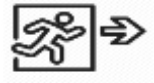


Procedures to deal with incidents of the Fire:

I. In the case of a fire in one of the buildings:

1. Alert the individuals in the area that, they have to be evacuated.
2. Raise the fire alarm as soon as possible, by breaking the glass on the red device (call point for alarm)
3. Contact the Public Civil Defense & Ambulance number (9999) and the Security Officer (The College Security Services Office) telephone number (25561057) as soon as you come out of the building.
4. While reporting, provide the following information: building name – location of the fire inside the building - the expected number of persons on the site – the type of the fire.
5. If you are trained and the fire is limited (very small), you may attempt to extinguish the fire by using the suitable type of fire extinguisher as soon as possible (See Section 6.3).

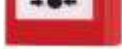








II. In case of hearing the sound of the fire alarm or when notified of the existence of a fire in an emergency situation:


1. If you find the door to open to the emergency exit or the corridor is too hot, then follow the following procedure:
 - 1.1. Place a blanket, rug or other fabrics at the bottom of the door to prevent leakage of smoke rising to the side that you are on.
 - 1.2. Immediately contact the emergency telephone number (9999) for reporting on your phone in the building and to report on the need to help out.
 - 1.3. Keep on the phone unless otherwise requested of you.
2. If the door or its handle is not hot, open the door slowly, and if the corridor is free of smoke, then run to the nearest emergency exit, and evacuate from the building to the nearest exit which will lead to the assembly point to the building.

3. Close the door behind you and exit the place (Close the door but don't lock it).
4. If there is smoke while leaving the building, get down and crawl.
5. DO NOT USE the lifts.
6. Stay in the designated area which is stated in the plan of emergency procedure in which you are in a the moment of the fire, and stay there until instructions are given by the Chairperson of the Committee on Emergency in the building or civil defense, as this is the place which is safer than returning to the building once again.

- Fire Safety Tips:

1. If the alert system doesn't automatically start, break the glass of the fire alarm manual call point to activate it. 
2. Inform immediately the Civil Defense phone No.(9999). 
3. If you are trained and the fire is limited, you may fight the fire by using Fire extinguisher as soon as possible. 
4. The proper use of fire extinguisher is as follows:
 - a. Pull the safety pin in the fire extinguisher. (**P**pull) 
 - b. Position the fire extinguisher in the direction of the fire. (**A**im) 
 - c. Press the handle to start the fire extinguisher. (**S**queeze) 
 - d. Sweep from side to side (**S**weep) 
- 5 Make sure that your surroundings pose no danger to you and that you can escape if the fire spreads.
- 6 If you clothing catches fire do the following:
 - a. Stop, Drop, Roll
 - b. Cover your face with your hands.
7. Call for medical assistance immediately (Clinic 25561116 or the Ambulance and Civil Defense emergency No. 9999 according to the case)

- Fire Extinguishers' Types:

Fire Extinguishers' Types	
<p>Carbon Dioxide (CO₂) Extinguishers</p> <ul style="list-style-type: none">• Label color: Black• Uses:<ul style="list-style-type: none">– Electrical fires– Flammable liquids, e.g., paint - petrol	
<p>Water Extinguishers</p> <ul style="list-style-type: none">• Label color: Bright red• Uses:<ul style="list-style-type: none">– It is used for exhausting the fire resulting from combustible materials, e.g.,: paper – textiles – Wood	
<p>Dry Powder Extinguishers</p> <ul style="list-style-type: none">• Label color: Blue• Uses:<ul style="list-style-type: none">- It is used to handle multiple kind of fire, e.g.,: flammable liquids (e.g., paint and petrol) - flammable gases (e.g., liquid petroleum gas) – electrical equipment (e.g., computers) - combustible materials (e.g., paper – Wood)	

Wet Chemical Extinguishers

- **Label color:** Yellow
- **Uses:**
 - It is used to handle: deep fat fryers - combustible materials, e.g.: potassium - sodium - magnesium.



Fire extinguishing equipment:

When using the fire extinguishing equipment must ensure commitment, including the following:

1. Use the special fire extinguisher equipment which is suitable to the conditions in the building.
2. All the campus buildings are equipped with:
 - Fire extinguishers
 - Hose reels
 - Fire alarm
 - Manual call points
 - Fire detectors

Fire Extinguishing Equipment

Fire Hose Reel Cabinets with Fire Extinguisher

- Fire hose reel is used to in the case of fighting the fire resulting from paper, wood, cloth etc.
- They are used to supply water to the fire continually.
- Do NOT use on electrical fires



Fire alarm manual call point





- Raise the fire alarm as soon as possible, by breaking the glass on the red device (call point for alarm).



Fire alarm

- An audio device warns individuals about fire or smoke or any other emergency situation that requires the evacuation of the building.
- It will be activated automatically through the fire detectors.



<p style="text-align: center;">Fire Faucets (hydrants)</p> <ul style="list-style-type: none"> - Fire Faucets enable the firefighters to connect the hose reels with a local water supply quickly 	
<p style="text-align: center;">Fire Alarm Detector</p> <ul style="list-style-type: none"> - They are smoke sensors; the main job is to detect a certain level of smoke that might be a case of fire. 	
<p style="text-align: center;">Fire Alarm Control Panel</p> <ul style="list-style-type: none"> - In the case of detecting a fire, the panel will receive information from the detector then it will display the location of the fire within the building. 	
<p style="text-align: center;">Emergency Assembly Point</p> <ul style="list-style-type: none"> - Each building has an Emergency Assembly Point. - It is a designated area which is stated in the plan of emergency procedures. 	
<p style="text-align: center;">Emergency Exit Point</p> <ul style="list-style-type: none"> - Alternative routes used for faster exit in the case of emergency, such as fire. - Familiarize yourself with all emergency exits at your place of work. 	