	<b>EHSMS System Procedure</b>	Doc No:	HCT/EHS/FSP-006/02
	<b>Emergency Drill Report</b>	Rev No:	1.0
		Date:	February/ 2018


Location : Al Ain Women's College.

Start Time : 09:30 am

Time of Clearance : 09:37 am



Incident Controller : Ranya Mohamed

Date of Emergency Drill	:	15.04.2019
Location:	:	Block A, B and C and dining area.
Conducted By	:	Emergency Response Team.
Emergency Exercise Topic	:	Fire and Evacuation Drill. Unannounced.
Scenario	:	Fire in the reception (Block A).
Drill Details	:	At 09:30 am, the fire alarm was activated by Cofely team in EHQ (Reception area – Block A), and the ERT began attending to their responsibilities. All required forms were used and appropriate vests were worn by ERT. All clear was provided by the Chief Warden @ 09:37 am after confirmation from all assembly point coordinators. Alarm was silenced and ERT assisted students and faculty going inside the building. Afterwards, ERT provided all emergency cards/reports to chief warden.
Observed Lapses	:	<ul style="list-style-type: none"> <li>Teachers still not using the classroom evacuation forms. Out of 79 teachers, only below 10 provided their forms which is not acceptable.</li> <li>Some assembly points not maintained by fire wardens/assembly point coordinators in which students were left to go inside immediately after the alarm stopped without getting all clear from the chief fire warden. This is also due to teachers not maintaining their classrooms in the assembly point.</li> <li>Students observed walking very slow especially in Block A and Block B.</li> <li>Teachers not maintaining the lines with students or accompanying them and keeping in line in the assembly point.</li> <li>Assembly point coordinators/fire wardens not introducing themselves while using the walkie talkie and confirming with the chief warden.</li> </ul>

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		<ul style="list-style-type: none"> <li>• Fire wardens not filling in their cards clearly, without names and some not using their cards.</li> <li>• Still shorting of fire wardens and whistles.</li> </ul>
Corrective Action	:	A meeting with ERT initiated on Thursday 18.04.2019 to discuss improvements, which may include orientation sessions, the drill report, along with recommendations will be raised to EHS committee campus level and management team for enforcement and implementation.

Prepared By : \_\_\_\_\_ Ranya Abbas \_\_\_\_\_ Approved By: : Fatima AlAmeri

Signature :  Signature: : 

## **Ranya Mohamed**

**Subject:** Internal Evacuation Drill Next Monday April

15th 2019

**Location:** Absheer

**Start:** Thu 4/18/2019 12:00 PM

**End:** Thu 4/18/2019 12:30 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Ranya Mohamed

**Required Attendees:** Salaf Fayyad; Kinda Jadallah; Aljazia Aletaibi; Khadija Alghaithi; Hala Shabani; Pedro Fournier; Maricel Tatei; Khwaja Khan; Douglas Henderson; Jose Tena Villada; Issam Shabani; Sayed Asif; Mahommed Adams; Mariam Alazezi; Rafat Alnouti; Mohamed Ismail; Hassan Jishi; Youssef Matter; Thomas Parampil Jacob; Christopher Maritz; P K George; Sachin Hareendran; Mohamed Rasheed; Basheer Ahmed; Jabreel Asghar; Vijayakrishnan Pv; Sumaya Alshamsi Fatima Al Ameri

**Optional Attendees:**

**Importance:** High

Dear ERT,

You are invited to attend a brief meeting this Thursday at 12:00 pm to discuss the success, shortcomings and issues which were observed during the evacuation drill today.

Kindly note some of the issues observed:

- Teachers still not using the classroom evacuation forms. Out of 79 teachers, only below 10 provided their forms which is not acceptable.
- Some assembly points not maintained by fire wardens/assembly point coordinators in which students were left to go inside immediately after the alarm stopped without getting all clear from the chief fire warden. This is also due to teachers not maintaining their classrooms in the assembly point.
- Students observed walking very slow especially in Block A and Block B.
- Teachers not maintaining the lines with students or accompanying them and keeping in line in the assembly point.
- Assembly point coordinators/fire wardens not introducing themselves while using the walkie talkie and confirming with the chief warden.
- Fire wardens not filling in their cards clearly, without names and some not using their cards.
- Still shorting of fire wardens.

Please note that the fire drill report will be provided to the EHS Committee and referred to the campus management team for recommendations and proposals so kindly make sure to provide your comments to improve the shortcomings as the next drill will be with the civil defense.

If you cannot attend the meeting, please provide your comments instead to me via an official email.

Looking forward to seeing you there,

Thanks, Ranya

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**From:** Ranya Mohamed

**Sent:** Monday, April 15, 2019 8:11 AM

**To:** Salaf Fayyad <[sfayyad@hct.ac.ae](mailto:sfayyad@hct.ac.ae)>; Kinda Jadallah <[kjadallah@hct.ac.ae](mailto:kjadallah@hct.ac.ae)>; Aljazia Aletaibi <[aletaibi@hct.ac.ae](mailto:aletaibi@hct.ac.ae)>; Khadija Alghaithi <[kalghaithi@hct.ac.ae](mailto:kalghaithi@hct.ac.ae)>; Hala Shabani <[hshabani@hct.ac.ae](mailto:hshabani@hct.ac.ae)>; Pedro Fournier

<pfournier@hct.ac.ae>; Maricel Tatel <mtatel@hct.ac.ae>; Khwaja Khan <kkhan@hct.ac.ae>; Douglas Henderson <dhenderson2@hct.ac.ae>; Jose Tena Villada <jvillada@hct.ac.ae>; Issam Shabani <Ishabani@hct.ac.ae>; Sayed Asif <sasif@hct.ac.ae>; Mahommed Adams <madams@hct.ac.ae>; Mariam Alazeezi <malazeezi@hct.ac.ae>; Rafat Alnouti <ralnouti@hct.ac.ae>; Mohamed Ismail <mismail@hct.ac.ae>; Hassan Jishi <hjishi@hct.ac.ae>; Youssef Matter <ymatter@hct.ac.ae>; Thomas Parampil Jacob <tparampil@hct.ac.ae>; Christopher Maritz <cmaritz@hct.ac.ae>; P K George <pgeorge@hct.ac.ae>; Sachin Hareendran <shareendran@hct.ac.ae>; Mohamed Rasheed <mrasheed@hct.ac.ae>; Basheer Ahmed <abasheer@hct.ac.ae>; Jabreel Asghar <jasghar@hct.ac.ae>; 'rooth.vani1989@gmail.com' <rooth.vani1989@gmail.com>; 'roothvani p.a' <hctclinic777@gmail.com>; Vijayakrishnan Pv <vpv@hct.ac.ae>; Sumaya Alshamsi <salshamsi@hct.ac.ae>; 'Security supervisor' <starhct792@gmail.com>

**Subject:** RE: Internal Evacuation Drill Next Monday April 15th 2019

**Importance:** High

Dear ERT,

**Kindly please make sure to collect all emergency cards from teachers/fire wardens/assembly point coordinators and submit to me/or Mohamed Rasheed in the reception at the end of the drill.**

- Please note that fire wardens has to write their areas have been evacuated or not and the approximate time that this was done using their cards/reports and they have to collect the teachers classroom cards which have head counts and they should let the assembly point coordinator the final head count in their assigned assembly.
- The assembly point coordinator will then fill in his card/report and then inform Mohamed Rasheed through the walkie talkie that all is cleared in his area and provide him the final head count.

Mohamed Rasheed would then reply back when all is done that it is clear and you may go inside the building. At the end of the drill, you have to report to the reception to sign off and provide your emergency reports.

Dear Roothvani,

Please communicate with special needs students and staff prior and inform them about the drill time (@ 9:30 am) and what to do during the drill/where to evacuate while attending personally to the most severe cases.

Dear Mahmoud, Dear security,

Your responsibilities would include monitoring the situation, informing visitors and barring them from entering the college until the drill finishes and provide any support (either in manpower or else) to the evacuation process, especially at the assembly points. (Asking students/staff to move away from the building and organizing them in the assembly points/providing support to the fire wardens/assembly point coordinators who will be wearing vests/hats) etc.

Hope all the above is clear.

All the best!

With best regards, Ranya

**Ranya Mohamed**

Senior Officer - Health and Safety  
Facilities Operations

رانيا محمد  
مسؤول أول - الصحة والسلامة  
كلية العين للطلاب



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# SERVICE REPORT

فوكس فاير للأنظمة الأمنية ذ م م

Tel: 02 626 2575  
Fax: 02 626 2574  
P.O Box: 131298  
Abu Dhabi, U.A.E  
Email: info@foxfiress.ae  
www.foxfiress.com

24/7 Emergency hotline 050 212 9522

No. 16805

LPO No.:

Page # 01 of 01

Client/Site Name: Cafely Besix

Building Name: HCT Women's College

Location: AL Ain

Engineer(s): Ponraj / Atique

Date

Time Arrive

hrs 09

mins 00

15

Time Left

hrs

mins

April

Travel Time

hrs 01

mins 00

2019

Total

hrs

mins

## Fire Alarm / Detection System

Qty: 01

Addressable ☒

Conventional ☒

Make: Simplex 4010ES

No. of zones/loops 01

## Fire Fighting System

## Type of Job

Fire Extinguishers ☐

Gas Suppression ☐

Maintenance ☐

Inspection ☐

Hose Reel ☐

Kitchen Hood ☐

Installation ☐

Others ☒

Sprinkler ☐

Wet / Dry Riser ☐

Call out ☐

Fire Pump Set ☐

Others Fire Drill

Rectification ☐

Engineer's Comments Fire drill report :-

(\*) We attended the Fire drill in HCT Women's College AL-Ain.

(\*) As per the client request, we activated 01 No mcp in (M) - D195/GF/A Block main Entrance) Block A. After that the Evacuation was started as per the program.

(\*) on drill, The Sounders and sliding door Lift were working normal.

Remarks: (\*) once we got the request from the client, After that we reset the Panel. After that The System Come back to normal.

(\*) Now, The system is working normal.

Parts Used	Part No.	Qty	Parts Required	Part No.	Qty

Customer Remarks:

Customer's Name & Signature

Engineer's Name & Signature

Fox Fire Security System (L.L.C) Salam St., Abu Dhabi - United Arab Emirates Tel.: 02 626 2575

White: Master File

Pink: Client

Green: Salesman



## Ranya Mohamed

**From:** Khwaja Khan  
**Sent:** Monday, April 15, 2019 10:11 AM  
**To:** Ranya Mohamed  
**Subject:** Feedback

Dear Ranya,

Though the zone assigned to me was evacuated within one minute I have noticed some issues at the assembly point.

The teachers who brought their students in were not with their groups at the assembly point. Students were drifting back towards the buildings.

Some teachers started going back inside once the alarm stopped. They did not wait for the all clear signal from us. When some students saw this the teachers move towards the building they also started to go back inside.

Regards  
Mansoor

**Khwaja Khan**

Assistant Professor - Business  
BUSINESS DIVISION

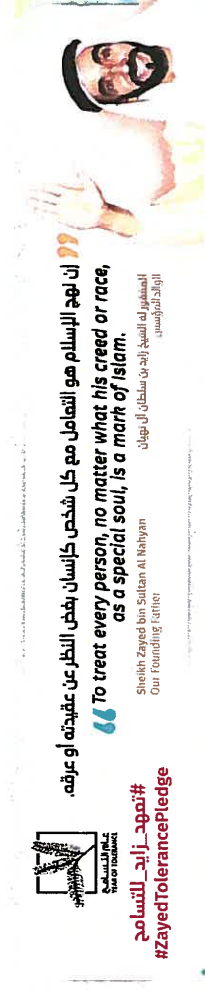
خواجه خان  
أستاذ مساعد - إدارة الأعمال  
كلية العين للطلاب



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**Direct.:** +9712 206 3278  
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**MEETING:**

Meeting ref.– Evacuation drill  
procedure orientation and  
recommendations session

**Thursday 18 /04/ 2019**

**TIME (12:00 – 13:00 PM)**

**Room 253 Block B First Floor**

**Meeting called by:** Ranya Abbas – Evacuation Coordinator/HS Sr. Officer **Type of meeting:** Regular meeting

**Attendees :** 1. ERT as per the attached attendance sheet.

**Apologized :**

1. Salaf Fayyad.	2. Aljazia Atetaibi.
3. Maricel Tatel.	4. Jose Tena Villada.
5. Mahommed Adams.	6. Mohamed Ismail.
7. Hassan Jishi.	8. Basheer Ahmed.
9. Jabreel Asghar.	10. Vijayakrishnan Pv.
11. Sumaya Alshamsi.	

**MEETING AGENDA & OUTPUTS:**

**Welcome & update:**

Issue/Topics	Recommendations
1. Discussion regarding the last emergency drill on 15.04.2019, including recommendations, suggestions for improvements etc.	<ol style="list-style-type: none"> <li>Some Assembly Point signage are not clear “Mentioned Assembly Point 6”. Before the next drill on November 2019, all assembly point should be inspected to be in place and in good condition.</li> <li>EHSMS and especially evacuation drill procedures should be included in all department meetings and provided to students and faculty. EHS committee members and lab technicians/instructors should be able to do that regularly during classes or to invite and include the HS Sr. Officer.</li> <li>More megaphones might be helpful and provided to the assembly point coordinator to maintain order in their assigned assemblies.</li> <li>The nurse emergency kit should be utilized during the drill and used appropriately either by the nurse and/or the evacuation coordinator and the chief fire warden.</li> <li>We require a mock up drill before the real drill with the civil defense, including one with the students.</li> <li>Fire wardens should evacuate to one fixed assembly.</li> <li>There is a shortage of fire wardens in some areas.</li> <li>Chief Warden to include the help of security and Cofely team next time in the EHQ.</li> <li>Nurse to request and use the help and assistance of the female security next to the clinic.</li> <li>Fire wardens should check their walkie talkie, if it is working, at least once a week and include this reminder in their calendar. (For example every Sunday from 10 to 12 pm).</li> <li>Before the drill, fire wardens need to make sure that their walkie talkie are in good working conditions.</li> </ol>





	<ol style="list-style-type: none"><li>12. Assembly point coordinator should introduce themselves when speaking to the chief warden using the walkie talkie and identify their assembly number and if all clear or not. Everyone should avoid long sentences.</li><li>13. Orientation to the teachers is important, especially of the use of the evacuation forms and making a head count.</li><li>14. Fire wardens have to confirm their presence to the chief warden using the emergency phones in the corridors.</li><li>15. Before a drill, LRC staff should be informed to support Pedro Fournier in the evacuation. Pedro requires a walkie talkie as well.</li><li>16. Mubadala students and teachers do not have any knowledge of how to evacuate or what to do during evacuations. They require to be informed and trained.</li></ol>
▪ Any other business:	NA

Actions for Follow-up	Assigned To	Deadline
1. Raise all proposals to EHS committee chair and team members for review, implementation and approval.	Ranya Mohamed – EHS Committee Members assigned in the ERT (Issam Shabani – Youssef Matar and Mohamed Rasheed) – Nurse.	26.06.2019



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**SIGNATURES:**

	Position	Signature
Roothveini P.A	Registered Nurse	
Issam Shabani	sup officer	
Sungud Aïf	CIS LAB ASST.	
Youssef Matter	lab Assistant	
Rafat Al-Moubi	lab Assistant	
YOUSSEF MATTER	I.T. Specialist	
YOUSSEF MATTER	Librarian	
May Sh	Student life	
Italo Shabani	Post officer	
Shahin	Facilities officer	
Mariam Alkreez	UP Assistant	
Mohamed Fakhed		
Thomas Oueas	IT Officer Support	
P.K George	Facilities Asst.	
Khawaja Mansoor	Business DC	