HRD to evaluate the case and informs VPSA/president as appropriate
- 3) When the ambulance arrives:
 - a) Ambulance to park at Gate 3
 - b) CSD representative to escort the medical team to the location of the patient
 - c) Nurse to accompany the patient to the emergency car
 - d) Nurse to document the incident and share with CCD and HRD/VPSA as appropriate

2. FATALITY DUE TO INCIDENT OR NATURAL DEATH

a. Definition:

When the death occurs, whether on or off campus, it is incumbent upon the designated AUK officials and administrative offices to provide immediate, caring, and professional assistance to the family, survivors, and eligible beneficiaries of any death benefits administered by or through AUK.

1) Death of a Student:

The Office of the Vice President for Student Affairs (VPSA) coordinates the notification of appropriate AUK officials and, within the parameters of this protocol and the Death Notification and Response Policy (GEN_007), assists those officials, the student's family, and the campus community, as requested. In its role as the central point of contact in all matters related to the death of an AUK student, the VPSA is committed to handling this responsibility in a discreet, sensitive, professional, and timely manner.

2) Death of an Employee:

The director of the Human Resources Department (HRD) coordinates the notification of appropriate AUK officials and, within the parameters of this protocol and the Death Notification and Response Policy (GEN_007), assists those officials, the employee's family, and the campus community, as requested. In its role as the central point of contact in all matters related to the death of an AUK employee, the HRD is committed to handling this responsibility in a discreet, sensitive, professional, and timely manner.

Refer to Death Notification and Response Policy (Annex 3) for detailed communication and action plan for death of a community member.

b. Emergency step-by-step response:

- 1) Call the emergency number ext. 3333
- 2) CSD security team to contact the following:
 - a. Campus clinic
 - b. Local emergency services
 - c. VPSA for students
 - d. HRD for staff/faculty
 - e. Director of PR & Marketing
- 3) Nurse to evaluate the case
- 4) VPSA/HRD to call emergency contact of the patient as appropriate
- 5) The patient should not be moved except by a medical team

3. ACTIVE SHOOTER

a. Definition:

An active threat/shooter is an armed individual(s) that has or may use physical violence or deadly force and continues to do so with unrestricted access. This type of incident may be over quickly or may last for an undetermined length of time, and it can occur at any time and any location. It can involve a single threat, multiple threats, close encounters, distant encounters, random victims, and/or specifically-targeted victims.

An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims. Active shooter situations are unpredictable and evolve quickly. Active shooters often look for soft targets like malls, mosques, or schools due to their low security posture and high access to potential victims.

b. Step-by-step response:

Apply the RUN, HIDE, FIGHT approach

- 1) First Option: Run
 - a) Evacuate the area—get away from the threat
 - b) Follow the emergency exit signs, and the AUK Evacuation Plan (Annex 1).
 - c) Have an escape route and plan in mind
 - d) Leave your belongings behind including purses, books, bags, etc.
 - e) Keep your hands visible
 - f) Keep your hands in the air, with your palms facing forward to demonstrate that you are not holding any weapons
 - g) Help others escape, if possible
 - h) Follow the instructions of any security personnel
 - i) Do not attempt to move wounded people
 - j) Call 3333 from a campus phone when you are safe or 6107010from a mobile.
- 2) Second Option: Hide (or Secure-in-Place)
 - a) If you cannot evacuate, move to an area out of the shooter's view. If possible, go to a room with a door which can be locked or barricaded to prevent access by the shooter.
 - b) Lock and barricade doors, close windows, blinds/curtains, and shut off lights
 - c) Do not huddle together as it makes one easy target
 - d) Hide behind large objects that can keep you hidden, and protect you if shots are fired
 - e) Remain calm and quiet
 - f) Silence mobile phones
 - g) If evacuating and hiding are not possible:
 - Remain calm
 - Dial 3333 from a campus phone or 6107010 from mobile if possible to alert security of the shooter's location
 - If you can't speak, leave the line open to allow the dispatcher to listen
- 3) Third Option/Last Resort: Fight
 - a) Fighting is to be used only when your life is in imminent danger
 - b) Attempt to incapacitate the active shooter
 - c) Find an object to use as a weapon such as a fire extinguisher or chair
- 4) Matrix of Responsibilities:
 - a) Security personnel should prevent anyone from coming near the area where the active shooting is occurring.
 - b) Control room should report the highest chain of command in the campus.
 - c) Chain of command should immediately report to the police by calling 112.
 - d) Faculty and staff members should keep the students calm and stay in secured locations.

- c.

Team Response:
- 1)

Level 2:
- a)

Security personnel should keep everyone safe and away from the active shooter.
- b)

While waiting for police to arrive:
- Close blinds or curtains

•

Close and block windows

•

Turn off radios and computers

•

Silence cell phones

•

Place signs in exterior windows to identify your location and the location of injured persons

•

Keep people calm and quiet

•

After securing the room, people should be positioned out of sight and behind items that might offer additional protection—walls, desks, file cabinets, bookshelves, etc.

•

Do not sound fire alarms. This may cause others to flee the buildings and put them at risk.

4. BOMB THREAT

a.

Definition:

A bomb threat could be written, e-mailed, communicated verbally, or received by phone or social media sites. The majority of bomb threats are delivered by telephone. Generally, a bomb threat call is made for one of two reasons:

- The caller has definitive knowledge about the explosive device and wants to minimize personal injury.
- The caller wants to disrupt normal activities by creating anxiety and panic.

b.

Bomb threat step-by-step response:

- 1)

People on campus during the bomb threat:
- a)

DO NOT use two-way radios or cellular phones—radio signals have the potential to detonate a bomb
- b)

DO NOT evacuate the building until police arrive and evaluate the threat
- c)

DO NOT activate the fire alarm
- d)

DO NOT touch or move a suspicious package
- 2)

Person receiving the bomb threat telephone call:
- a)

Make every attempt to:
- Stay calm and indicate your desire to cooperate with the subject. DO NOT antagonize or challenge the subject.

•

Obtain as much information as possible. Prolong the conversation as long as possible. Ask permission to repeat any instructions to make sure they were understood.

•

Attempt to determine the caller’s knowledge of the facility.

•

Identify background noises.

•

Do not hang up the phone! Signal to someone nearby to call for assistance, if this is not possible, use another phone to call for assistance.
- b)

Immediately call control room ext. 3333. Inform them of the situation with as much information as available; specifically, the location and time the bomb is supposed to explode. Inform your immediate supervisor after informing the police.
- 3)

Bomb Threat Call Checklist:
- a)

Record time and length of the call
- b)

Record name of person taking the call
- c)

Questions to ask: (record response and repeat in sequence)
- When will the bomb explode?

•

Where is the bomb?

•

What does it look like?

•

What will cause it to explode?

•

What building is it in?

•

What floor is it on?

•

What is your name and address?

•

Did you place the bomb? Why?
- a)

Take note of background sounds:
- Cellular phone call

•

Factory noises

•

Local call

•

Long distance call

•

Music/TV playing

•

Office sounds

•

PA system

•

Restaurant sounds

•

Talking

•

Traffic

•

Weather

•

Wildlife noises

b) Take note of threat language:

- Accent
- Angry
- Disguised
- Incoherent
- Laughing

c) If a suspicious item is found:

- Do not approach, move, or touch any suspicious item.
- Report the exact location and an accurate description of the object to campus security.
- Signs of a suspicious package:
 - No return addresses
 - Excessive postage
 - Stains
 - Strange odor
 - Strange noises
 - Unexpected

c. Team Response:

- 1) Level 1: The probable motive is to cause disruption: The subject is vague in his/her threat, merely stating that there is a bomb at the school, he/she provides no specifics and hangs up quickly.
- 2) Level 2: The subject gives details such as the size, location, or type of bomb. The subject stays on the line longer and states a motive for the bomb.

Authorities to be contacted.

- 3) Level 3: The subject is very detailed and describes the type, power, location or time of detonation. The subject stays on the line longer or makes multiple calls. The subject may exhibit advanced knowledge of bombs. In addition, the subject may make demands such as publicity, money etc.

Authorities to be contacted.

Please see AUK Evacuation Plan (Annex 1) if evacuation is ordered.

5. DISPERSION OF HAZARDOUS MATERIAL

a. Definition:

A hazardous substance can be any substance, whether solid, liquid or gas, that are used in the AUK campus and its dispersion may cause harm to the University body's health.

b. Types of Emergencies:

- 1) Chemical spill
- 2) Hazardous gas release
- 3) Select agents spills

A spill or release is considered an emergency if it can potentially threaten the safety and health of AUK staff and students.

c. Emergency step-by-step response:

- 1) Laboratories
 - a) Implement personal decontamination procedure when you are injured or contaminated with any of the hazardous substances:
 - b) Wash your hands using the sink next to you to wash off any immediate spill.
 - c) Use the eye wash station if your eyes were affected.
 - d) Notify the person in charge (lab: lab instructor/campus: campus service supervisor) when a spill or release has occurred.
 - e) Everyone must avoid breathing any of the spilled or released materials.
 - f) Evacuate the room, close the door, and alert anyone on the floor. Refer to AUK Evacuation Plan (Annex 1).
 - g) Head to the assembly area far from the incident location.
 - h) Report the incident.
- 2) Safety Guidelines during Cleaning and Disinfection
 - a) Wear disposable gloves when cleaning and disinfecting. Gloves should be discarded after each use. Clean hands immediately after gloves are removed.
 - b) Wear eye protection when there is a potential for splash or splatter to the face.
 - c) For larger scale or frequent cleaning (large surface area), gowns or aprons are recommended to protect personal clothing.
 - d) Store disinfectants in labeled, closed containers. If dispensing disinfectants into secondary containers (e.g., spray bottles), they must also be labeled with their contents. Keep them in a secure area away from students and food. Store them in a manner that prevents tipping or spilling.
 - e) In case of a spill follow procedures in point A.

d. Team Response:

- 1) Contact the CSD security team via the nearest emergency phone or EXT 3333/3334.
- 2) Contact your direct supervisor to report the incident.
- 3) The security team to contact the responsible party for resuming things safely and under control.

6. FACILITIES EMERGENCY PROCEDURE

a. Definition:

Facilities/utilities emergency plan covers the sudden loss of power, water or sewage failure, the occurrence of a gas leak and the failure of the network. The emergency may be handled in-house when it can be isolated or might need the intervention of outside sources when it is beyond the ability of the University’s resources to safely control, and thereby endangering lives, property, buildings, or the environment.

b. Emergency step-by-step response:

1) Power Outage

In the event of a campus-wide outage, AUK has emergency generators that will immediately provide power to the designated areas on campus.

- a) Minor power outage:
 - i. To report a minor or localized power outage, please call the maintenance team on ext. 3333 or email: _grpCampusServices@auk.edu.kw
 - ii. Keep flashlights and batteries at easily accessible locations throughout your work areas or use the flashlights on your smart phones.
- b) Major power outage:
 - i. Remain calm
 - ii. Follow directions from the University Emergency Team.
 - iii. If evacuation of the building is required, please see the AUK Evacuation Plan (Annex 1).
 - iv. Do not use candles or another type of flame for lighting
 - v. Unplug all electrical equipment (including computers) and turn off light switches.
 - vi. Laboratory personnel should secure all experiments and unplug any electrical equipment that could lead to a fire when unsupervised, chemical release, or other unplanned condition, prior to evacuating. All chemicals used in active experiments should be closed and returned to their normal storage location such as flammable storage cabinet or hazardous waste storage area. If safe to do so provide natural ventilation by opening windows; if inadequate, evacuate the laboratory until power is restored.
 - vii.If people are trapped in elevators: notify the Campus Services Department via ext. 8388. Reassure the passengers to stay calm.

Instruct the passengers to pick up the emergency phone in the elevator to provide direct information to the emergency responders.

2) Water Leak or Sewage Failure

- a) Minor occurrence:
 - i. To report a minor or localized water leak please call the maintenance team on ext. 3333 or email: _grpCampusServices@auk.edu.kw
 - ii. Cover any important item that can be affected by water until the arrival of the maintenance team.
 - iii. If reachable, close the main source of water causing the leak.
- b) Major occurrence:
 - i. Remain calm
 - ii. Follow directions from the University Emergency Team.
 - iii. Emergency team will turn off the electricity in the affected area.
 - iv. If evacuation of the building is required, please see the AUK Evacuation Plan (Annex 1).
 - v. Stay clear of any electrical equipment.

3) Gas Leak

- a) If you smell the “rotten egg” smell of gas OR hear a blowing or hissing noise:
 - i. LEAVE the building immediately, spreading the word on the way out.
 - ii. DO NOT use any phone inside the building.
 - iii. DO NOT turn on or off any electrical lights or appliances.
 - iv. DO NOT open or close the windows.
 - v. DO NOT try to shut off the gas.
 - vi. DO NOT light candles or another type of flame for lighting
 - vii. Notify campus security at 3333 or through email: _grpAUKSecurityTeam@auk.edu.kw, AFTER LEAVING THE BUILDING.

viii. DO NOT reenter the building until authorized by the Campus Services Department.

- b) Any individual exposed to natural gas for a prolonged period might experience dizziness, fatigue, nausea, headache, and irregular breathing. Exposure to nearly high levels of gas can cause loss of consciousness or even death.
- c) If the above occurs, take the victim outside and contact campus security on ext. 3333 and the AUK clinic on ext. 100.
- d) If the victim is unresponsive perform CPR.

4) Data and Telephone Network Failure

Communication networks may be damaged due to natural disasters or be caused by a technological failure.

- a) Data network incident failure:
 - i. To report a regular and routine network failure please email the IT support team on: IThelpdesk@auk.edu.kw
- b) Phone network incident and failure:
 - ii. If the campus phone network is not working, use a wireless phone to contact the director of the IT Department or the director of the Campus Services Department.
 - iii. When phone lines are down use alternative communication methods such as email, instant messaging, or SMS text messages.

c. Team Response:

- 1) Level 1: Localized and controllable utility failure not endangering any life or facility:
 - 2) Contact your direct supervisor
 - a) Contact the CSD security team via the nearest emergency phone or ext. 3333.
 - b) The security team is to contact the fire department on 121.
- 3) Level 2: Uncontrollable utility failure endangering parts of campus or the lives of the community.
 - a) Use the fire alarm nearest to you.
 - b) Contact the CSD security team via the nearest emergency phone or ext. 3333.
 - c) Activation of CERT.
 - d) The security team is to contact the fire department on 121.
 - e) AUK Evacuation Procedure to be followed.
- 4) Level 3: Major utility failure preventing campus operation from continuing and placing lives and buildings in danger.
 - a) Use the fire alarm nearest to you.
 - b) Contact the CSD security team via the nearest emergency phone or ext. 3333.
 - c) Activation of CERT.
 - d) The security team to contact the fire department on 121.

7. CYBERSECURITY EMERGENCY PROCEDURE

a. Definition:

An emergency plan to cover a sudden disruption of servers, services, or network failure. Emergencies are handled by cooperation between AUK and AUK’s information technology service partners to safely restore services, restore data loss, or avert a cyber-attack. A cyber-attack is an assault launched by cybercriminals using one or more computers against a single or multiple computers or networks. Cybercriminals use a variety of methods to launch a cyber-attack, including malware, phishing, ransomware, denial of service, among other methods.

b. Emergency step-by-step response:

1) IT Services/Server/Network Failure

In the event of a total loss of IT services, AUK has support contracts with service vendors to remediate access to services. Contact IT on the emergency hotline **22299010** or send an email to helpdesk@auk.edu.kw

2) Cyber-Attack

In the event of a cyber-attack, AUK has support contracts with security vendors for remediation.

- a) Contact IT on the emergency hotline 22299010 or Contact CSD ext. 3333/3334
- b) DO NOT access any website.
- c) DO NOT access emails.
- d) DO NOT copy any folder or files.
- e) DO NOT shutdown computers.

3) Disaster Recovery Team

- a) Information Technology Department Director
- b) Sr. Network and Security Administrator
- c) Sr. System Administrator
- d) Lead Database and Applications

c. Team Response:

An IT emergency will be considered as LEVEL 1 or 2 as defined in the Emergency Plan.

1) Multiple Services

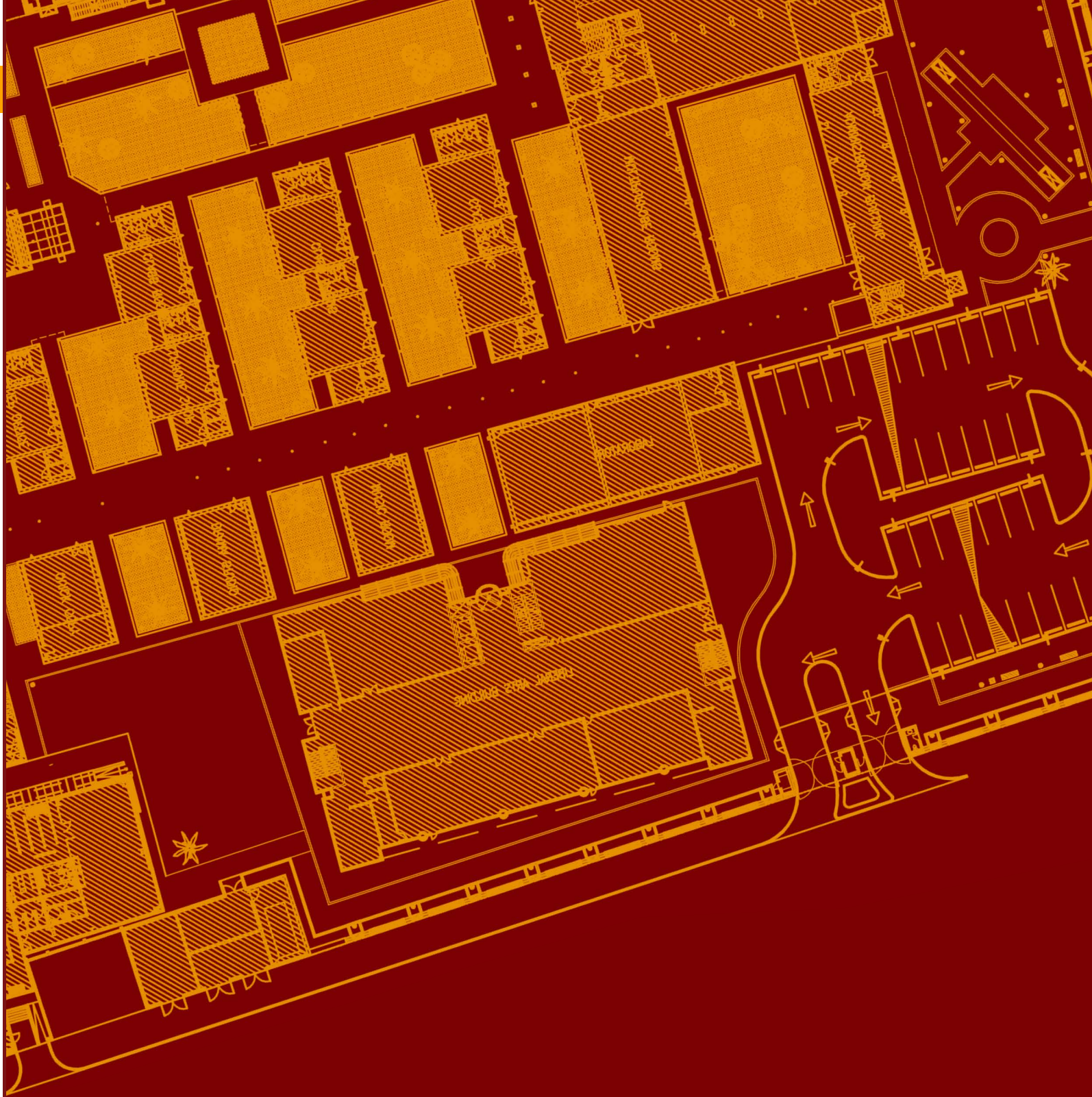
- a) Identify the critical service to restore first.
- b) Initiate failover to another physical or virtual server.
- c) Restore the most recent backup after the server and all services are up and running.
- d) Notify the community/affected users.
- e) Document the incident.

2) Unauthorized Access/Intrusion

- a) Inform the disaster recovery team of severity on ext. 3040/3035.
- b) Ensuring proper permissions and blocking of sessions of unauthorized users.
- c) Disable and block suspected user/computer account.
- d) Audit unauthorized access of data and ensure its integrity. If data has been changed or compromised, restore the latest backup copy.
- e) Report to the higher management and concerned departments. Coordinate with the PR & Marketing Department for announcements.
- f) Initiate a root cause analysis.
- g) Document the incident.

3) Campus-Wide Disaster (University-Wide Cyber Attack)

- a) Inform the disaster recovery team of severity on ext. 3040/3035.
- b) Coordinate with security partner.
- c) Initiate disaster recovery service location (Gulfnet or any ISP) ensuring backup power and internet facilities are running.
- d) Set up network connectivity.
- e) Obtain the most recent backup of data images of critical servers.
- f) Initiate restoration of critical services to get business up and running.
- g) Report to higher management and concerned departments. Coordinate with the PR & Marketing Department for announcements.
- h) Initiate a root cause analysis.
- i) Document the incident.



ANNEXES



FIRE WARDENS LIST

ADMINISTRATION BUILDING- D

Position	Department	Building	Duty during Emergency Evacuation
Senior Accountant	Finance	D	Assist in clearing floor 1
Executive Vice President	Office of Executive Vice President	D	Join Emergency planning council
Executive Asst to Vice Chair	Office of the President	D	Assist in clearing floor 4 and collect urgent documents
Administrative Assistant	Office of Executive Vice President	D	Assist in clearing floor 3
Executive Assistant to President	Office of the President	D	Clear Floor 4 D building after that Assist staff at gate 6
Communication Officer	Office of Executive Vice President	D	Assist in media communication and social media / website update
Office Attendant	Office of the President	D	Guide people to Gate 6
Senior Assistant To President	Office of the President	D	Join Emergency planning council
Asst Director-Finance&Budget	Finance	D	Assist in clearing floor 1 + safety of money
Administrative Asst-CR	Office of Corporate Relations	D	Assist in clearing floor 2
Communication Coordinator	PR & Marketing	D	Assist in media communication and social media / website update
Office Attendant	Human Resources	D	Assist staff at gate 6
Director-Corporate Relations	Office of Corporate Relations	D	Assist in clearing floor 2 + safety of passports
Director-HR	HR	D	Manage the Emergency Operation
Director-Finance & Budgeting	Finance	D	Join Emergency planning council
President	Office of the President	D	Join Emergency planning council
Director- PR & Marketing	PR & Marketing	D	Assist in media communication and social Media / website update
HR Assistant	Human Resources	D	Clear Floor 2 D building after that assist staff at gate 3

LIBRARY BUILDING- L

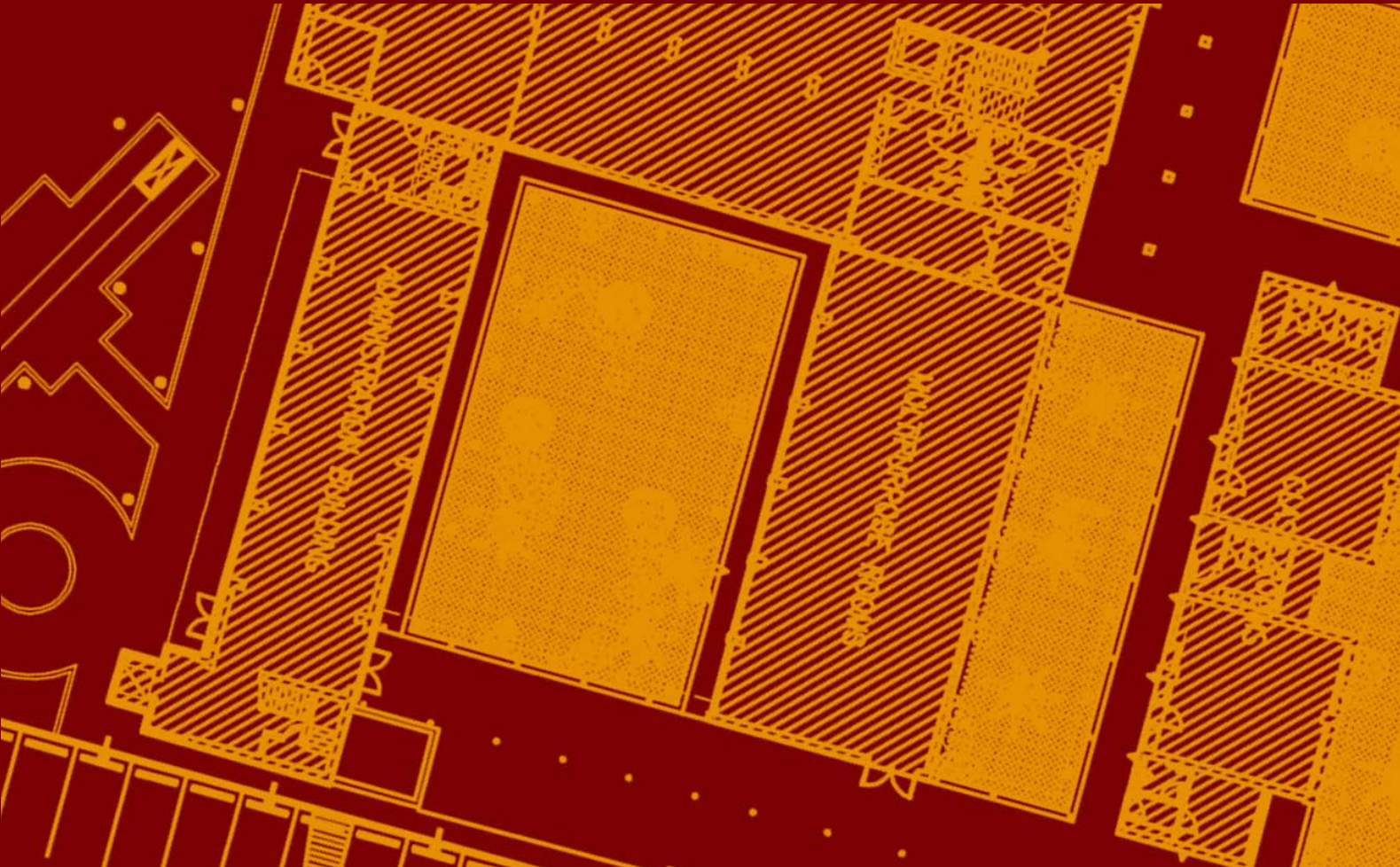
Position	Department	Building	Duty during Emergency Evacuation
Director	Library	L	Assist in clearing ground floor
Head-Library Sys&Applications	Library	L	Assist in clearing first floor
Security Officers		L	Assist in clearing ground floor and second floor

SCIENCES BUILDING- A

Position	Department	Building	Duty during Emergency Evacuation
Asst Dean - CBE	College of Business & Economics	A	Assist in clearing floor 4
IT Helpdesk Coordinator	Information Technology	A	Assist in clearing ground floor
Chair & Assoc Prof-IntlSt&PbPlcy	International Relations	A	Assist in clearing floor 1
Administrative Assistant	Off of Dean of Coll Arts & Science	A	Assist in clearing floor 3
Administrative Asst	Off. of Dean Coll Engg&Applied Sci.	A	Assist in clearing floor 1
Chair & Asst Prof-Physics	Mathematic and Natural Sciences	A	Assist in clearing floor 2
Lead-Database & Applications	Information Technology	A	Assist in clearing ground floor
Director-IT	Information Technology	A	Assist EPC in IT communication
Senior Administrative Asst	Off of Dean of Coll Arts & Science	A	Assist in clearing floor 3
Chair& Assoc Prof-Anthropology	Social and Behavioral Sciences	A	Assist in clearing floor 4
Dean-CBE	College of Business & Economics	A	Assist in clearing floor 4
Executive Assistant	College of Business & Economics	A	Assist in clearing floor 2

LIBERAL ARTS BUILDING- B

Position	Department	Building	Duty during Emergency Evacuation
Dean-CEAS	Off. of Dean Coll Eng & Applied Sci.	B	Assist in clearing floor 4
Prof-Mathematics	Mathematic and Natural Sciences	B	Assist in clearing floor 3
Instructor-IEP	Intensive English	B	Assist in clearing floor 5
Assistant Director-CTE	First-Year Experience	B	Assist in clearing floor 1
Instructor-FYE	First-Year Experience	B	Assist in clearing floor 3
Assistant Dean - CEAS	Electrical and Computer Engineering	B	Assist in clearing floor 1
Chair&Asst Prof-English	English	B	Assist in clearing floor 2
Director-IEP	Intensive English Program	B	Assist in clearing floor 5
Assoc Prof-Computer Eng	Electrical and Computer Engineering	B	Assist in clearing floor 2
Executive Assistant-CEAS	Off. of Dean Coll Eng & Applied Sci.	B	Assist in clearing floor 4
Security Guards	Campus Services Department	B	Assist in clearing ground floor



STUDENT CENTER BUILDING- S

Position	Department	Building	Duty during Emergency Evacuation
Director-AACD	Alumni Affairs & Career Development	S	Assist in clearing Floor 2
Administrative Assistant	Office of VP Student Affairs	S	Assist in clearing Floor 3
Director-AAC	Academic Advising Center	S	Assist in clearing Floor 3
Vice President-Student Affairs	Office of VP Student Affairs	S	Join Emergency planning council
Director-WTC	Writing & Tutoring Center	S	Assist in clearing Floor 1
Asst Director-Disability Serv	Counseling Center	S	Assist Student in G3 area
Personal Counselor	Counseling Center	S	Assist Student in G3 area
Asst Director-AACD	Alumni Affairs & Career Development	S	Assist in clearing Floor 2
Director-Student Life	Student Life	S	Assist in clearing ground floor
Senior Counselor-CS	Counseling Center	S	Assist Student in G6 area
Counseling Coordinator	Counseling Center	S	Assist Student in G6 area



CENTRAL CAMPUS AREA

Position	Department	Building	Duty during Emergency Evacuation
Office Attendant	Campus Services	C007	Main corridor guide to assembly point G6
Facilities Technician	Campus Services	C007	Check fire pumps and water level
Store Keeper	Finance	C007	Main corridor guide to assembly point G3
Painter	Campus Services	C007	Main corridor guide to assembly point G3
Director-CTE	Center for Teaching Excellence	C006	Main corridor guide to assembly point G6
Director-CSD	Campus Services	C007	Manage security team and join Emergency Planning Committee
Senior Technician	Campus Services	C007	Check AC unit in the concerned building
Admin Asst & Services Cordntr	Campus Services	C007	Distribute First Aid kits and torch lights and get the megaphones
AUK Driver	Campus Services	C007	Main corridor guide to assembly point G4
Senior Facilities Technician	Campus Services	C007	Check electrcity and emergency generator
Safety & Security Crdntr Asst	Campus Services	C007	Guide security to evacuate the building and report back execution
Campus Services Cordntr	Campus Services	C007	Guide technicians to evacuate the elevators and report back execution
Senior Safety&Security Cordntr	Campus Services	C009-B	Guide security to evacuate the building and report back execution

ADMISSIONS BUILDING- K

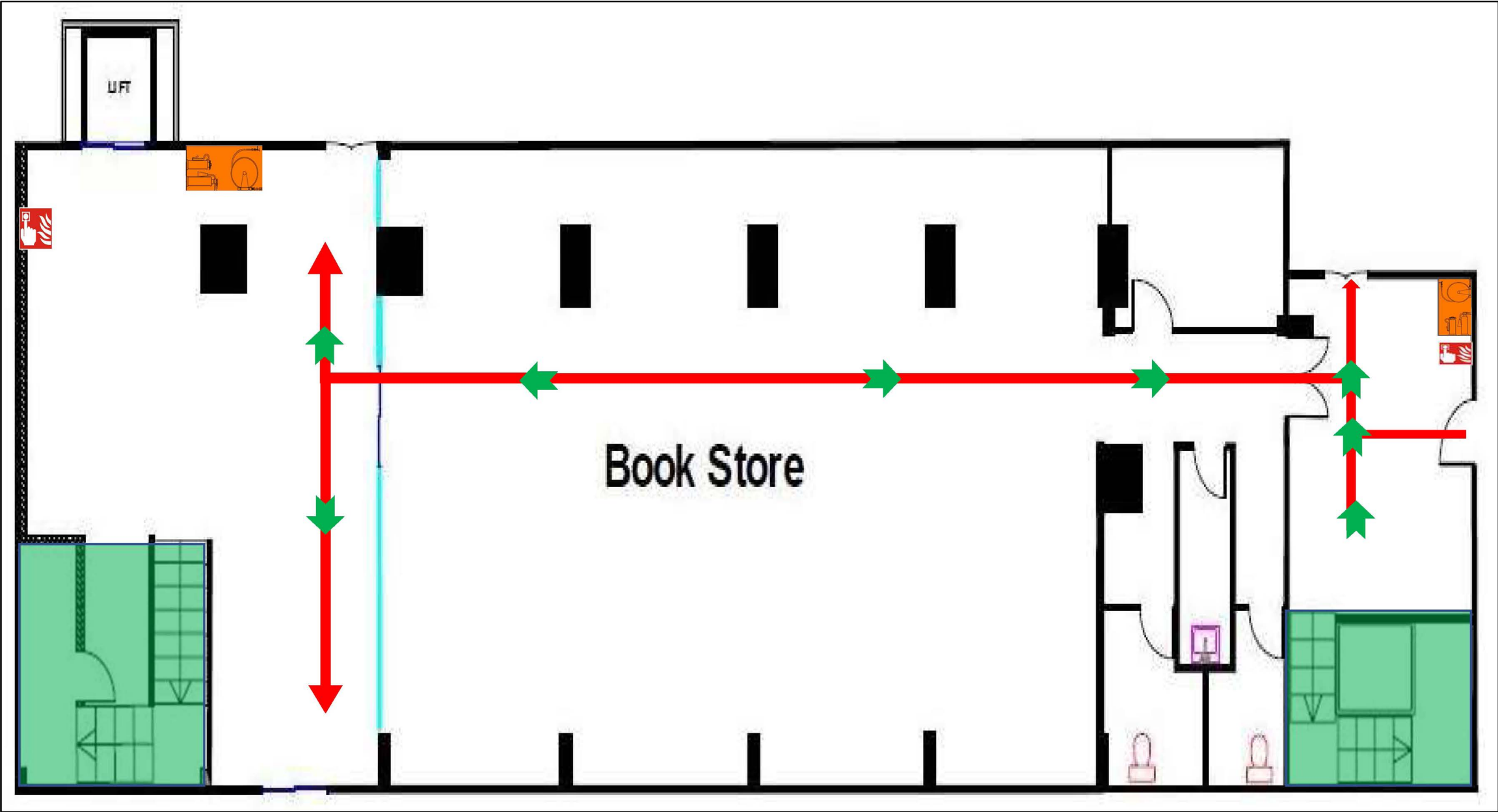
Position	Department	Building	Duty during Emergency Evacuation
Assistant Registrar	Office of the Registrar	K	Guide people to G3
Asst Director-IR	Inst. Research,Scholarship& Fin Aid	K	Guide people to G6
Operations Cordntr	Center for Continuing Education	K	Assist in clearing first floor
Asst Director-Schlrshp & Fin Aid	Inst. Research,Scholarship& Fin Aid	K	Guide people to G6
Director-Admissions	Admissions	K	Assist in clearing ground floor
Registrar	Office of the Registrar	K	Assist in clearing ground floor
Administrative Assistant	Admissions	K	Guide people to G3
Director - CCE	Center for Continuing Education	K	Assist in clearing first floor
Director-IR/Scholarship & FinAid	Inst. Research,Scholarship& Fin Aid	K	Guide people to G6
Asst Director-Admissions	Admissions	K	Guide people to G3

GENERIC BUILDING-G

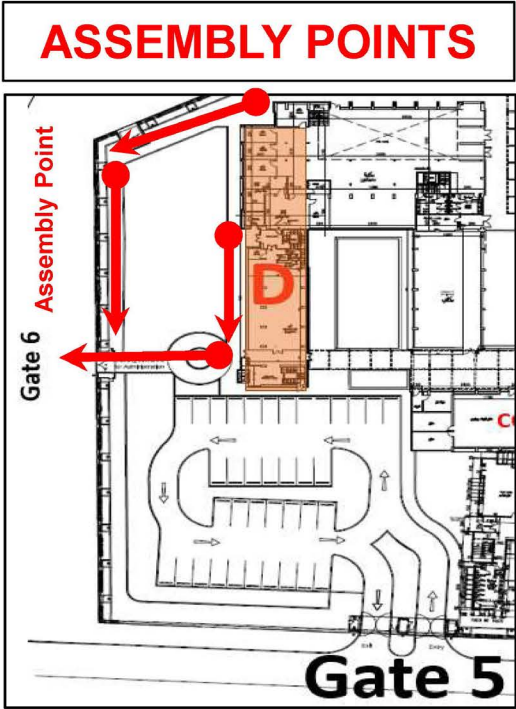
Position	Department	Building	Duty during Emergency Evacuation
Chair&Asst Prof-Near&ME Stdies	Arabic & Foreign Languages	G	Assist in clearing floor B1
Dean-CAS	Office of Dean of CAS	G	Assist in clearing floor 3
Chair&Asst Prof-MassComm&Media	Communication and Media	G	Assist in clearing floor B1
Administrative Assistant	Office of Dean of CAS	G	Assist in clearing floor 2
Administrative Assistant	Office of Dean of CAS	G	Assist in clearing floor 1
Asst Dean-CAS	First-Year Experience	G	Assist in clearing floor 2
Executive Asst to Dean CAS	Office of Dean of CAS	G	Assist in clearing floor 3
Chair&Assoc Prof-Stdio A&GDsgn	Art and Graphic Design	G	Assist in clearing floor 1
Security Guards	Campus Services	G	Assist in clearing floor B2 and GF

AUK EVACUATION PLAN

ADMINISTRATION BUILDING- D



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

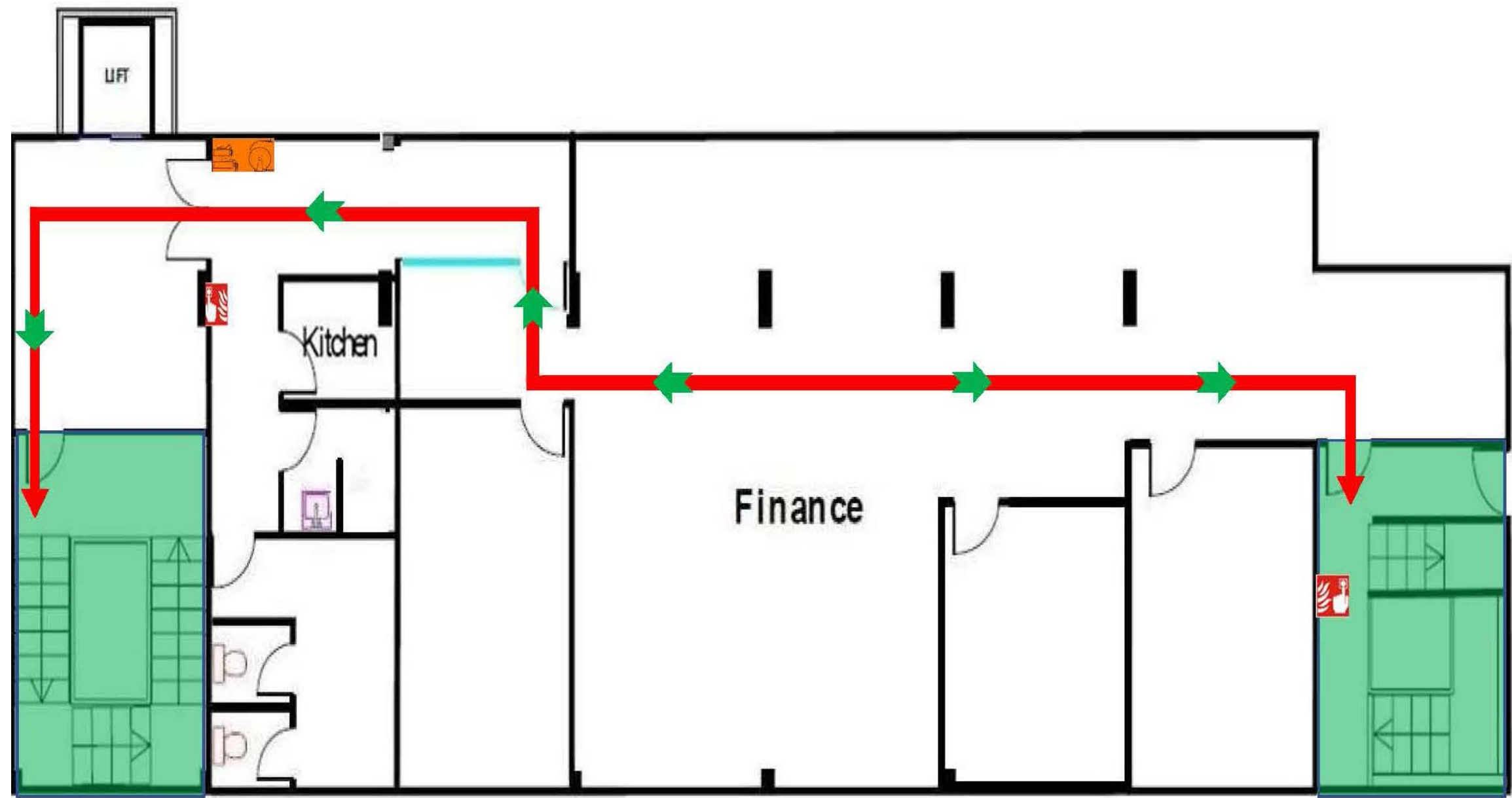
- A. Report it by calling ext.: 33
- B. Stay calm, do not rush or p
- C. Wait for the emergency res
- D. In case of a medical emerg
- E. In case of fire, proceed to alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION BUILDING
GROUND FLOOR

ADMINISTRATION BUILDING- D



LEGEND

	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS

IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

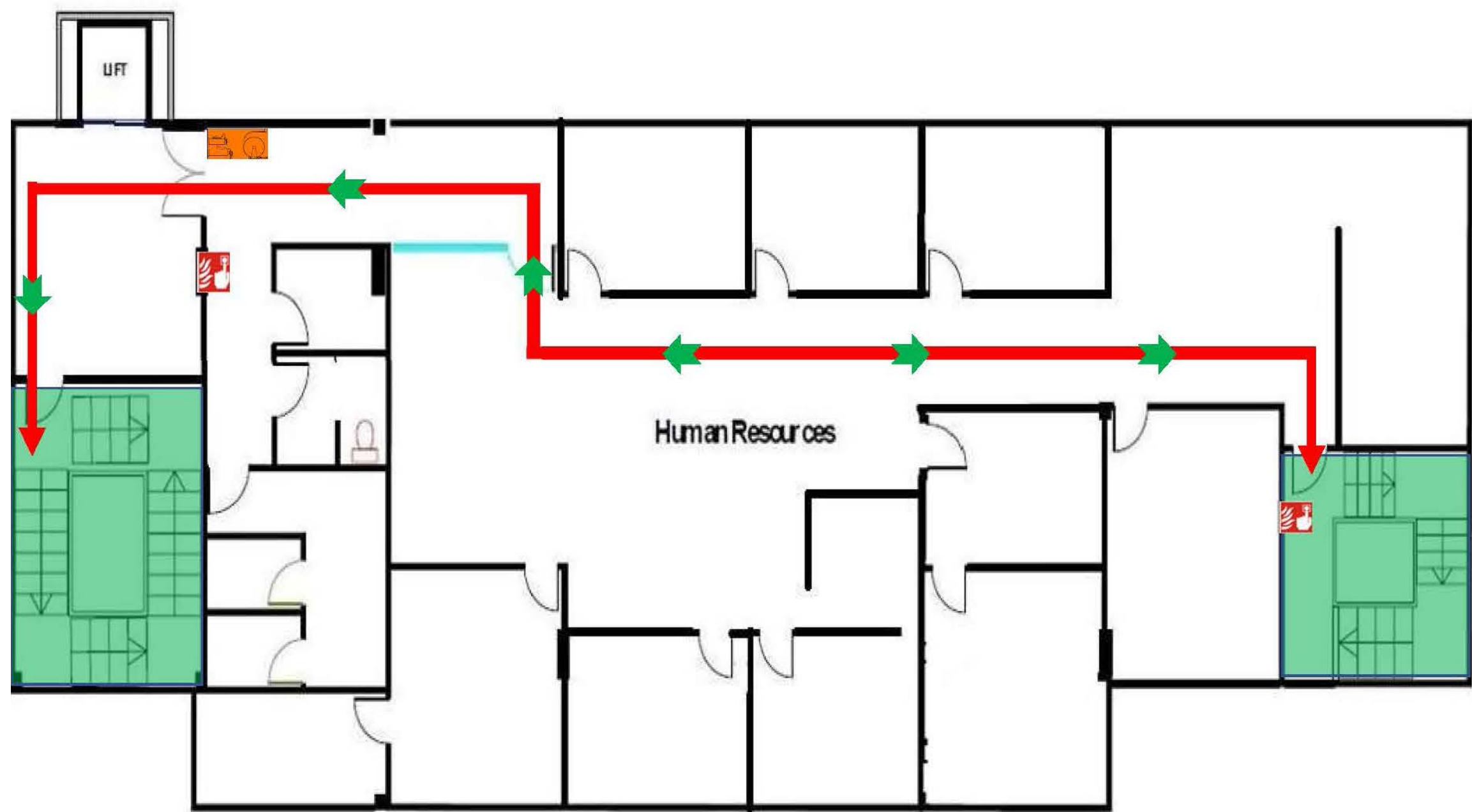
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

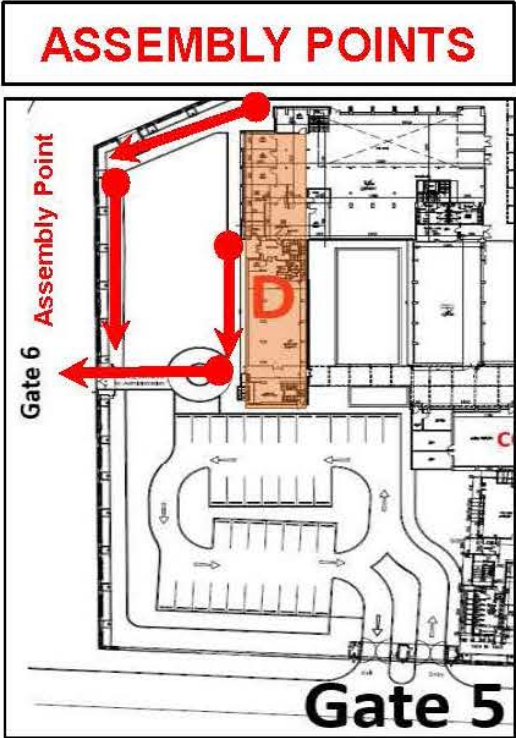
ADMINISTRATION BUILDING

FIRST FLOOR

ADMINISTRATION BUILDING- D



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

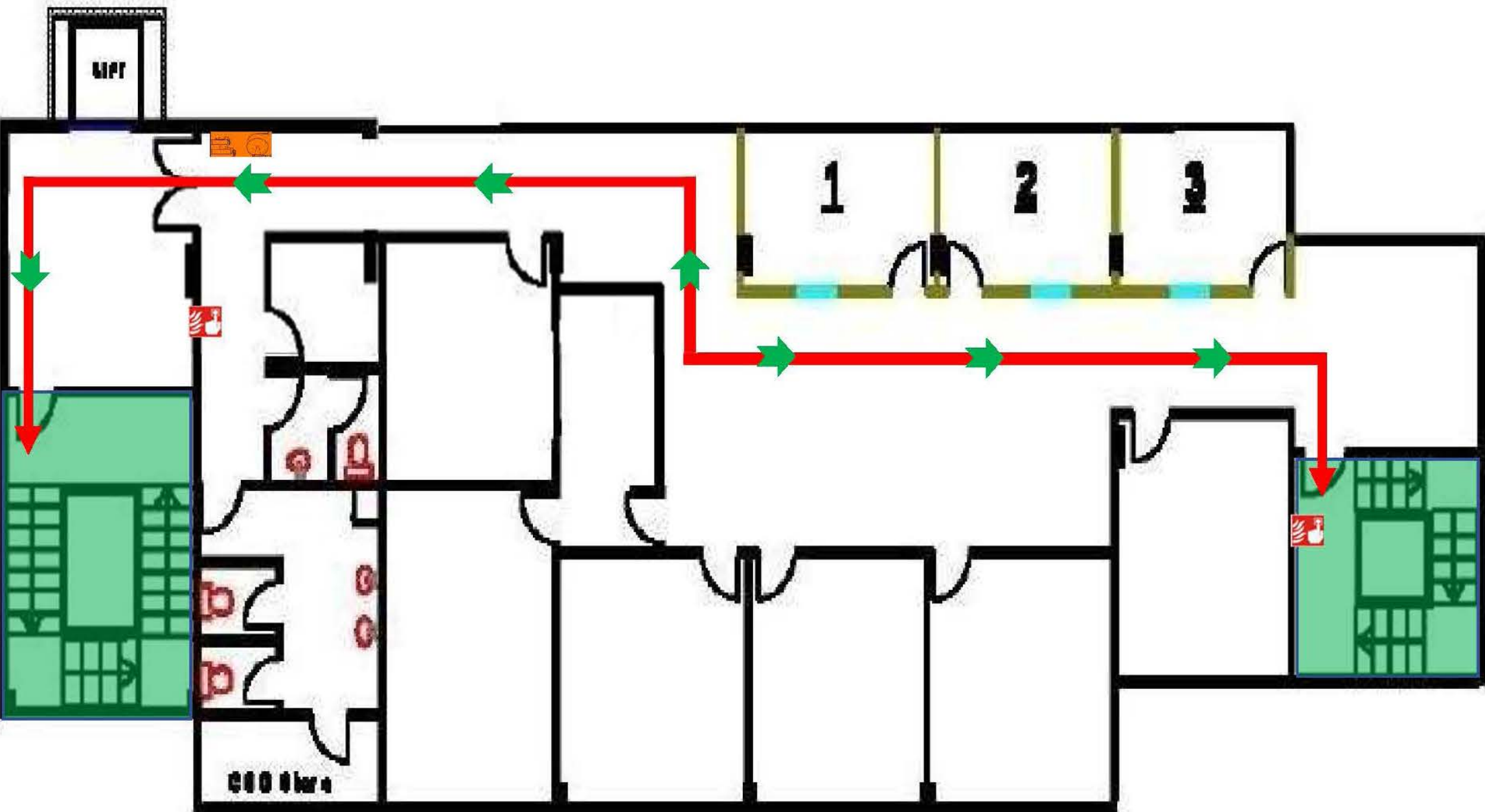
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

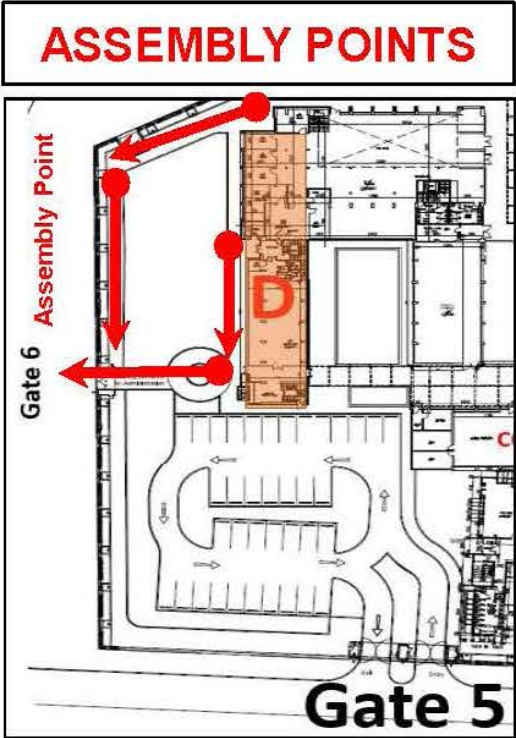
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION BUILDING
SECOND FLOOR

ADMINISTRATION BUILDING- D



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

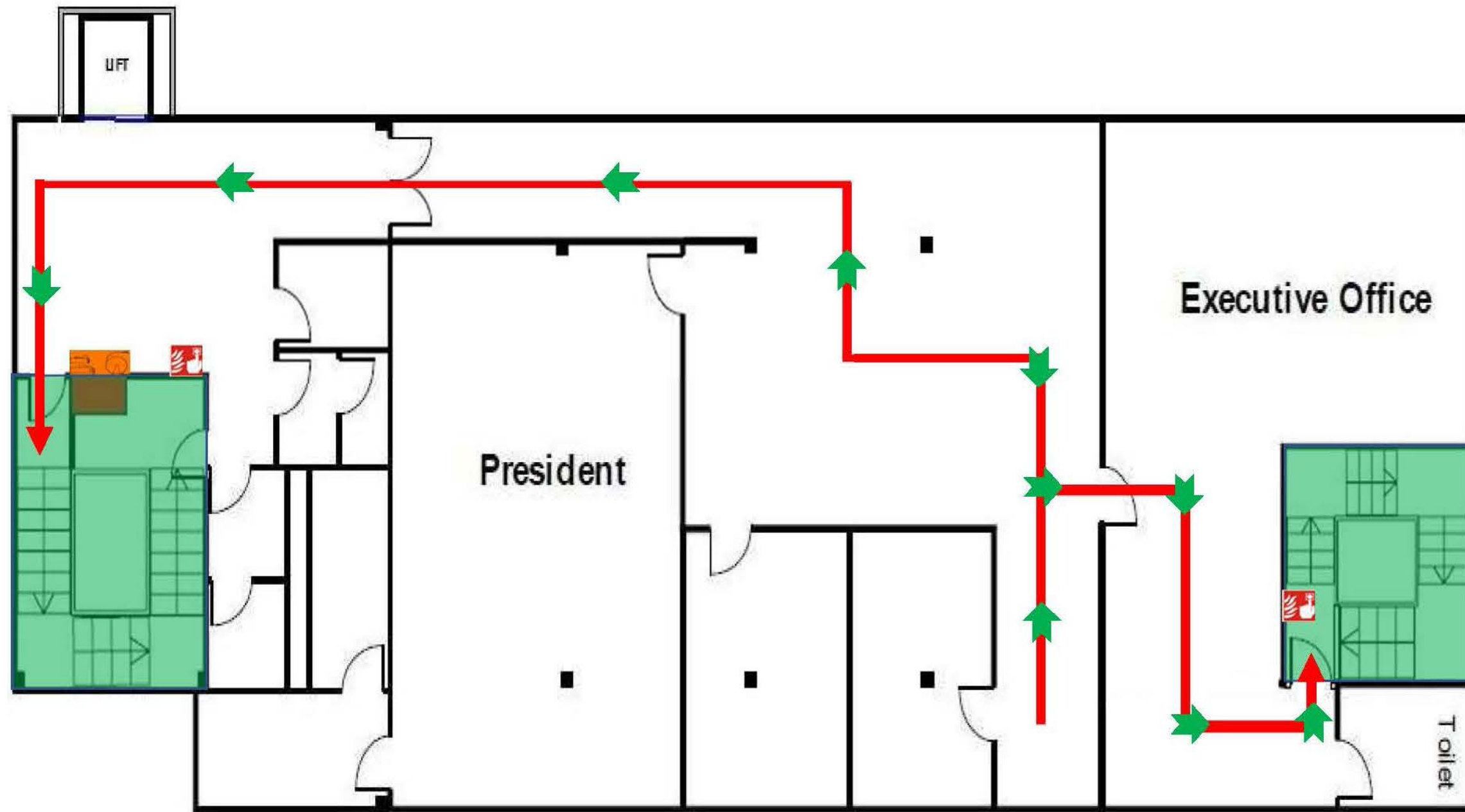
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

THIRD FLOOR

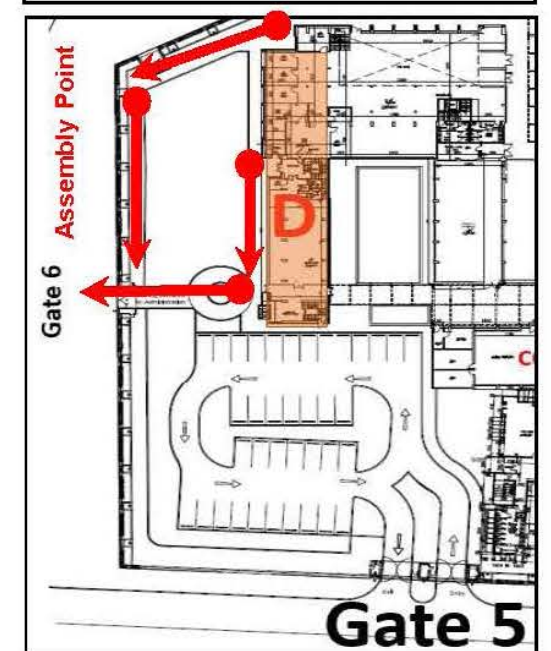
ADMINISTRATION BUILDING- D



LEGEND

	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



EVACUATION MAP

ADMINISTRATION BUILDING

FOURTH FLOOR

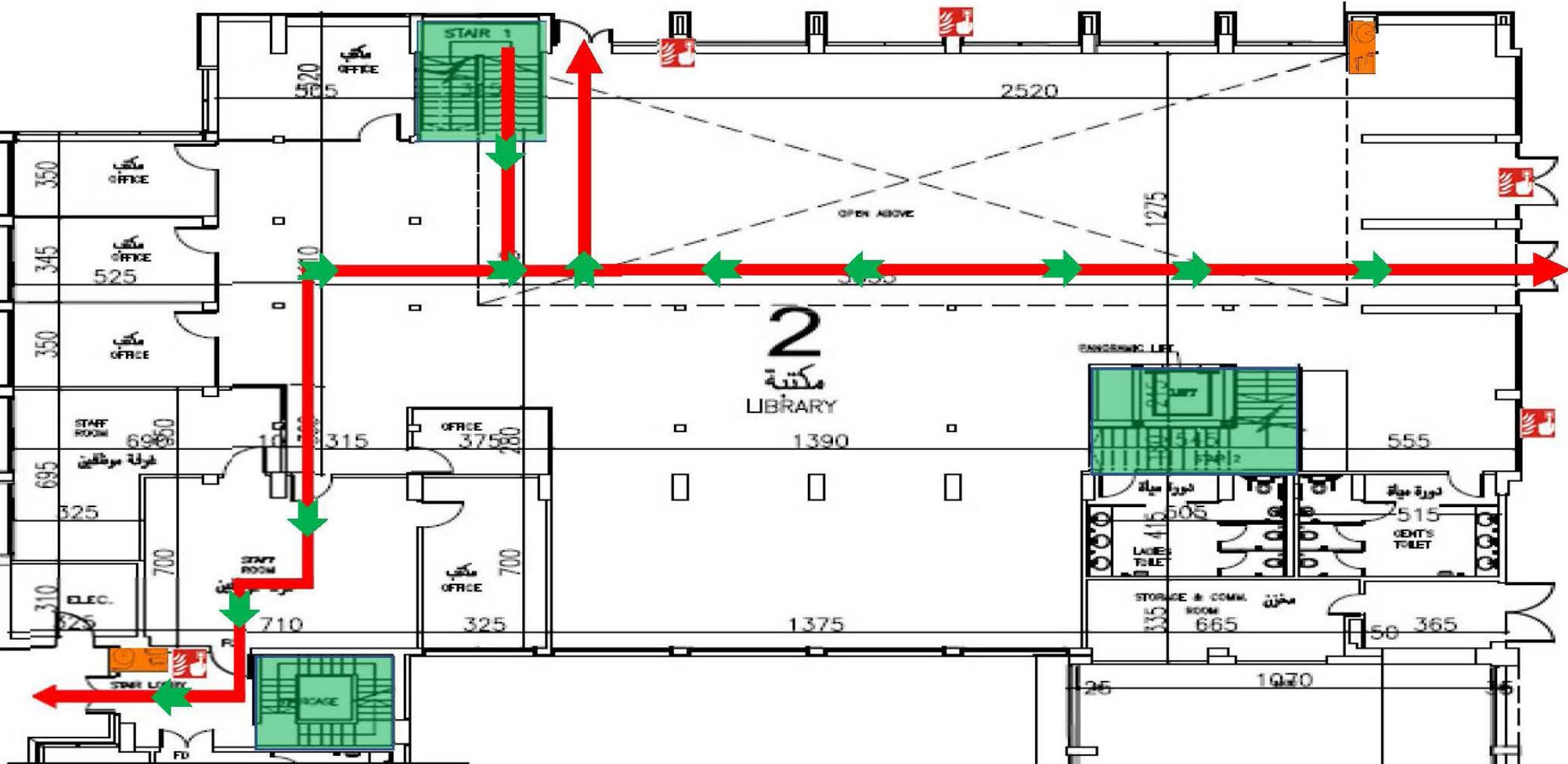
IN CASE OF EMERGENCY:

- Report it by calling ext.: 3333 from any internal phone unit or call **22248388** from mobile.
- Stay calm, do not rush or panic.
- Wait for the emergency responders.
- In case of a medical emergency, do not attempt to administer first aid.
- In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

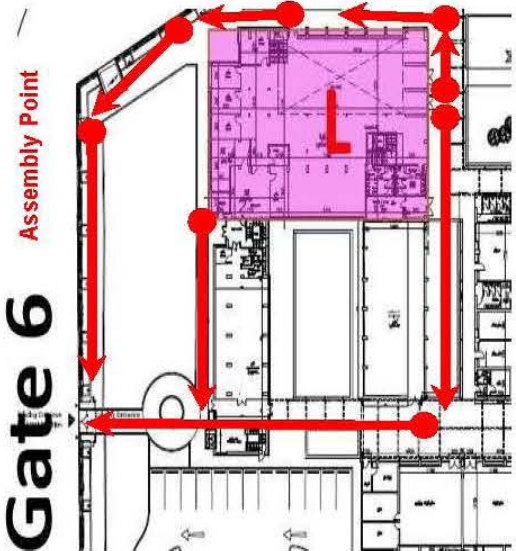
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

LIBRARY BUILDING-L



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

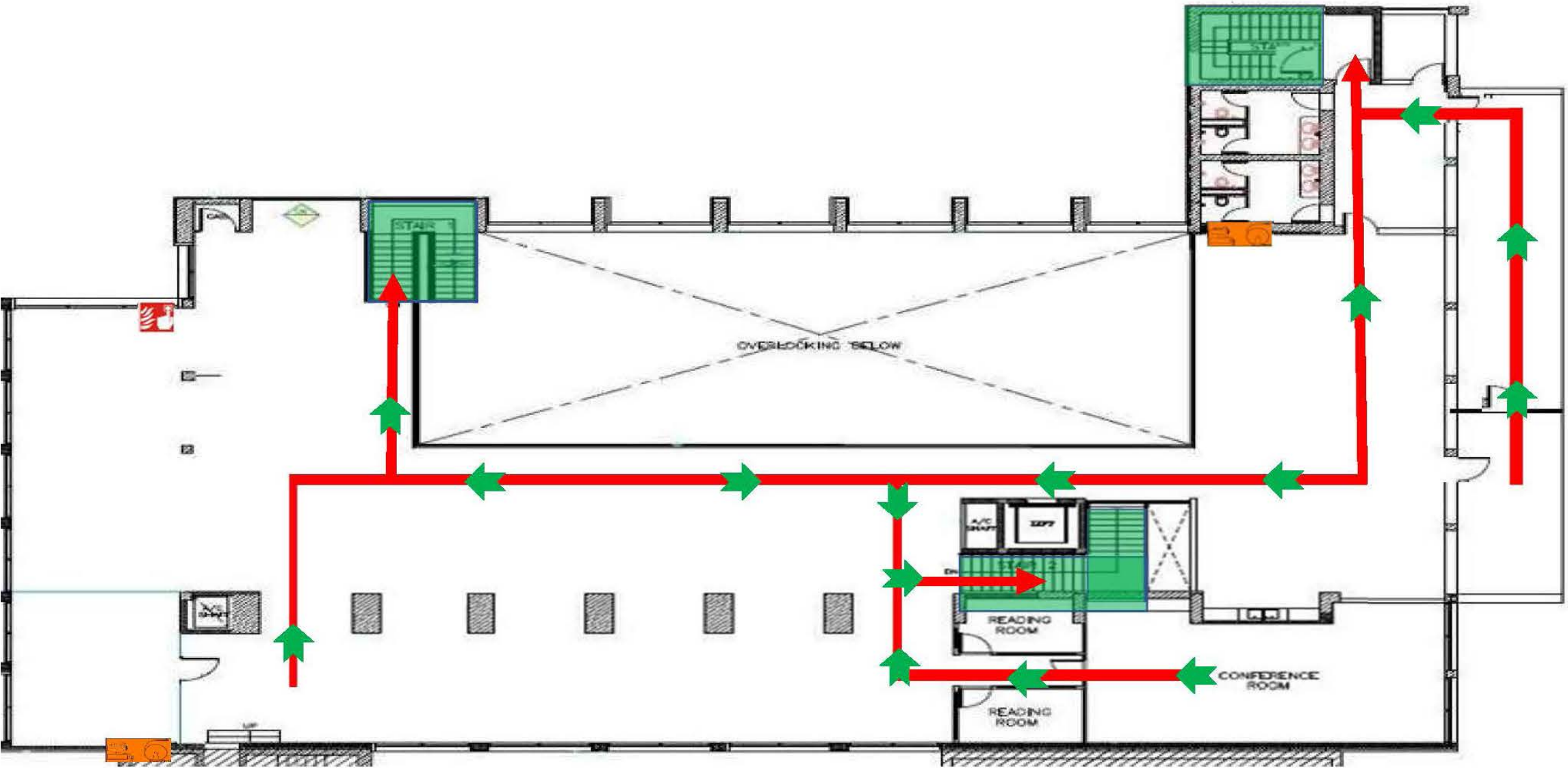
IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

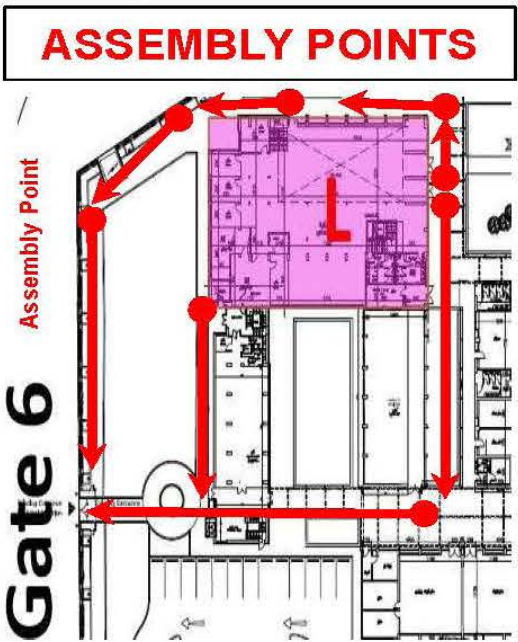
EVACUATION MAP

ADMINISTRATION BUILDING

GROUND FLOOR



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

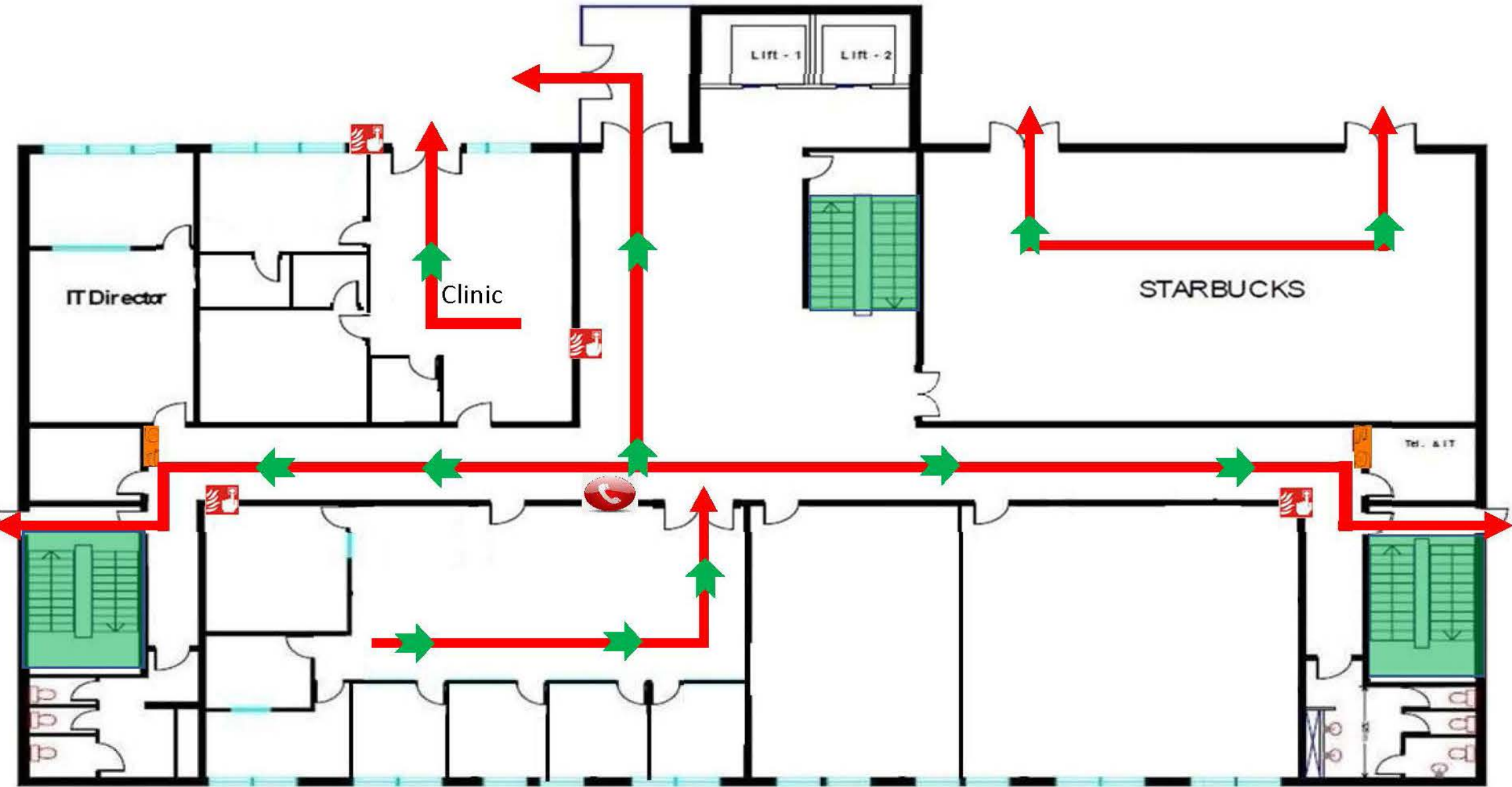
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

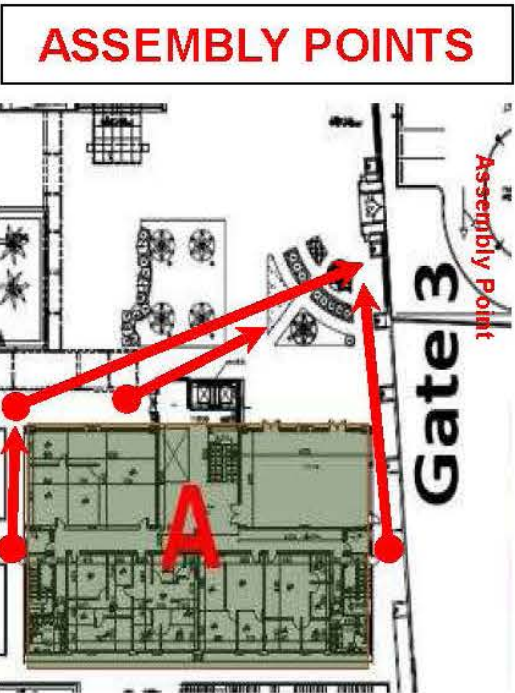
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION
BUILDING
FIRST FLOOR

SCIENCES BUILDING- A



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

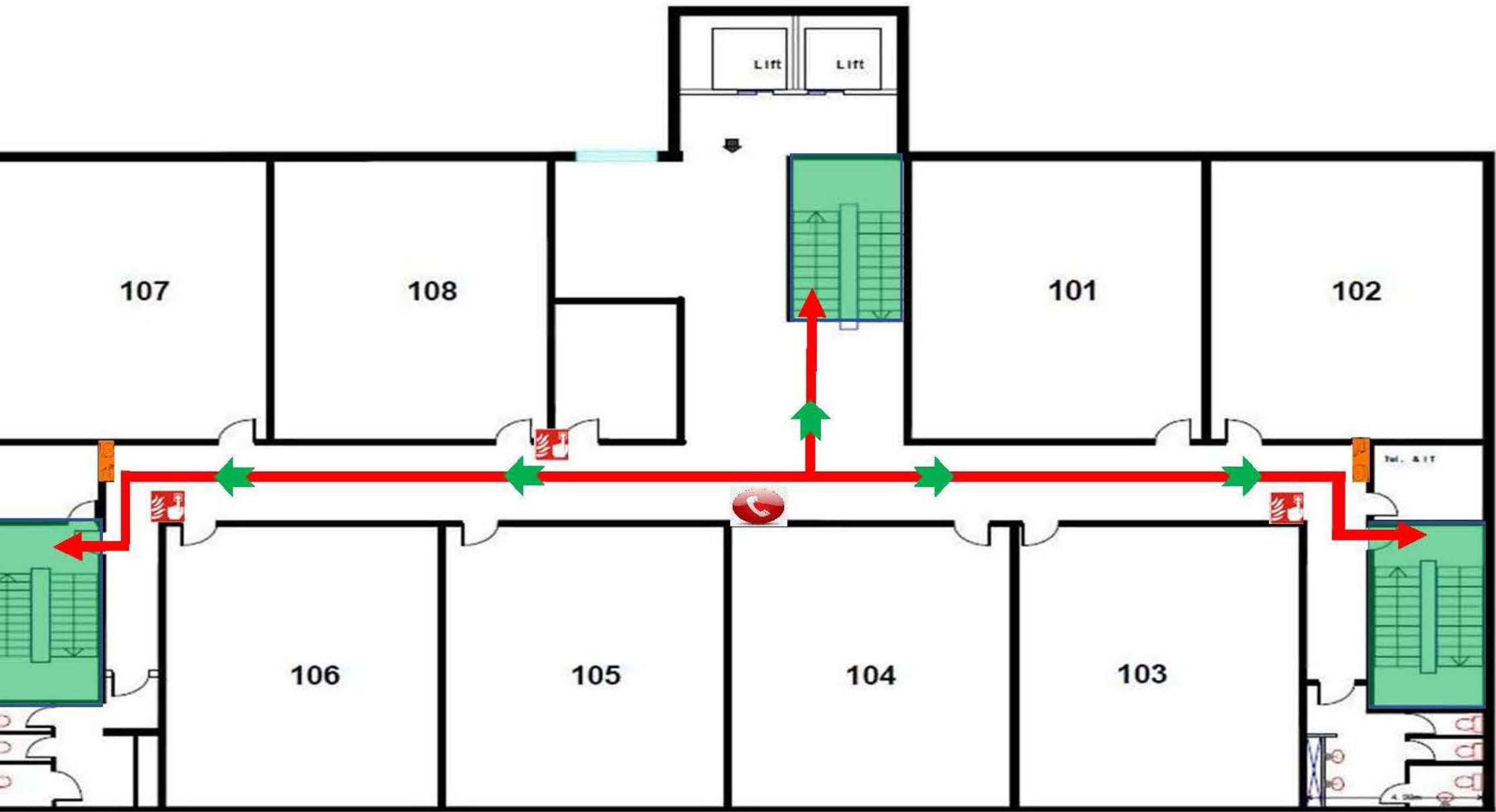
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

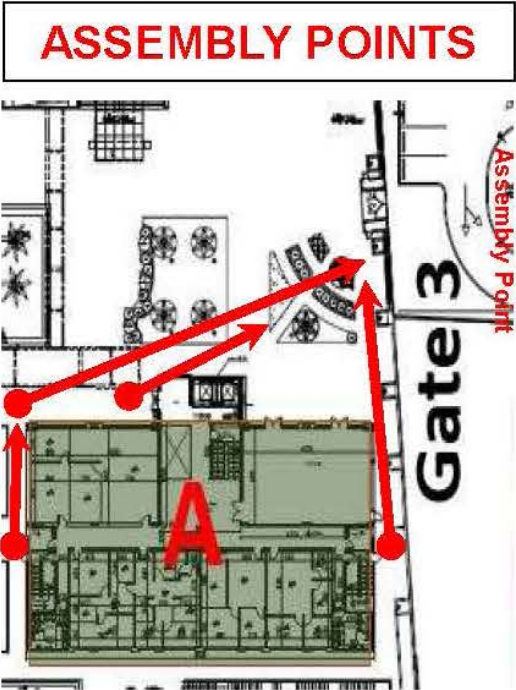
ADMINISTRATION BUILDING

GROUND FLOOR

SCIENCES BUILDING- A



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

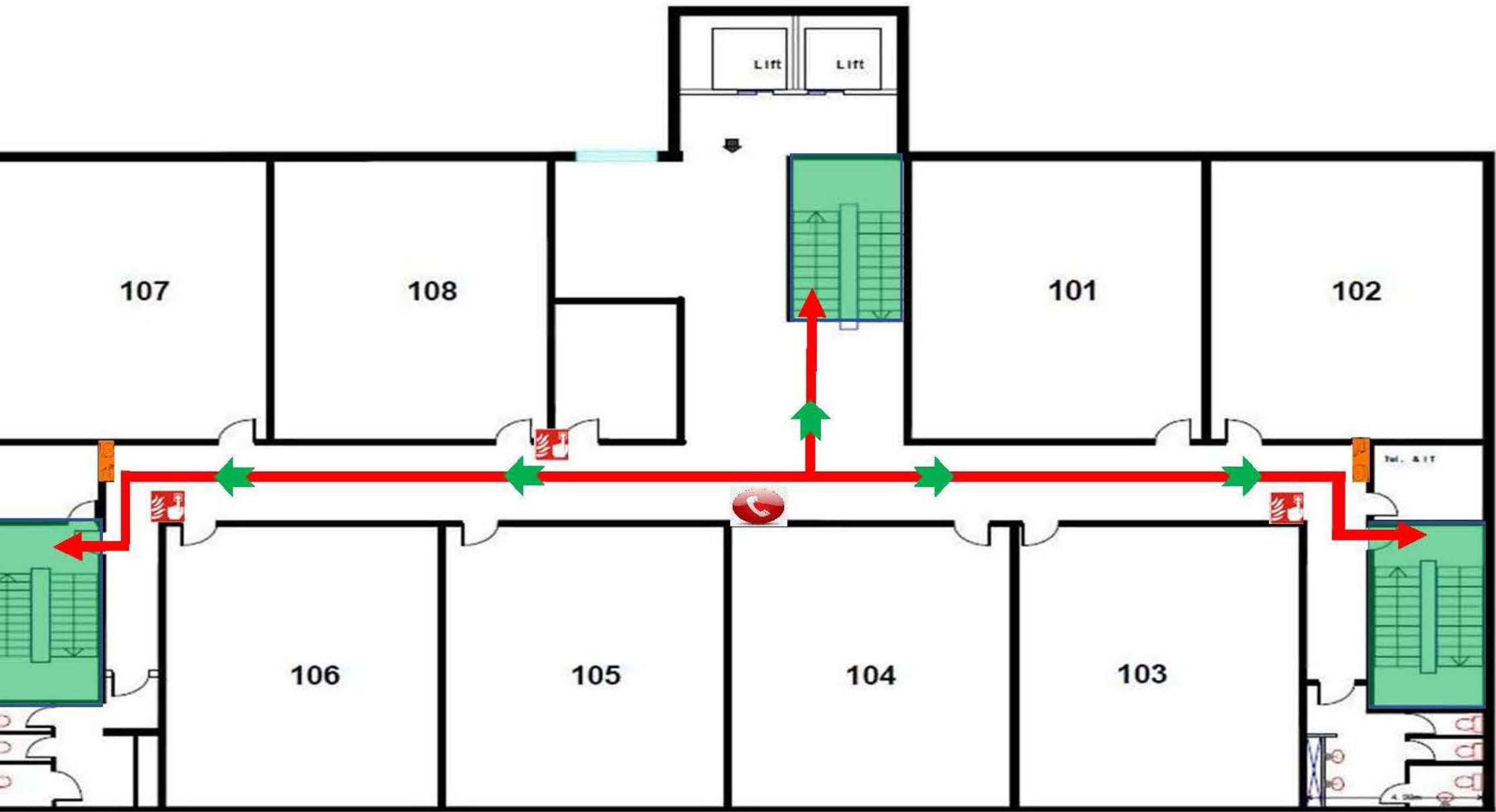
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

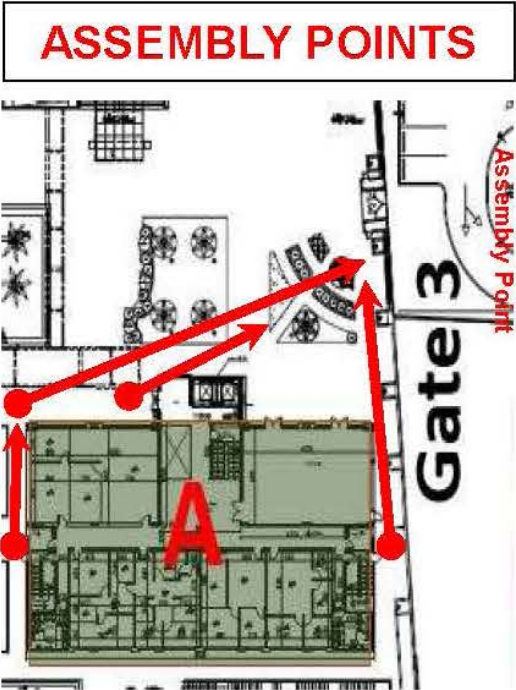
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION
BUILDING
FIRST FLOOR

SCIENCES BUILDING- A



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

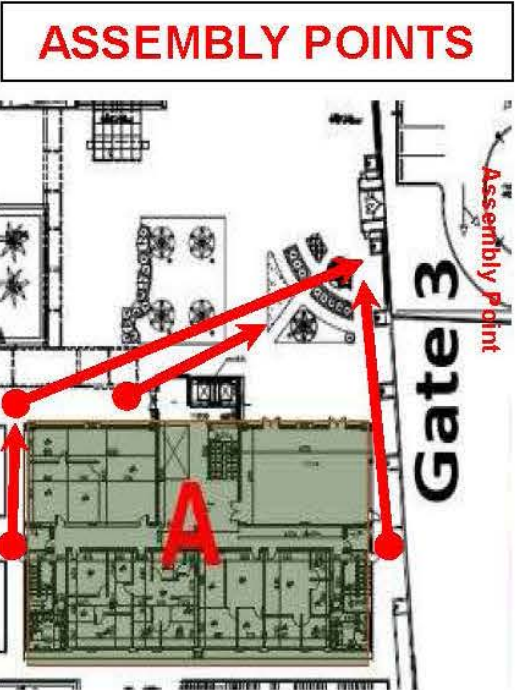
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION
BUILDING
SECOND FLOOR

Sciences 3rd Floor



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

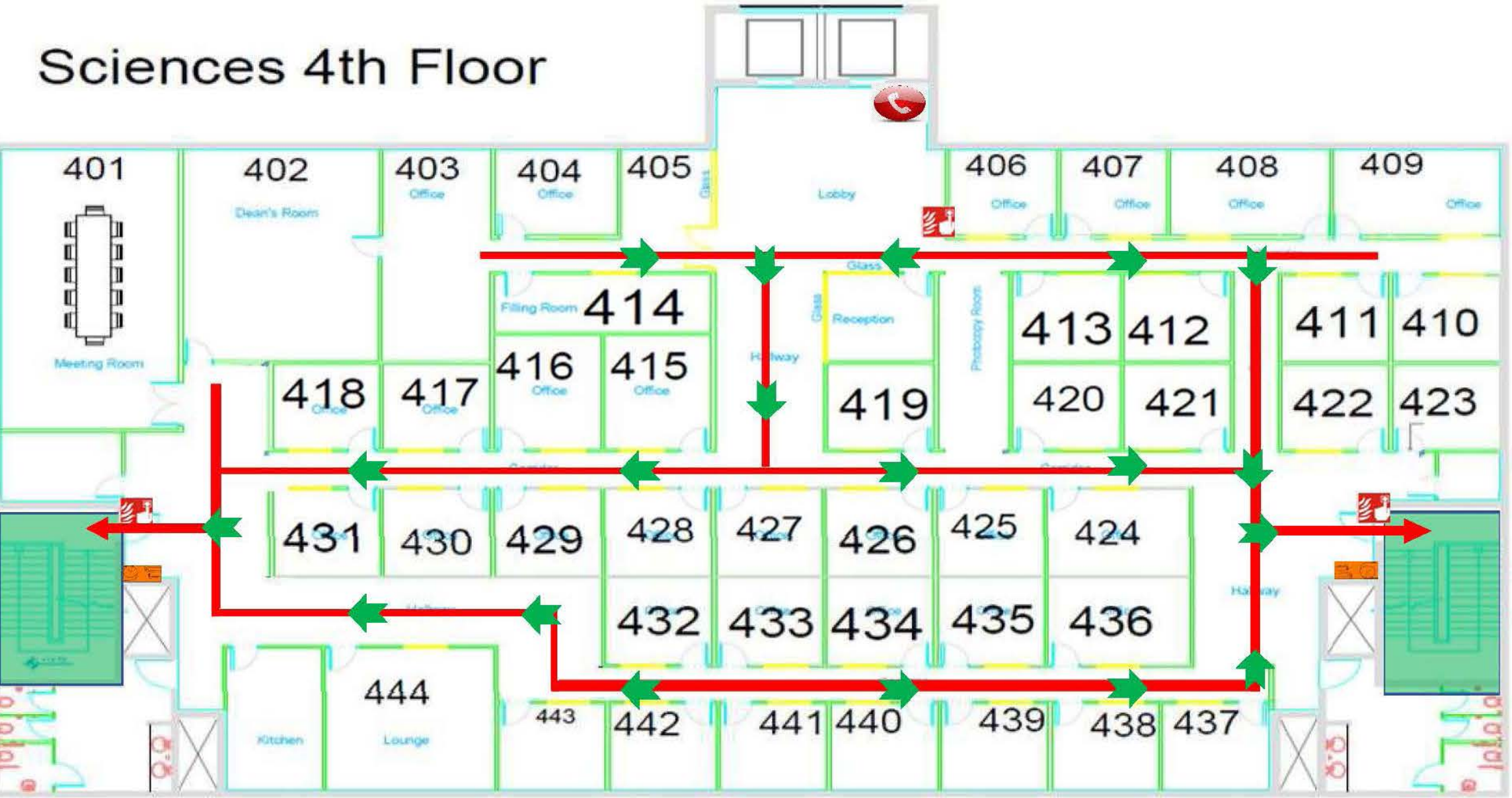
IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

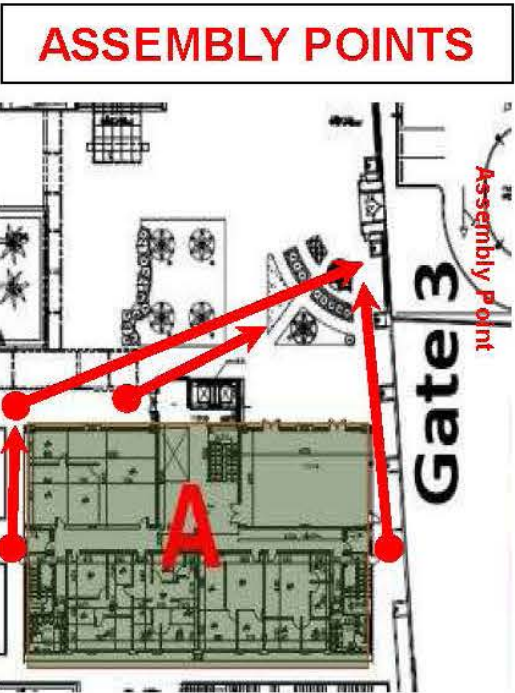
EVACUATION MAP

ADMINISTRATION BUILDING

THIRD FLOOR



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

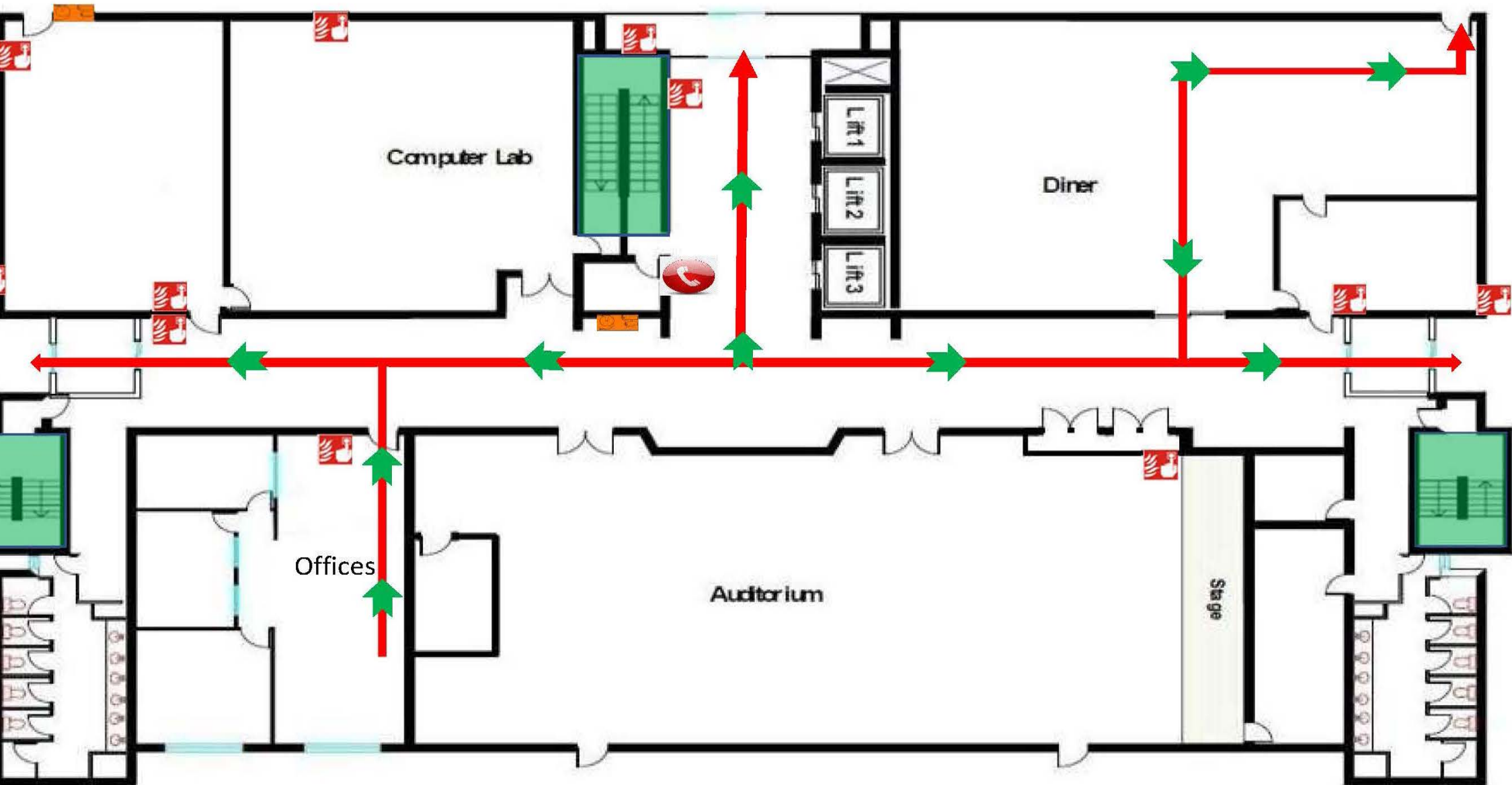
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

FOURTH FLOOR

LIBERAL ARTS BUILDING- B



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS	

IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

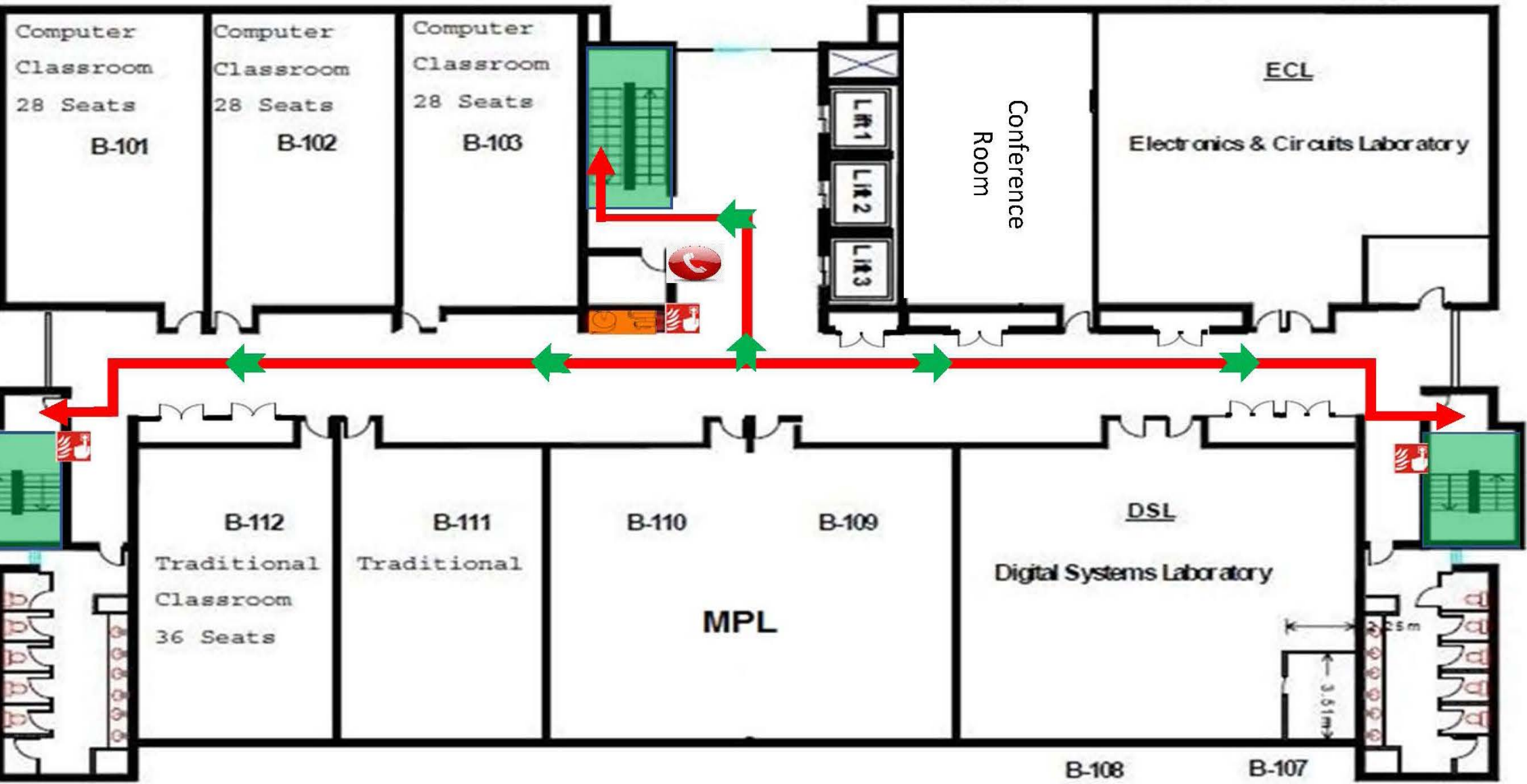
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

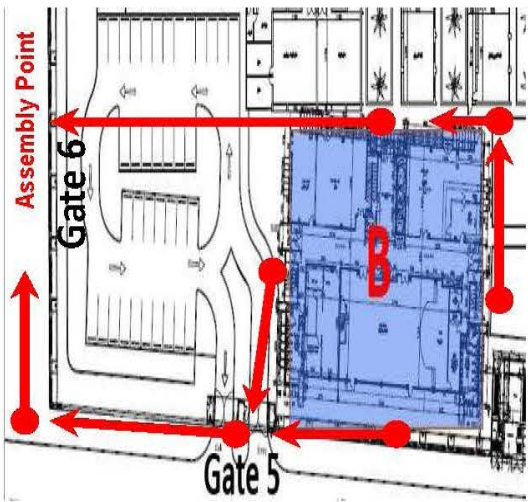
GROUND FLOOR

LIBERAL ARTS BUILDING- B



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
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- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

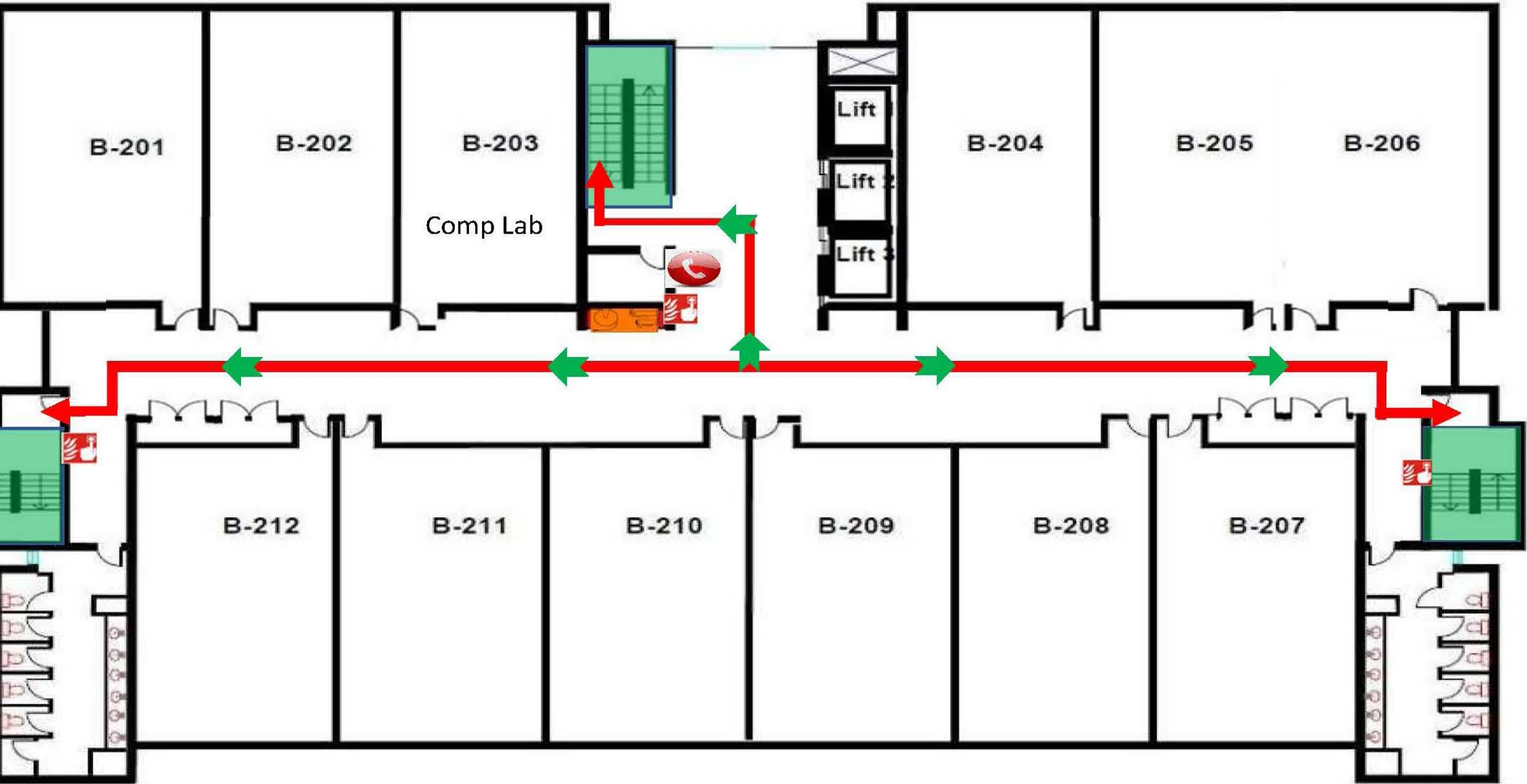
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

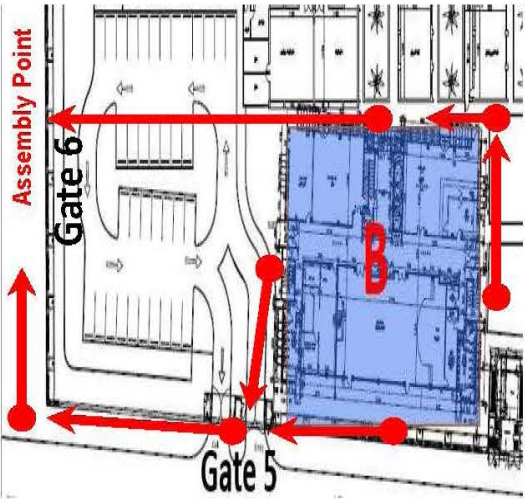
FIRST FLOOR

LIBERAL ARTS BUILDING- B



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS	
-----------------	--



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
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- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

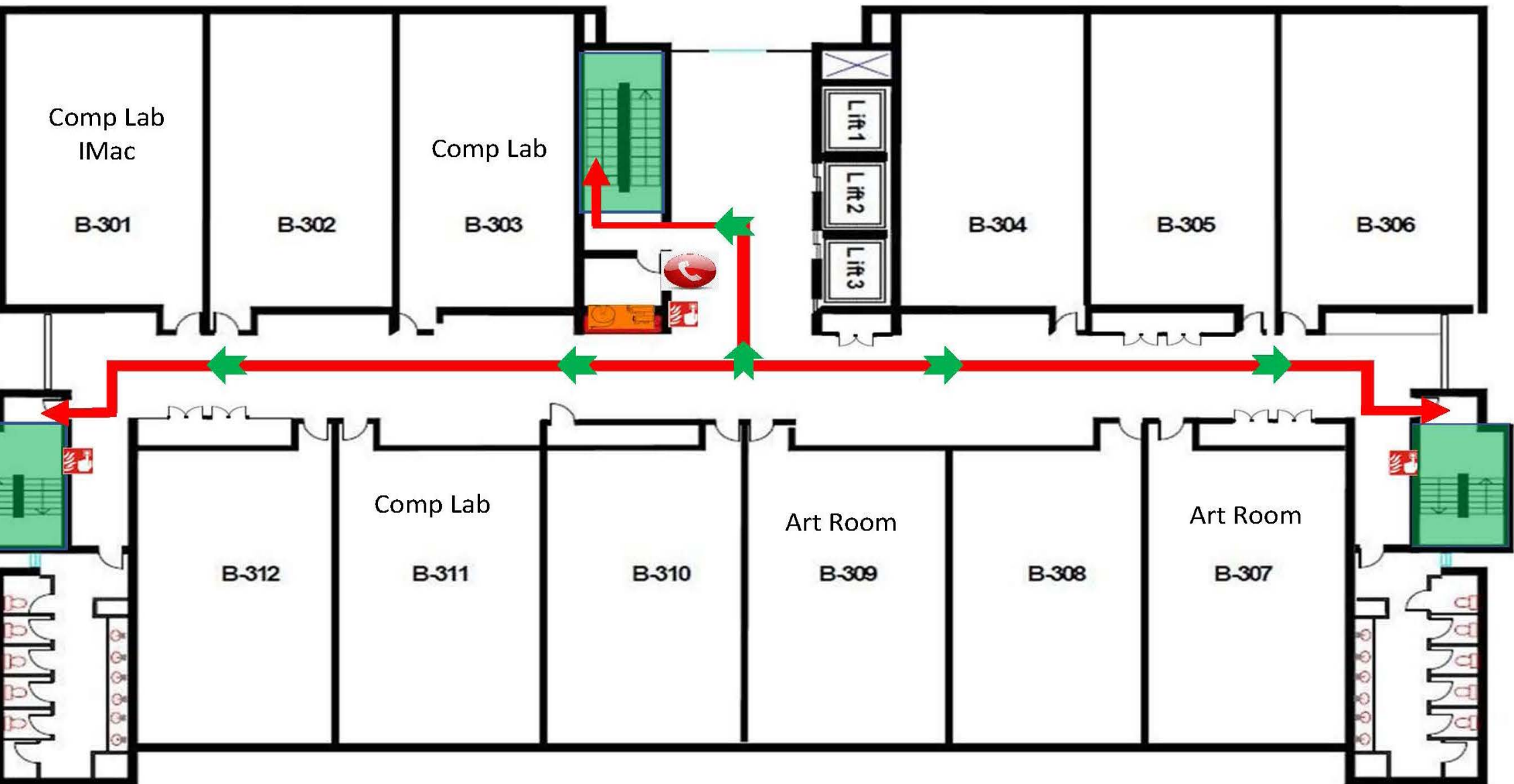
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

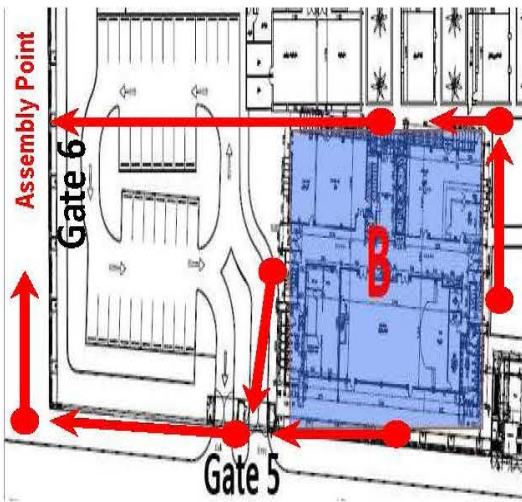
SECOND FLOOR

LIBERAL ARTS BUILDING- B



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS	
-----------------	--



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

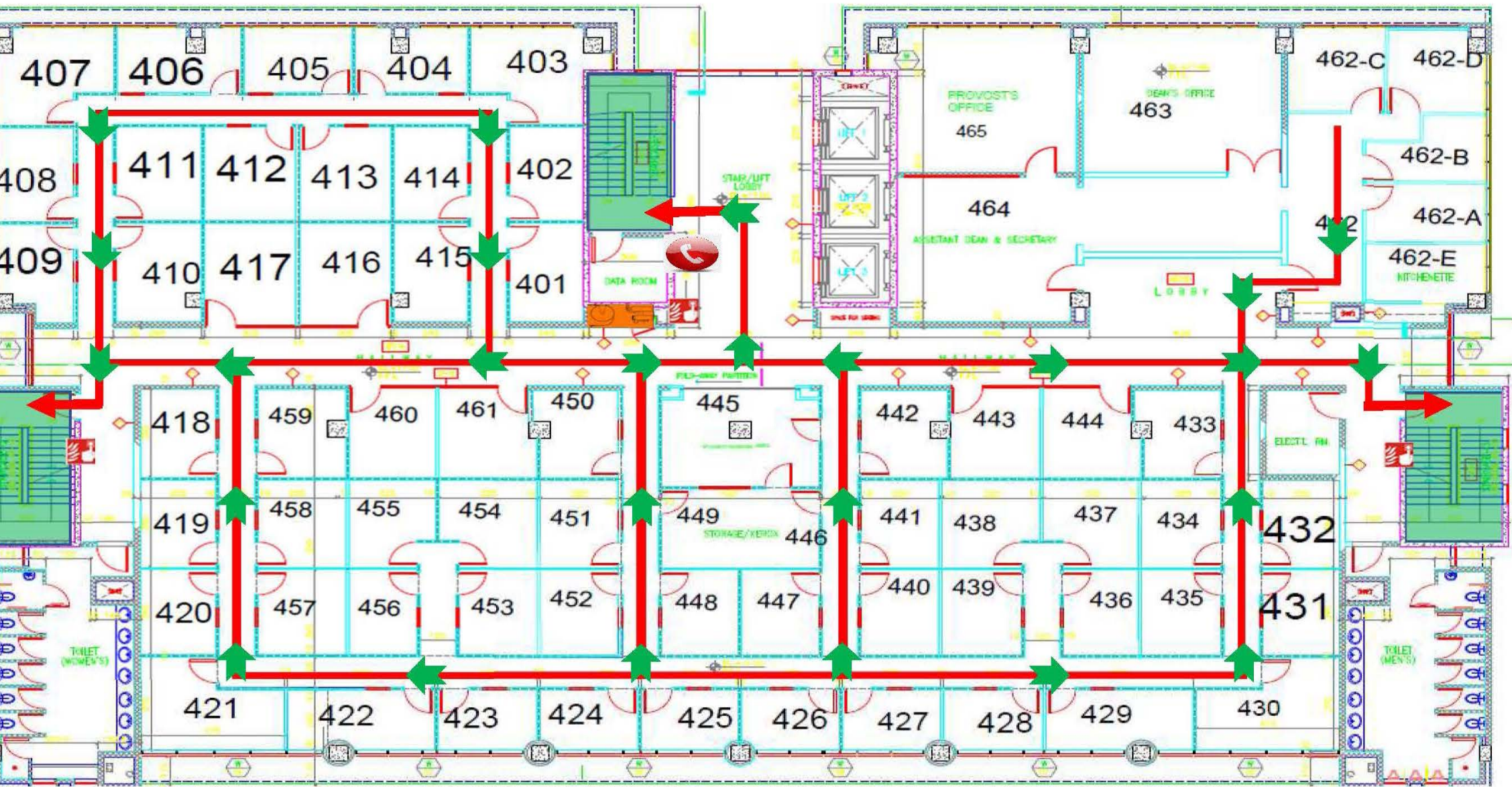
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

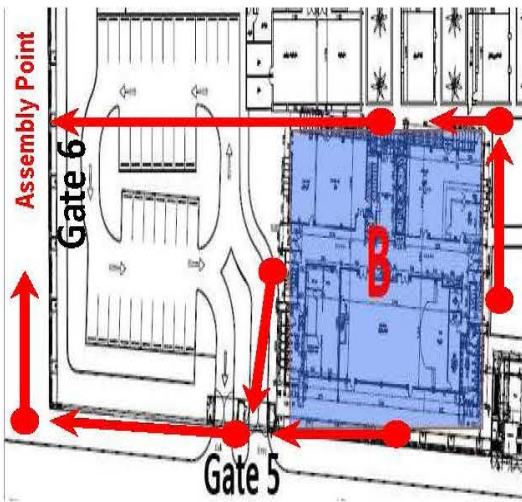
THIRD FLOOR

LIBERAL ARTS BUILDING- B



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
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- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

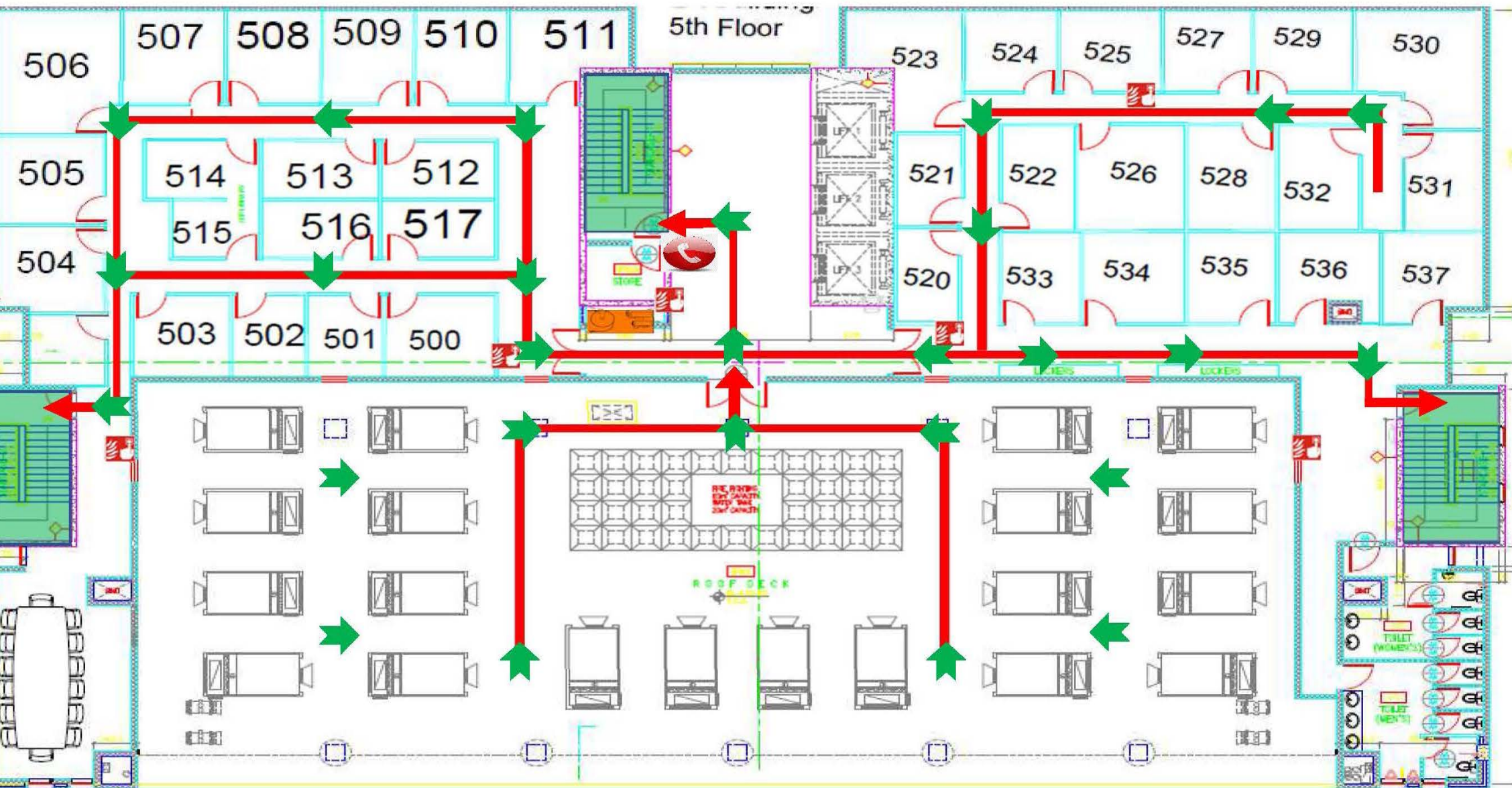
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

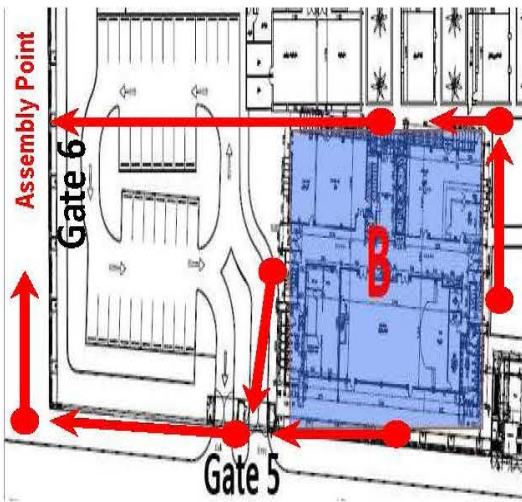
ADMINISTRATION BUILDING

FOURTH FLOOR

LIBERAL ARTS BUILDING- B



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point
ASSEMBLY POINTS	



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

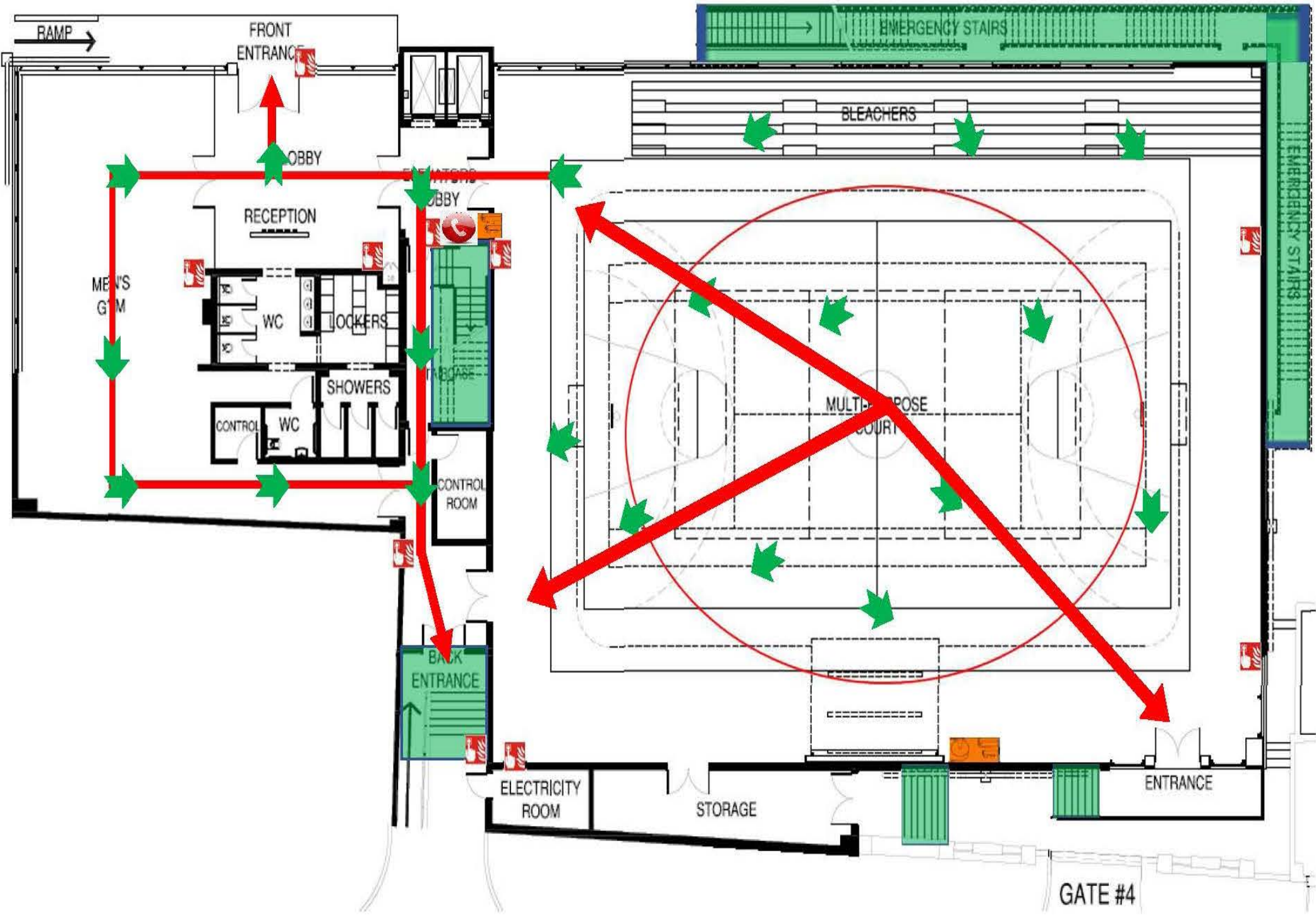
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

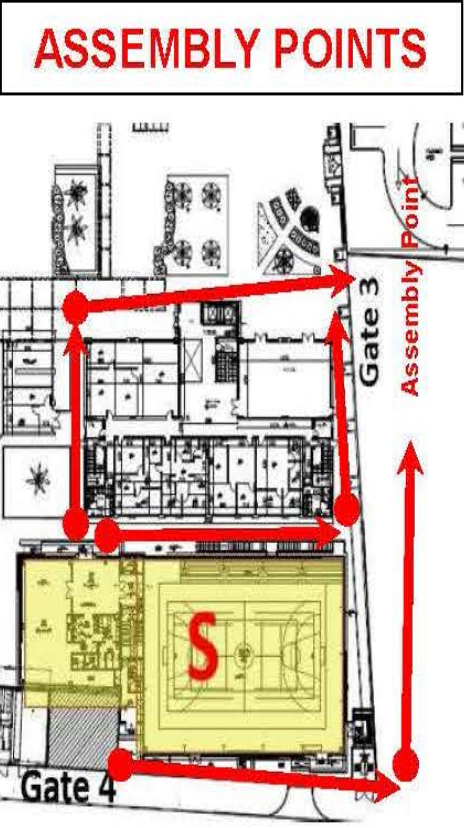
ADMINISTRATION BUILDING

FIFTH FLOOR

STUDENT CENTER BUILDING- S



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

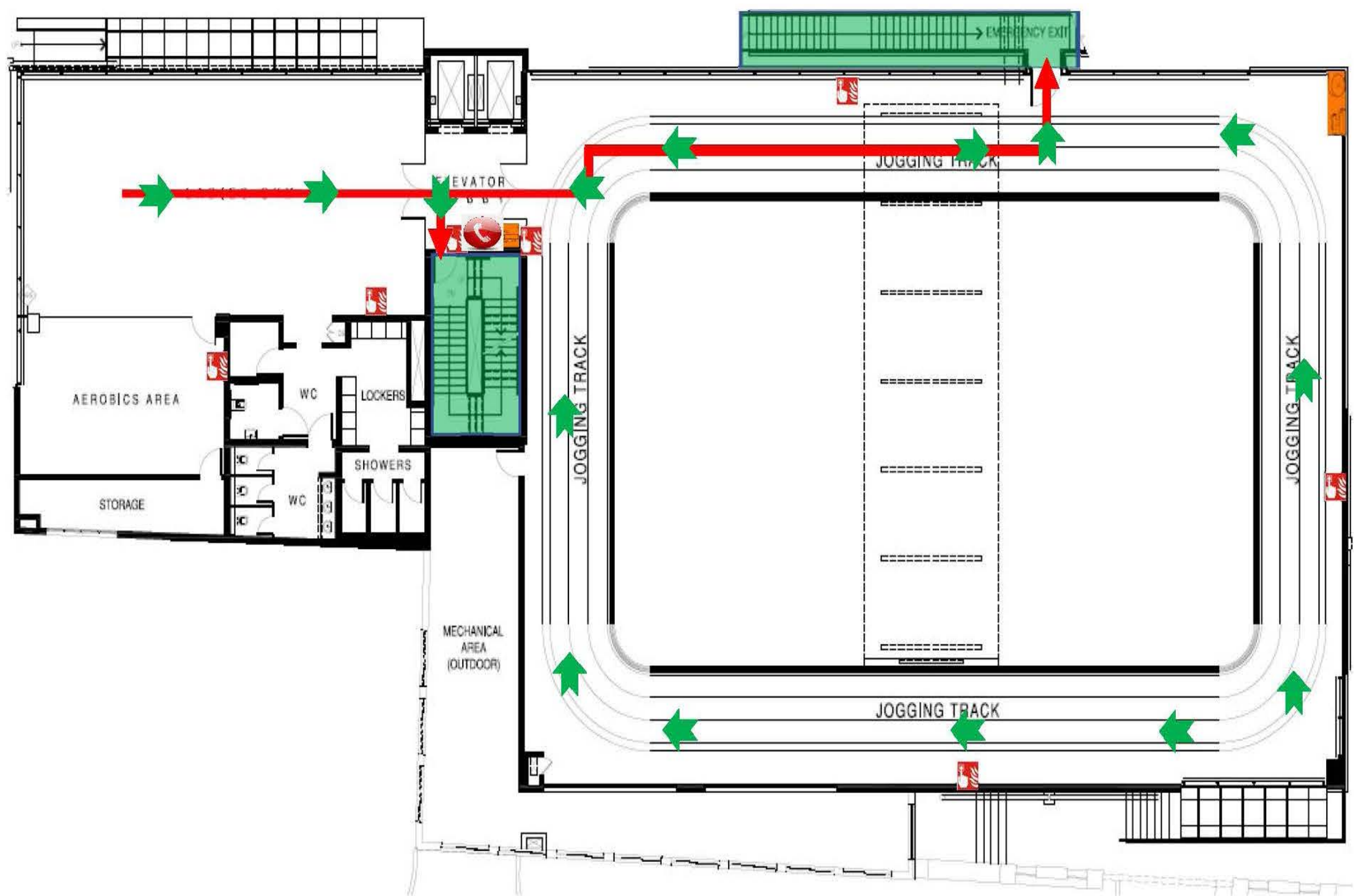
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

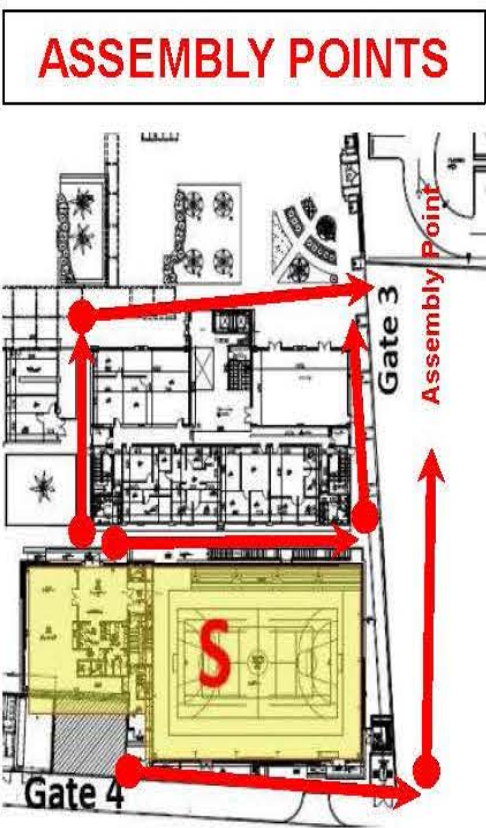
ADMINISTRATION BUILDING

GROUND FLOOR

STUDENT CENTER BUILDING- S



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
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- D. In case of a medical emergency, do not attempt to administer first aid.
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IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
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EVACUATION MAP

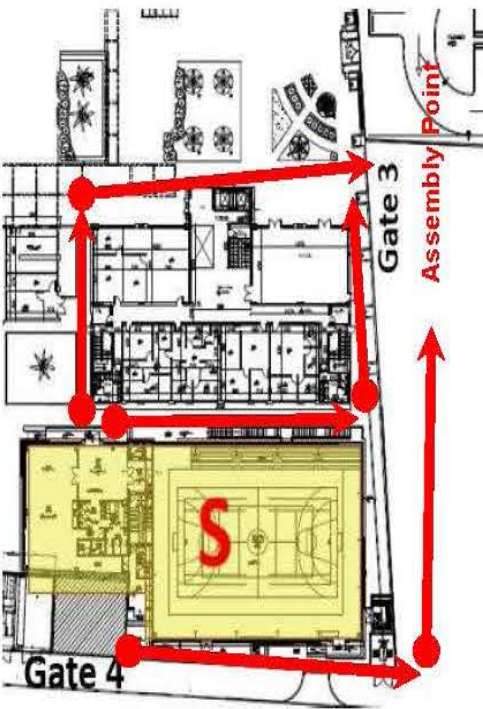
ADMINISTRATION BUILDING

FIRST FLOOR

STUDENT CENTER BUILDING- S



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point
ASSEMBLY POINTS	



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

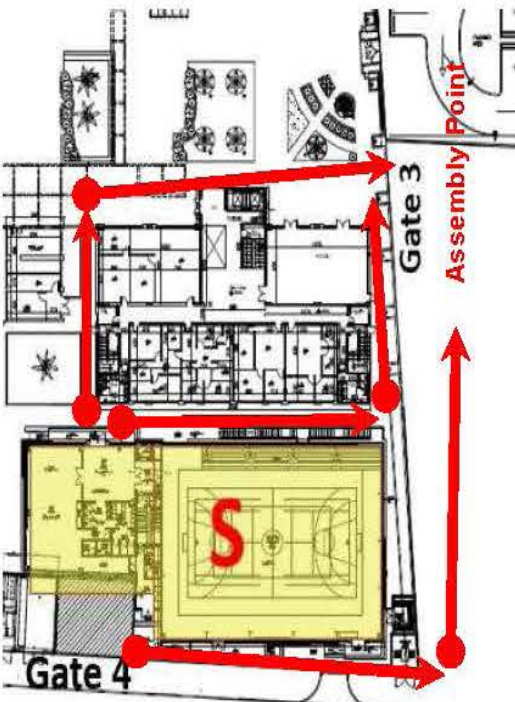
- A. Stay calm, do not rush or panic.
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- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP ADMINISTRATION BUILDING SECOND FLOOR

STUDENT CENTER BUILDING- S



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point
ASSEMBLY POINTS	



IN CASE OF EMERGENCY:

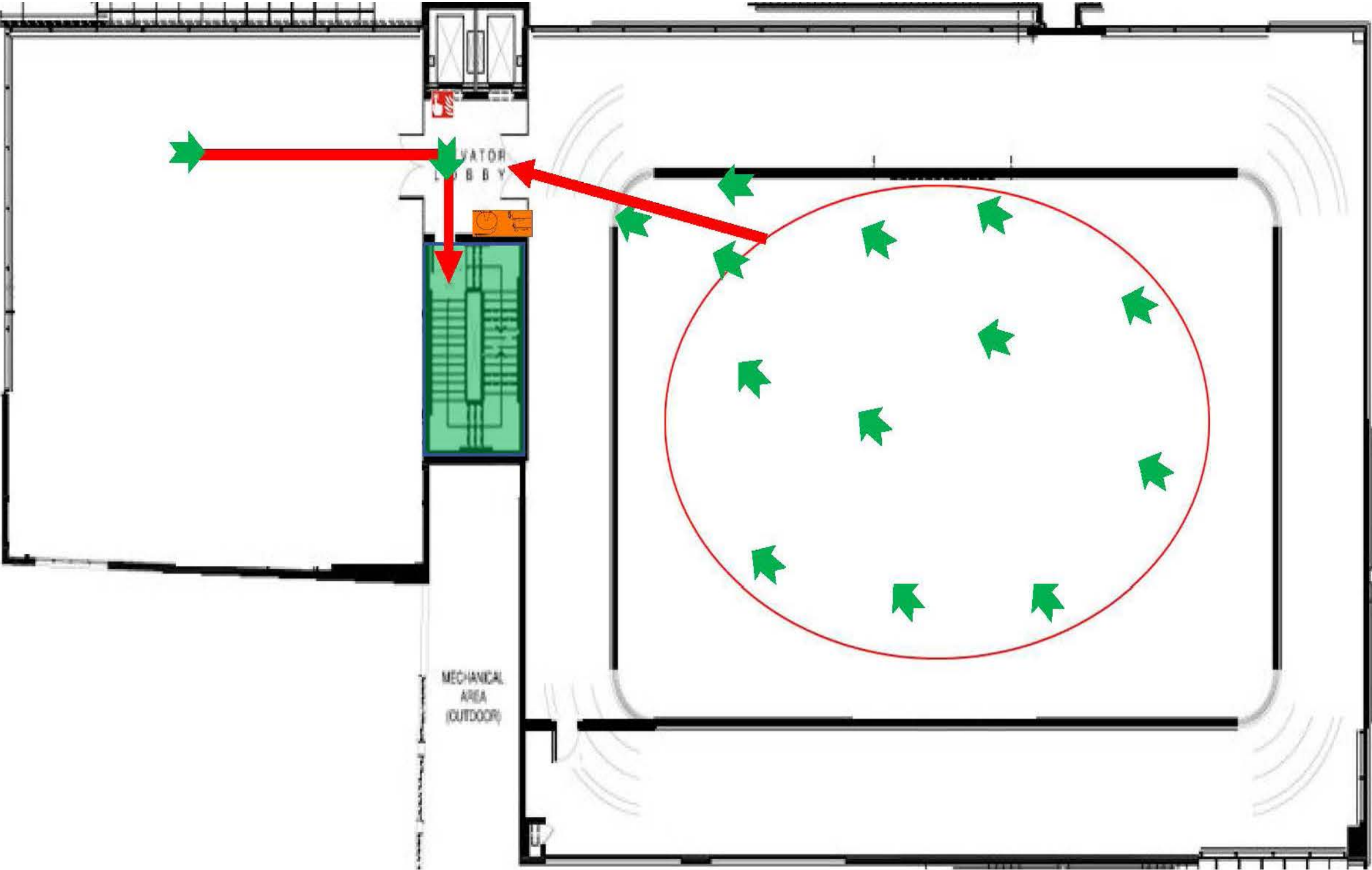
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
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- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

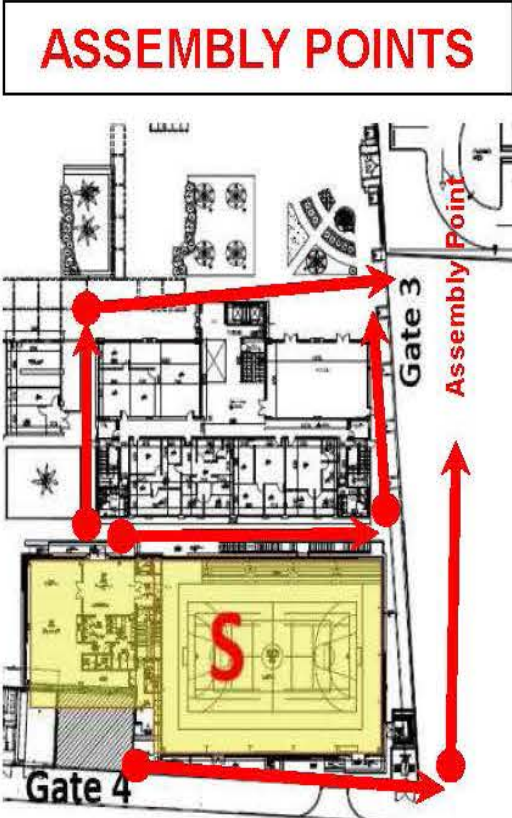
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION BUILDING
THIRD FLOOR

STUDENT CENTER BUILDING- S



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point



IN CASE OF EMERGENCY:

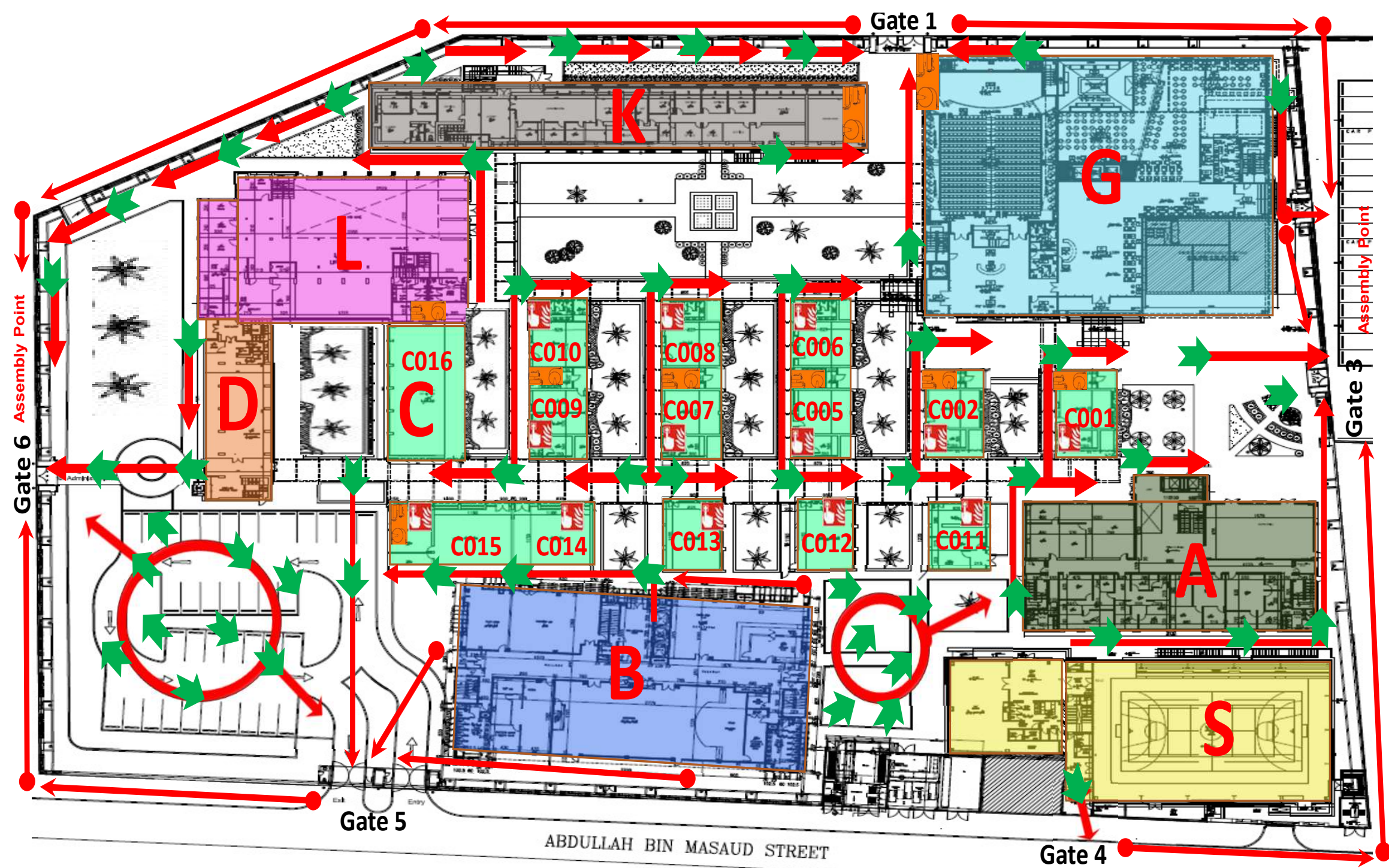
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
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IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

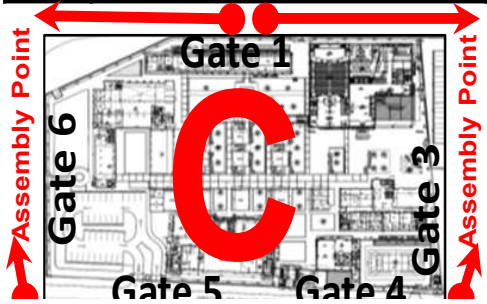
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- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
ADMINISTRATION BUILDING
ROOFTOP

CENTRAL CAMPUS AREA



	AUK Campus
	Sciences Building-A
	Arts Building-B
	Central Campus Area-C
	Administration Building-D
	Generic Building-G
	Admission Building-K
	Library Building-L
	Student Center Building-S
	Fire Extinguisher
	Alarm calling point



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
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IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

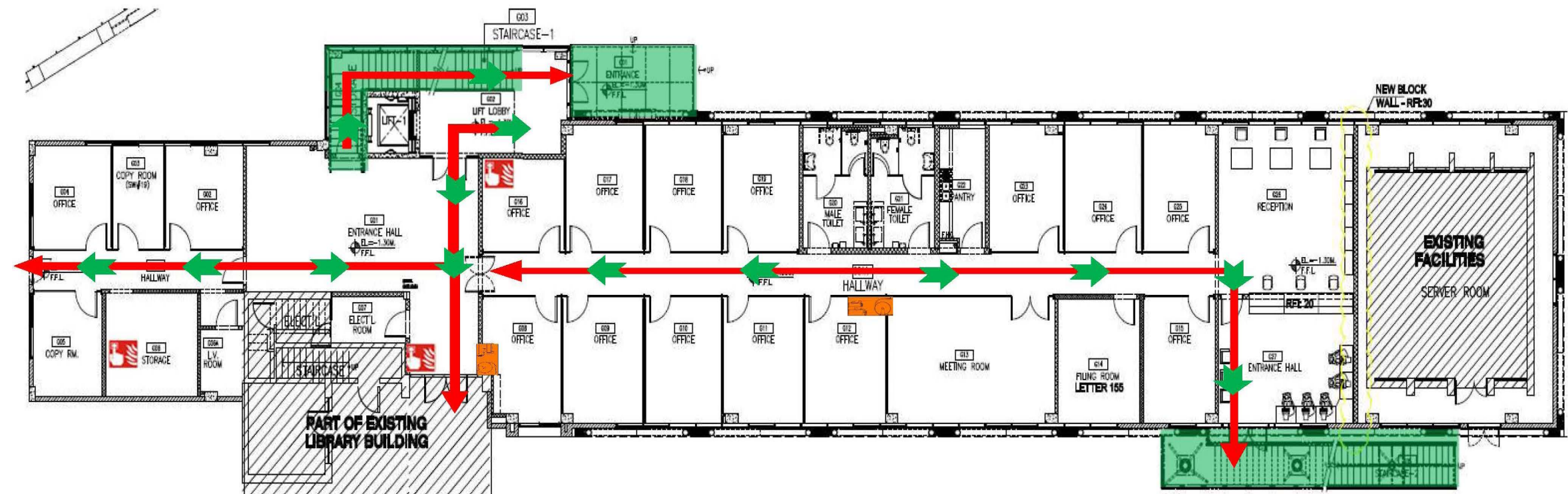
- A. Stay calm, do not rush or panic.
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- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

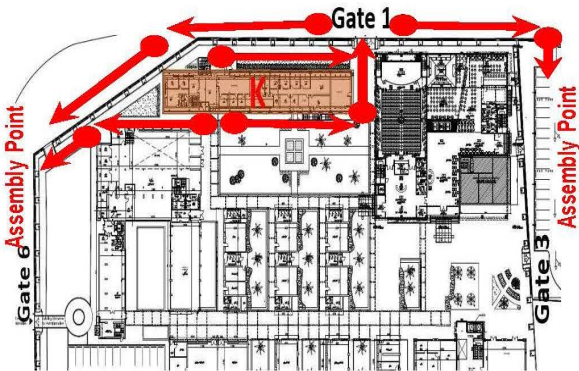
ROOFTOP

ADMISSION BUILDING- K



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
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IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

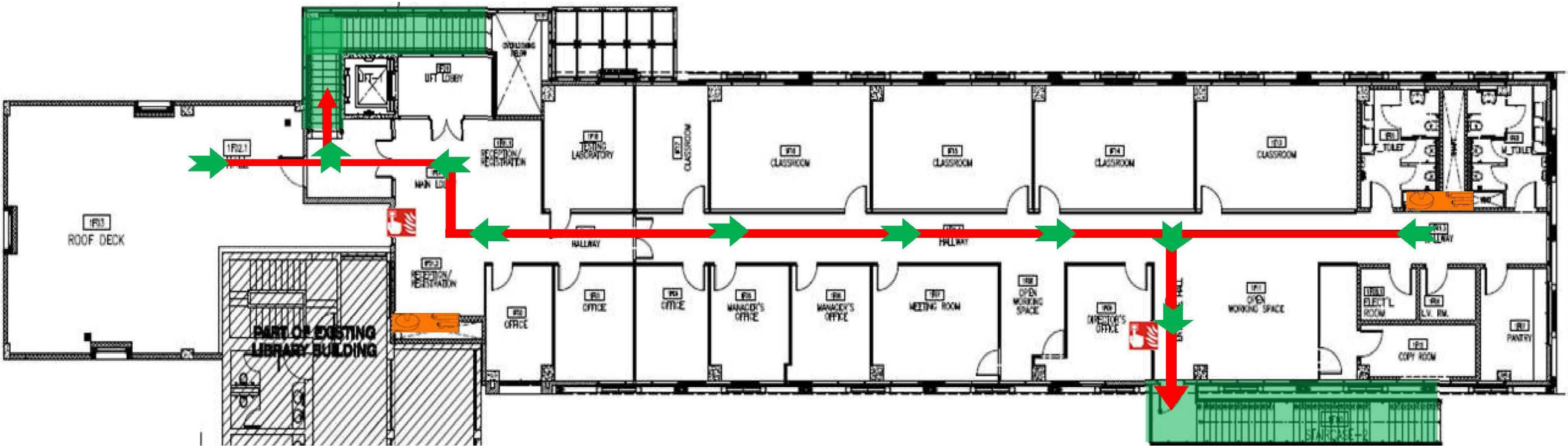
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

ADMINISTRATION BUILDING

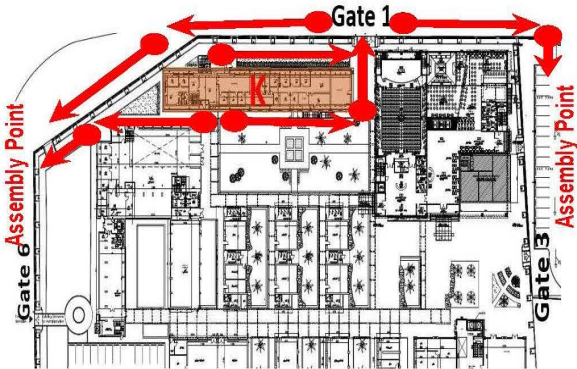
GROUND FLOOR

ADMISSION BUILDING- K



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

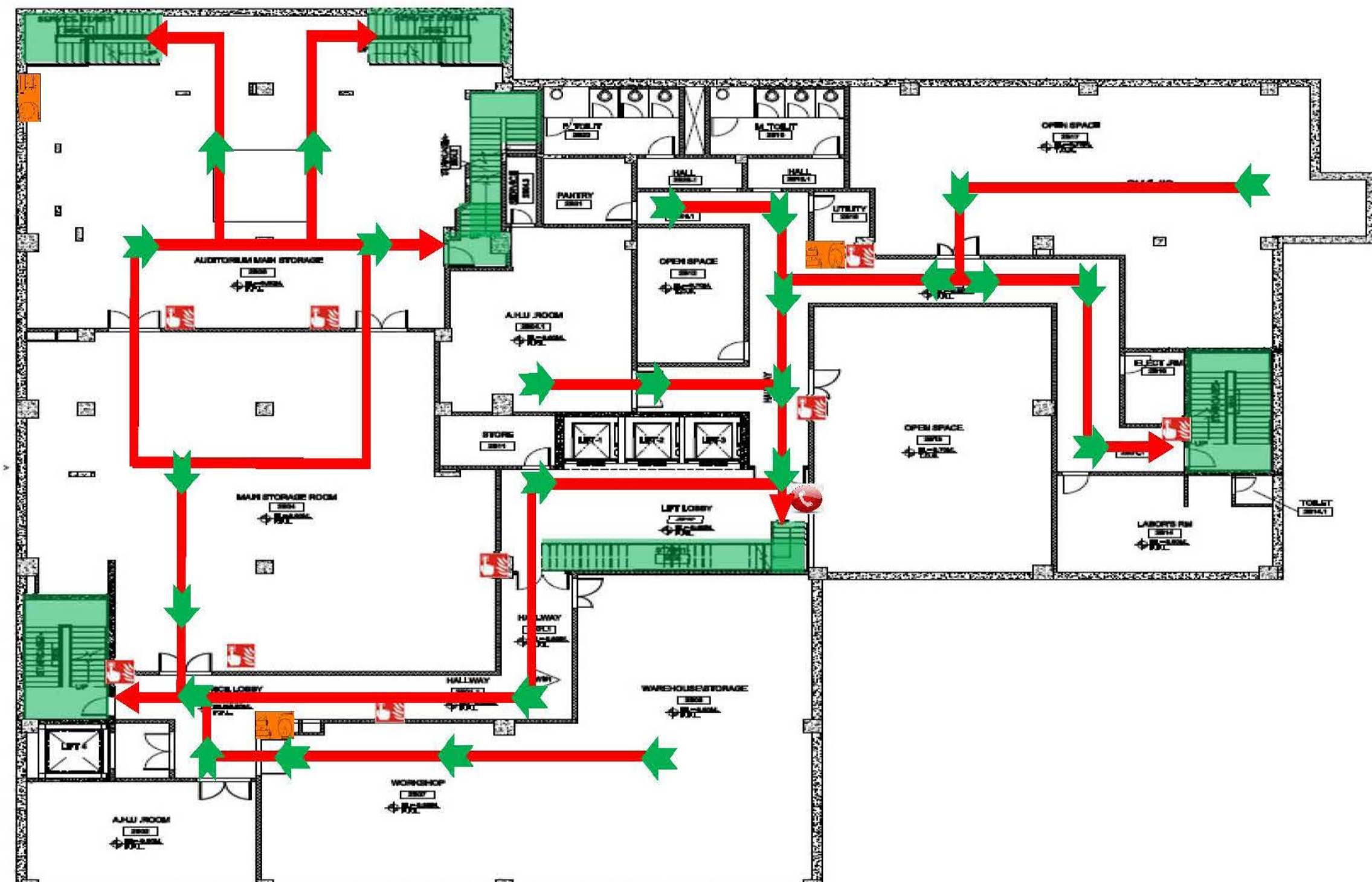
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

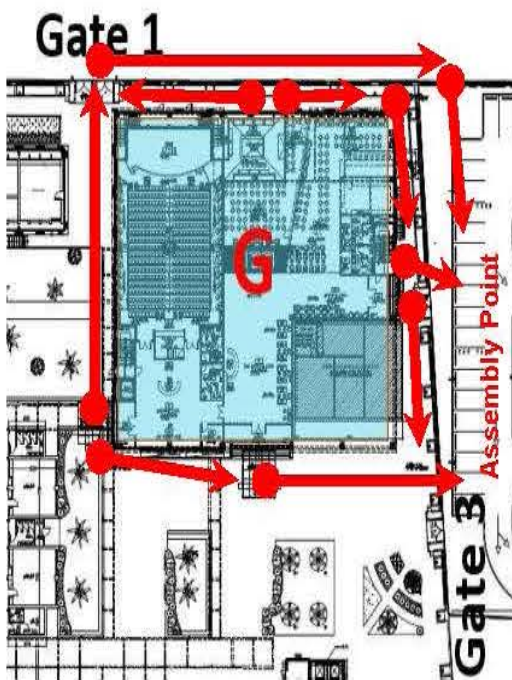
ADMINISTRATION BUILDING

FIRST FLOOR

GENERIC BUILDING-G



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point
ASSEMBLY POINTS	



IN CASE OF EMERGENCY:

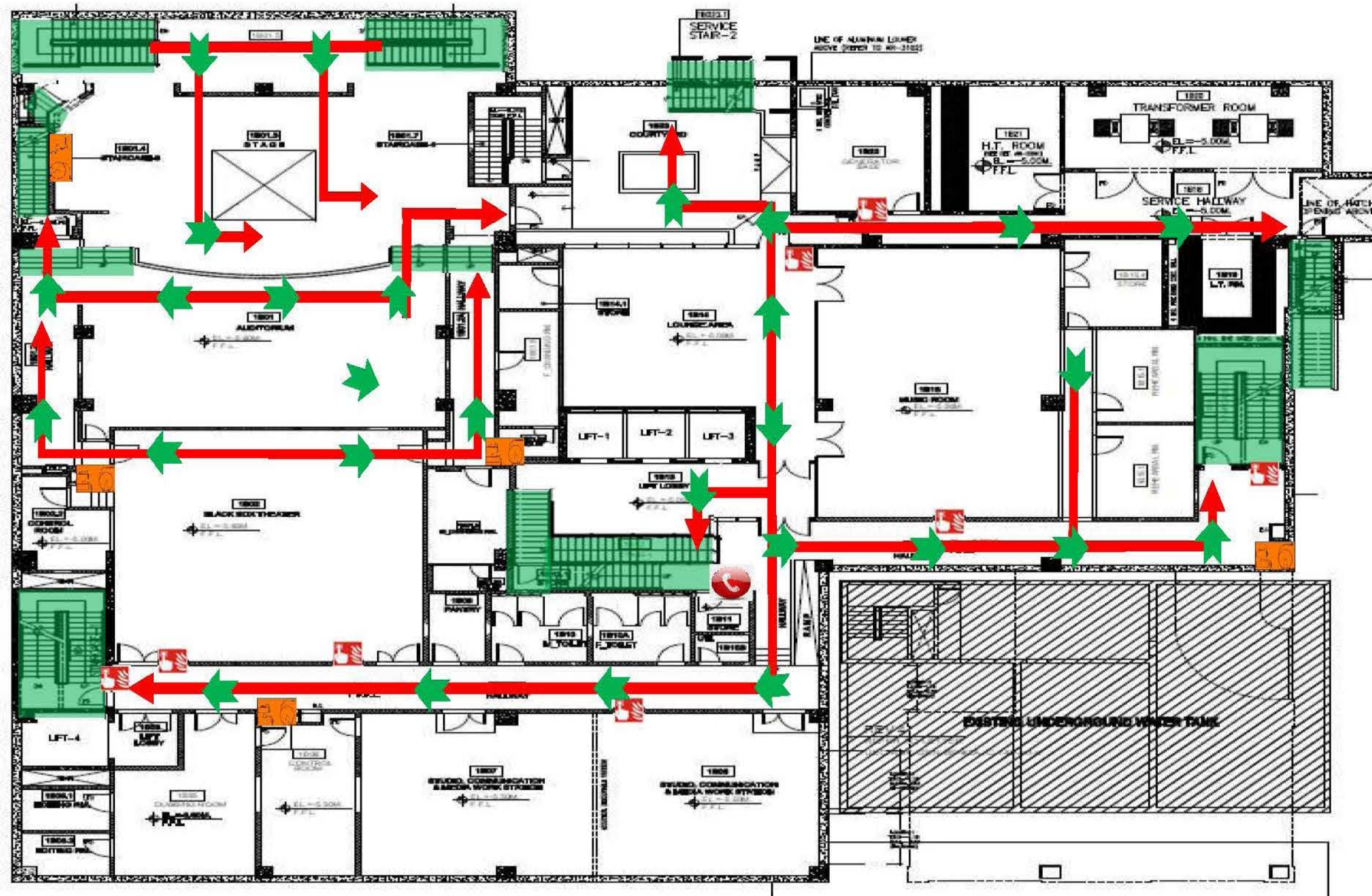
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

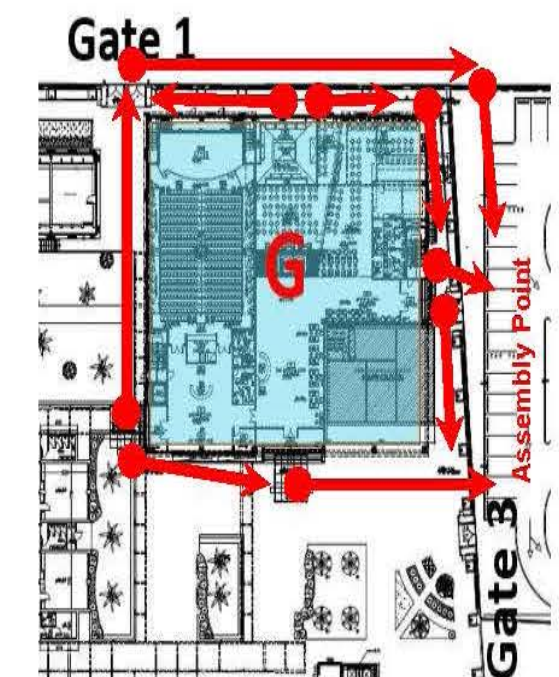
EVACUATION MAP GENERIC BUILDING BASEMENT 2

GENERIC BUILDING-G



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



EVACUATION MAP

GENERIC BUILDING

BASEMENT 1

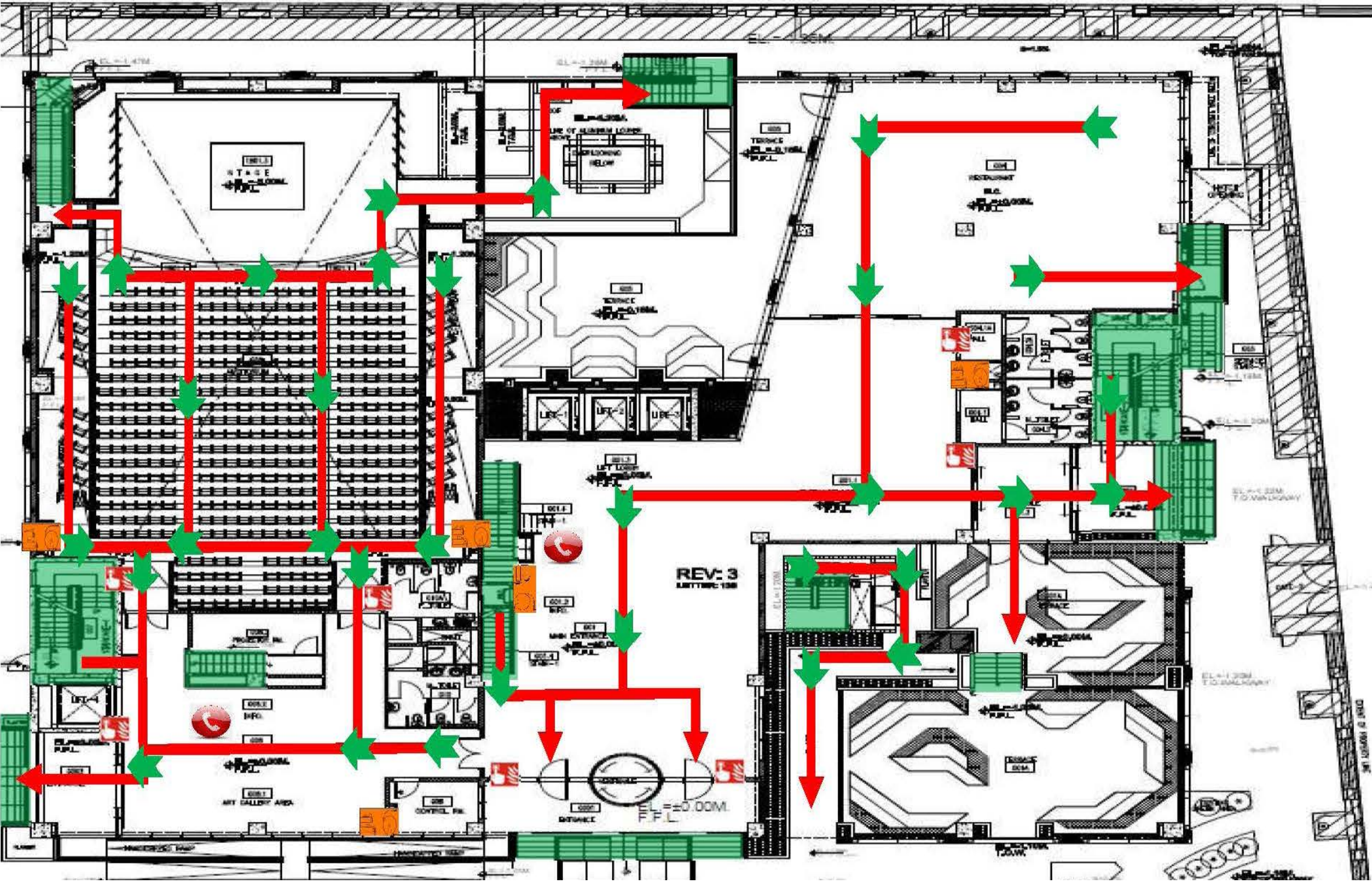
IN CASE OF EMERGENCY:

- Report it by calling ext.: 3333 from any internal phone unit or call **22248388** from mobile.
- Stay calm, do not rush or panic.
- Wait for the emergency responders.
- In case of a medical emergency, do not attempt to administer first aid.
- In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

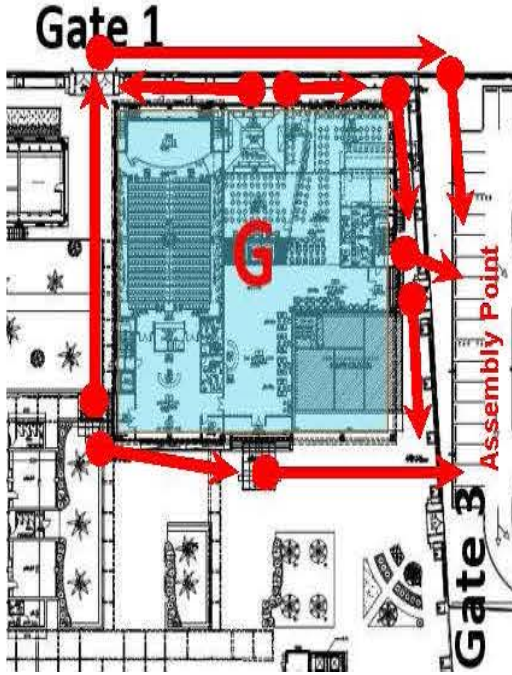
IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

GENERIC BUILDING-G



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point
ASSEMBLY POINTS	



IN CASE OF EMERGENCY:

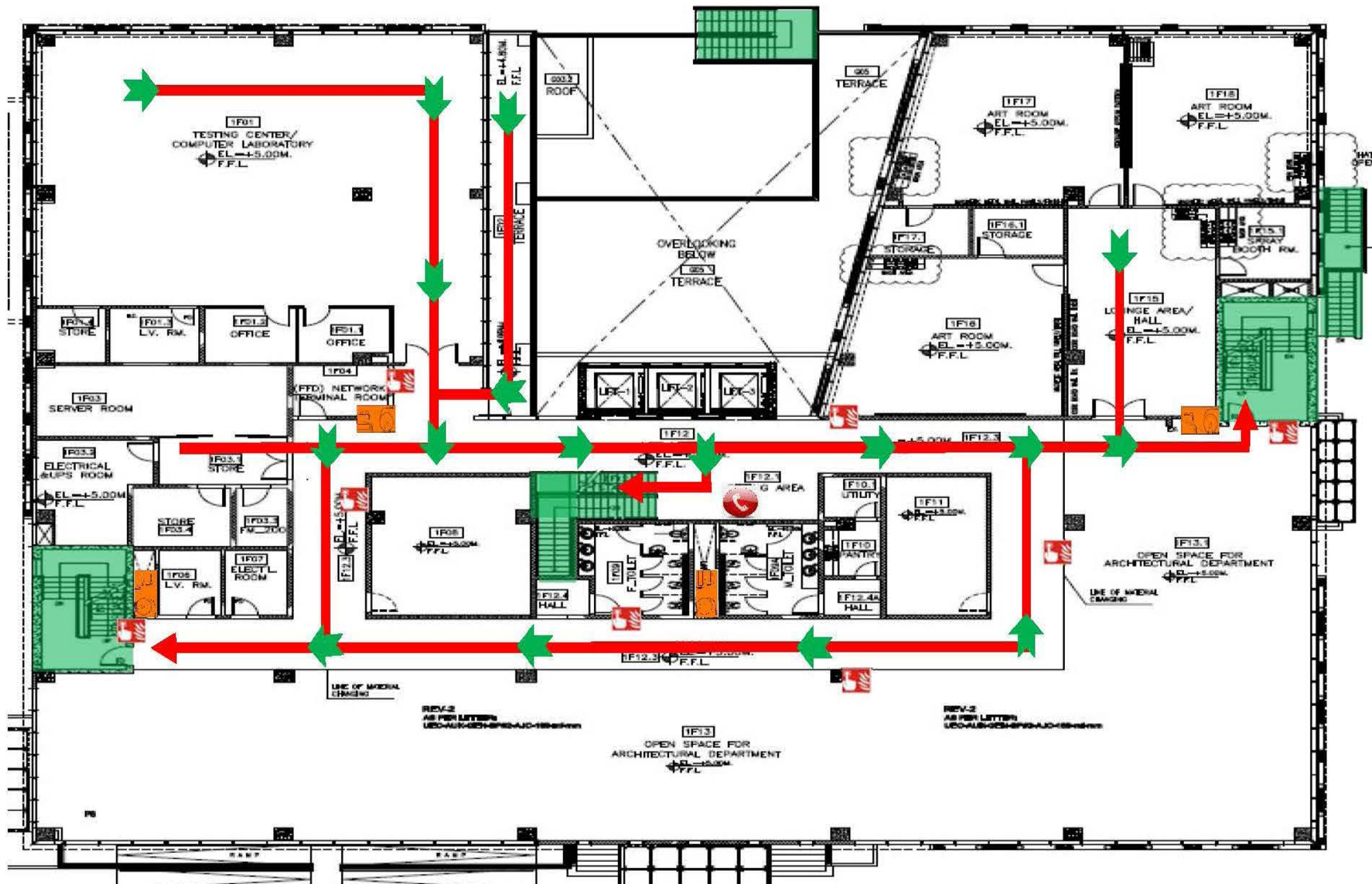
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP GENERIC BUILDING GROUND FLOOR

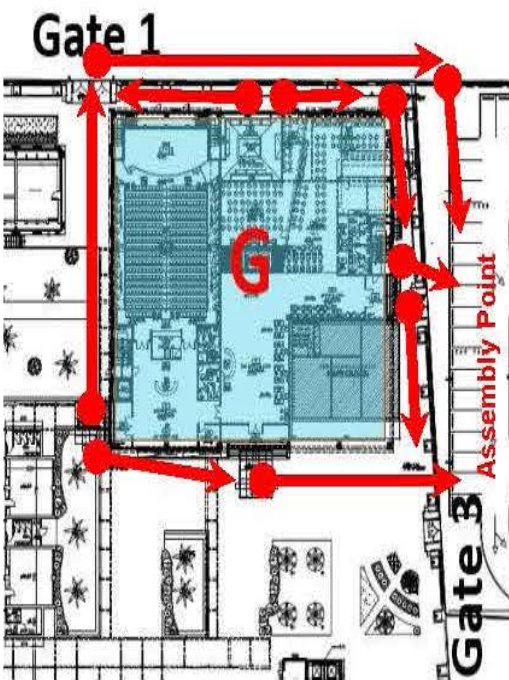
GENERIC BUILDING-G



LEGEND

	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

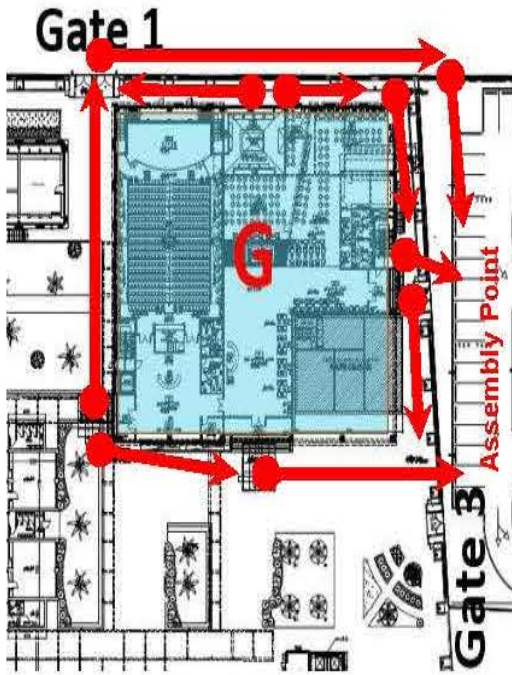
- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP
GENERIC BUILDING
FIRST FLOOR

GENERIC BUILDING-G



LEGEND	
	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point
ASSEMBLY POINTS	



IN CASE OF EMERGENCY:

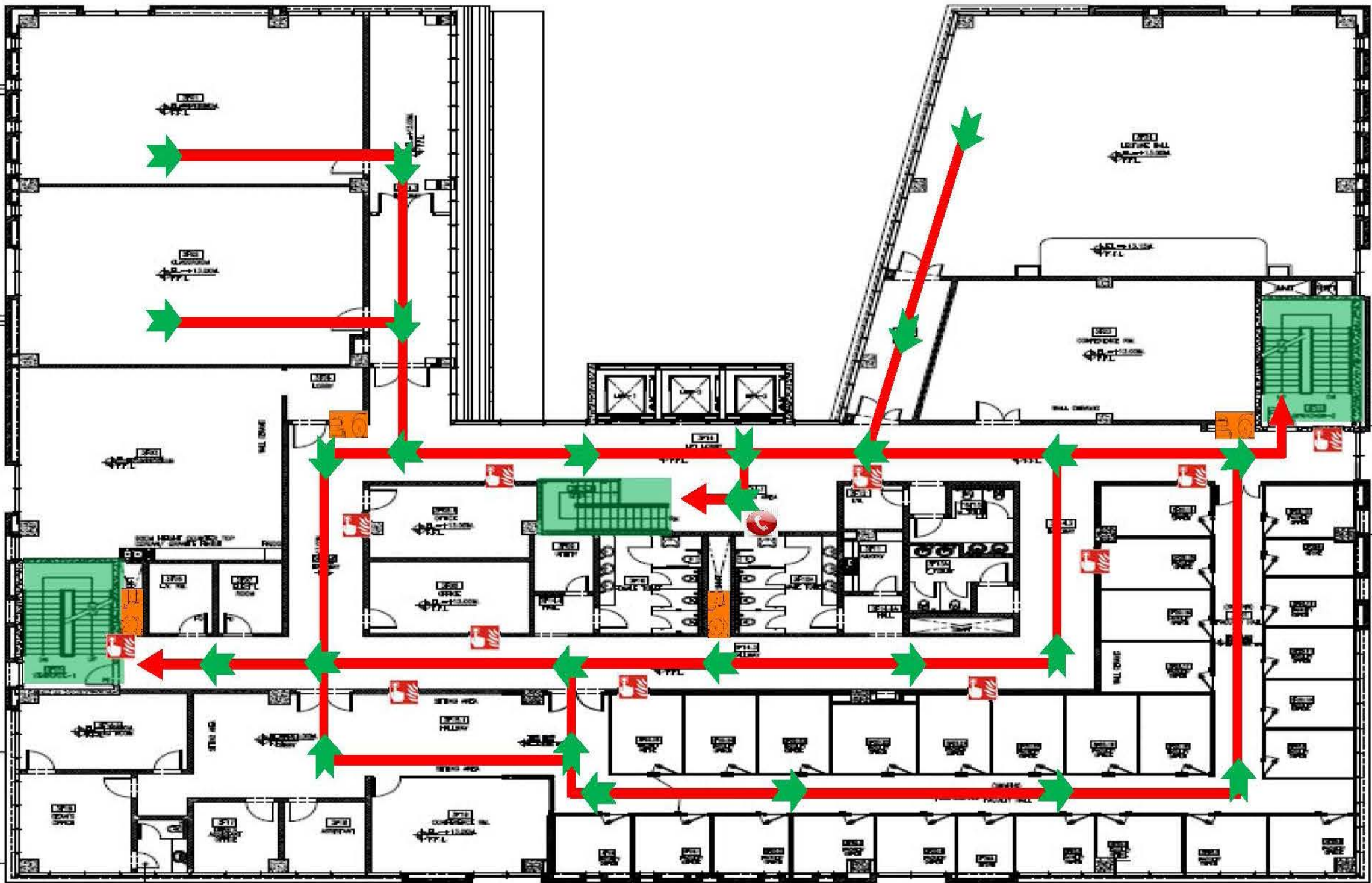
- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP GENERIC BUILDING SECOND FLOOR

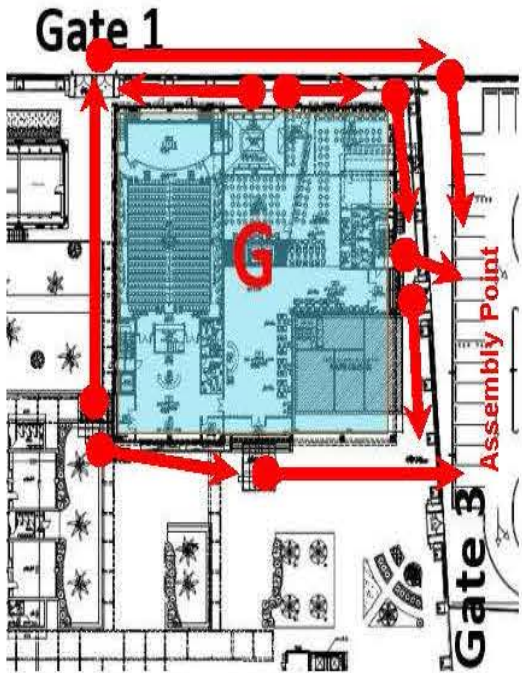
GENERIC BUILDING-G



LEGEND

	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

GENERIC BUILDING

THIRD FLOOR

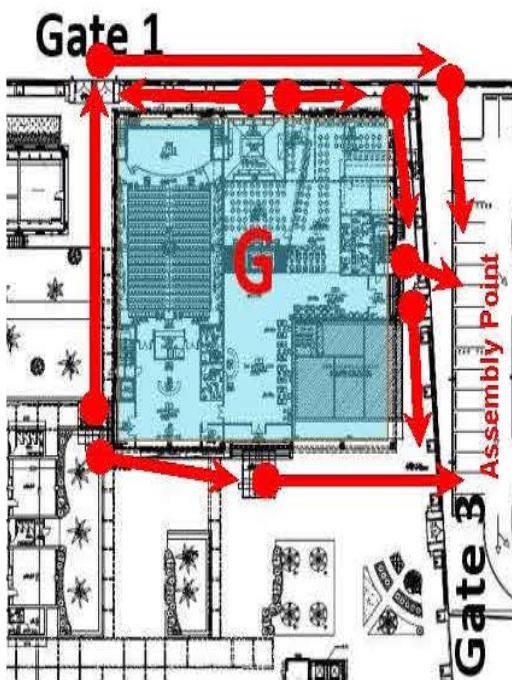
GENERIC BUILDING-G



LEGEND

	You are here
	Fire Extinguisher
	Exit Stairs
	Alarm calling point
	Emergency call point

ASSEMBLY POINTS



IN CASE OF EMERGENCY:

- A. Report it by calling ext.: 3333 from any internal phone unit or call 22248388 from mobile.
- B. Stay calm, do not rush or panic.
- C. Wait for the emergency responders.
- D. In case of a medical emergency, do not attempt to administer first aid.
- E. In case of fire, proceed to the nearest emergency exit as indicated and press the alarm call button.

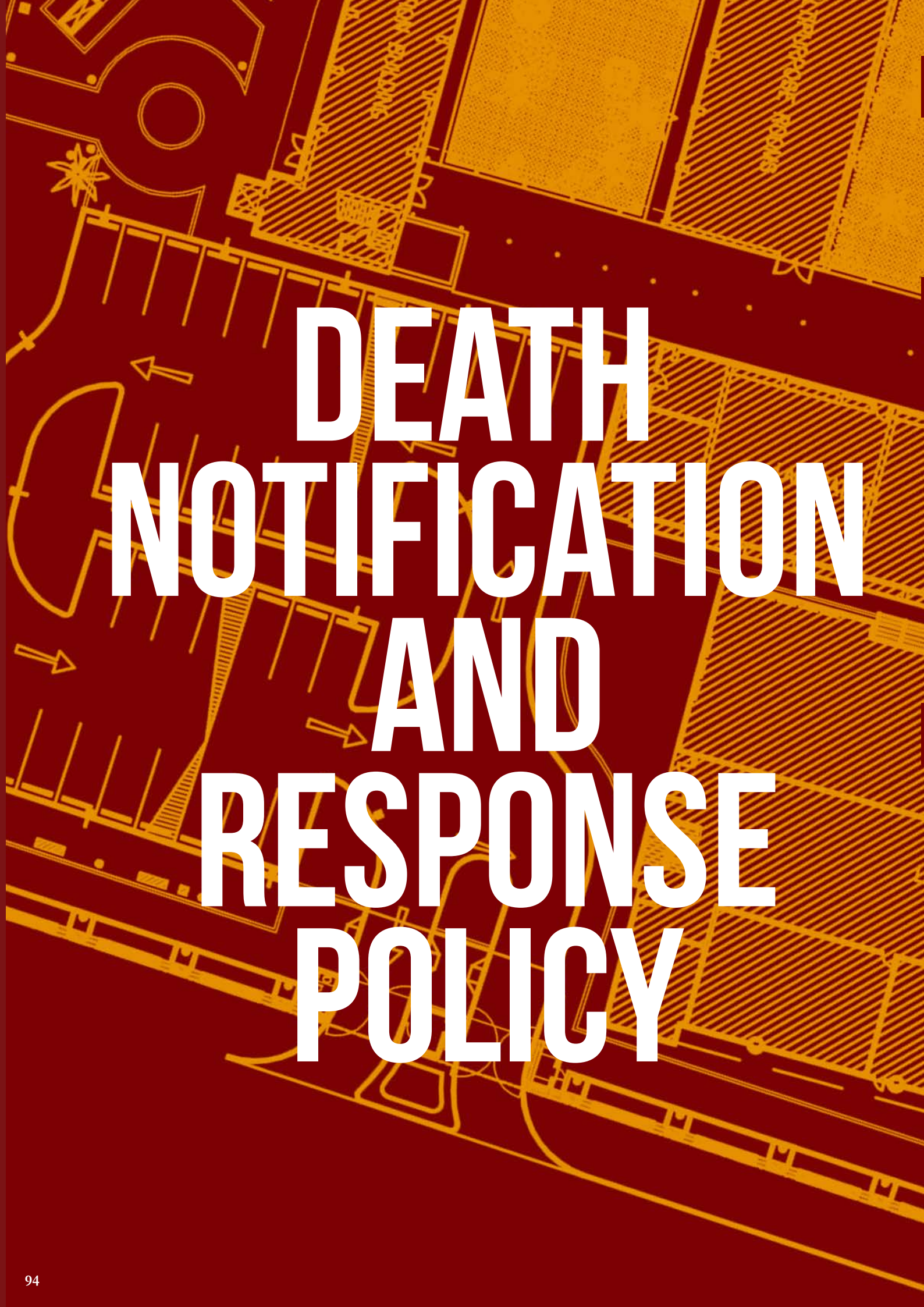
IN CASE OF EVACUATION (CONTINUOUS FIRE ALARM SIREN SOUND)

- A. Stay calm, do not rush or panic.
- B. Safely stop your work.
- C. Follow the map to the nearest emergency exit stairs and proceed to the corresponding assembly point.
- D. Follow the fire warden and emergency personnel instructions.

EVACUATION MAP

GENERIC BUILDING

ROOFTOP



DEATH NOTIFICATION AND RESPONSE POLICY

I. INTRODUCTION

Purpose: This policy will help guide and organize the communication in response to the death of an AUK community member.

Scope: AUK Community

Administration: Office of the Vice President for Student Affairs (VPSA) and Human Resources Department.

Definitions: AUK community: students, employees, faculty, alumni, board of trustees, subcontractors.

II. POLICY

1. In the case of a death of a student or member of the alumni, the Office of the Vice President for Student Affairs (VPSA) coordinates the notification of appropriate AUK officials and, within the parameters of this protocol, assist those officials, the student/alumni's family and the campus community, as requested. In their role as the central point of contact in all matters related to the death of an AUK student/alumni, the VPSA is committed to handling this responsibility in a discreet, sensitive, professional, and timely manner.
2. In the case of a death of an AUK community member (other than students and alumni), the director of the Human Resources Department (HRD) coordinates the notification of appropriate AUK officials and—within the parameters of this protocol—assists those officials, the employee's family, and the campus community, as requested. In its role as the central point of contact in all matters related to the death of an AUK employee, HRD is committed to handling this responsibility in a discreet, sensitive, professional, and timely manner.
3. The institutional response to a death entails a series of administrative actions to settle accounts, resolve benefit issues, and close academic and personnel records. Notifications must be made to a number of campus units in order for appropriate administrative action to be taken in a timely manner. A death notification issued pursuant to this policy is a form of internal notification and is not a substitute for an official death certificate that may be required for certain benefits-processing purposes. The VPSA/HRD is responsible for preparing a death notification for any report of a student/alumni/employee death that is received and determined to be reliable. The nature of the death is confidential and should not be included in the administrative notification. An exception is made in the case of suicide or homicide when the nature of the death should be disclosed to the director of the Counseling Center.

III. PROCEDURE

1. Upon receiving notification of the death of a member of the AUK community, the “Fatality Due to Incident or Natural Death” in the AUK Emergency Plan (IV. 1) will be implemented.
2. Upon confirmation of death, the VPSA/HRD will inform the president and executive vice president to assess the situation and trigger the following action:
 - a. The president will inform president's cabinet and board of trustees.
 - b. The president will send condolences to the family of the deceased.
 - c. In the case of the death of a student/alumni, the VPSA informs the community, and the following administrative units will take proper action as follows:
 - i. PR & Marketing Department to manage all communication requirements.
 - ii. Registrar's Office/Office of Admissions/Scholarship & Financial Aid Office to update student's records on Banner, withhold mailings, inform sponsors, and seal student's paper records folder.
 - iii. Information Technology Department to close the relevant email account, consistent with the campus Electronic Communications Policy.
 - iv. Office of Finance to close the student's financial records.
 - v. AUK library to deactivate library account and follow up on any outstanding items.
 - vi. The Counseling Center to assist in organizing campus support for grieving members of the community.
 - vii. Office of Alumni Affairs and Career Development to remove alumni's name from active correspondence list and cease any direct solicitations.
 - viii. Office of Student Life to stop communication on pending incident reports.

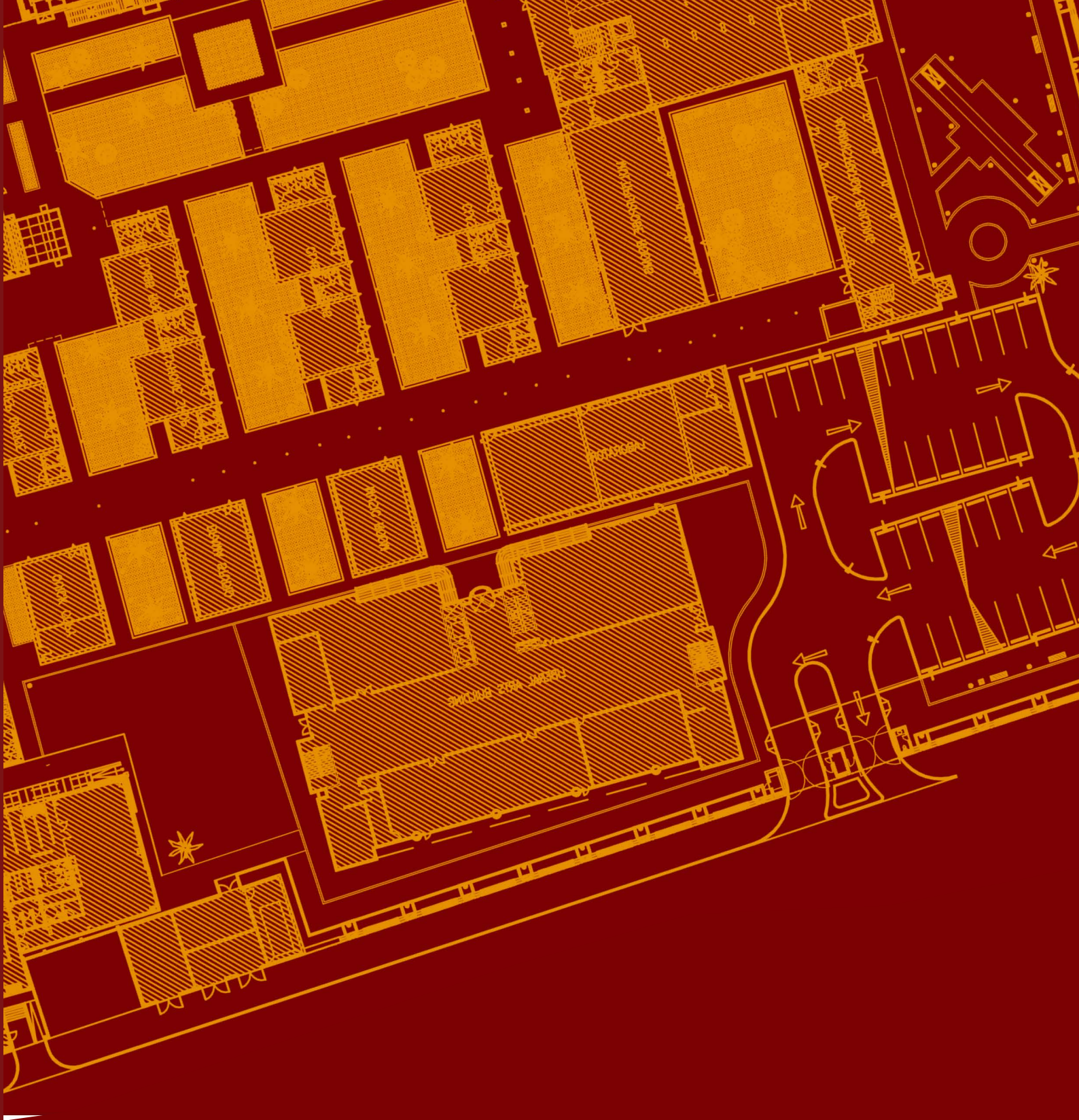
- d. In the case of a the death of an employee, the president informs the community and instructs HRD to inform the following administrative units to take proper action as follows:
 - i. PR & Marketing Department to manage all communication requirements.
 - ii. Information Technology Department to close the relevant email account, consistent with the campus Electronic Communications Policy.
 - iii. Office of Finance to initiate appropriate payroll actions.
 - iv. Housing Coordinator to assist in securing personal effects, withhold billing, close out account, and update records accordingly.
 - v. HR/benefits to coordinate any refunds/life insurance benefits and close file accordingly.
 - vi. AUK library to deactivate library account and follow up on any outstanding items.
 - vii. The Counseling Center to assist in organizing support for grieving students.

IV. SUPPORTING DOCUMENTATION

- 1. AUK Emergency Plan

V. HISTORY

- 1. Approved 10 August 2021, by President Cabinet



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