

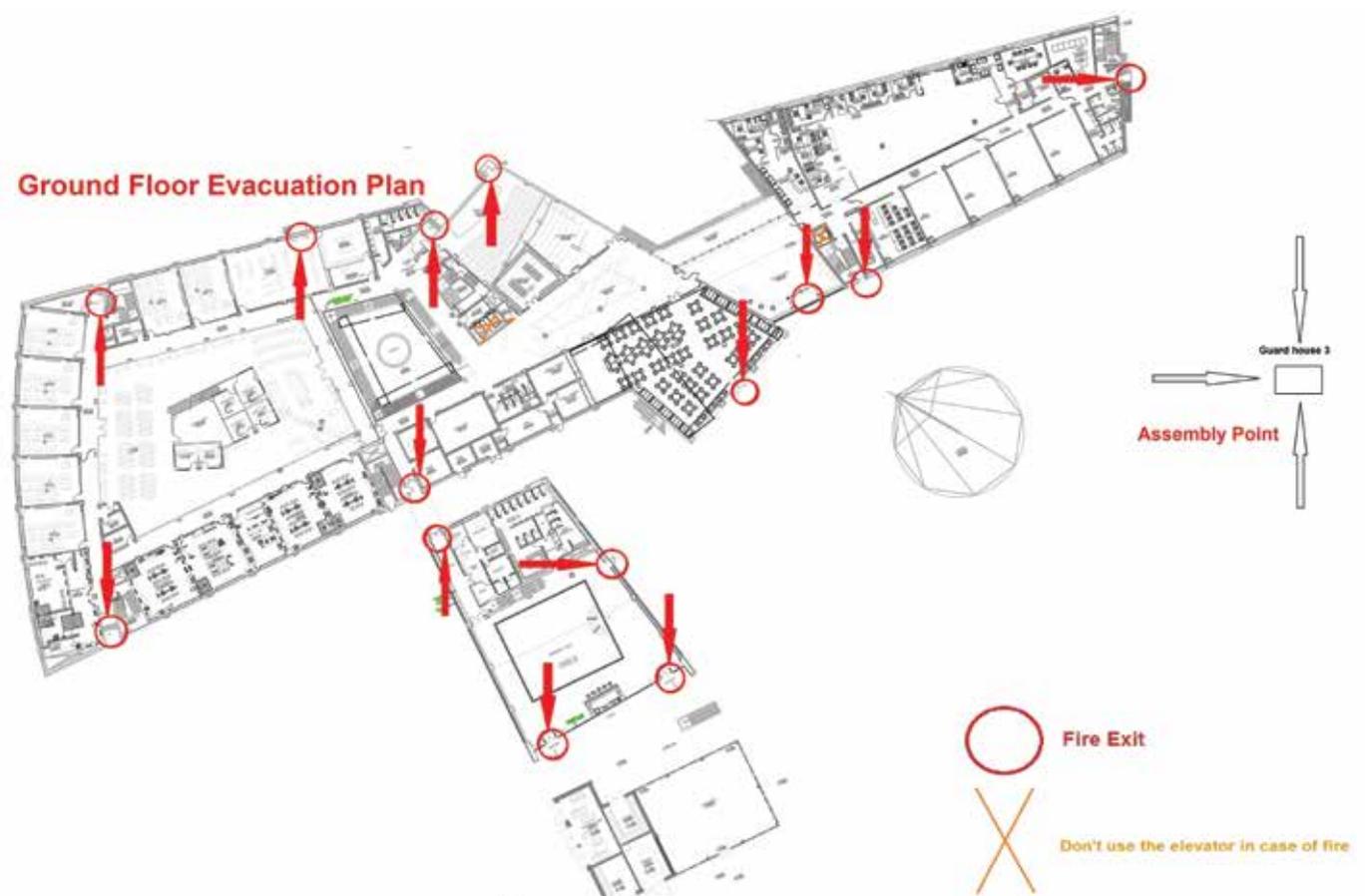
# EMERGENCY ACTION PLAN

YOUR PERSONAL SUMMARY



# Being Safe while @ Box Hill College Kuwait

At Box Hill College, we work hard to provide a safe environment so you can concentrate on your studies and work toward achieving your dreams. In addition to reviewing this safety guide, please take the time to read the complete Emergency Action Plan posted on the Box Hill College website - in Safety & Security section in the bottom of the home page under About us.



## Campus Security

There are two entrances to Box Hill College campus. One only is staffed 24 hours a day by security guards, even when the building is closed. To gain entry, all students, staff, faculty, and visitors must check in with Security or show their ID card at the gate.

## Building Hours:

Sunday - Thursday, 8:00 a.m. - 3:30 p.m.

## Evacuations

Various scenarios could require a campus-wide evacuation, including fire drills or actual emergencies. The most important thing to remember during an evacuation is to use all available exits. There are numerous stairwells throughout each of the two buildings. In the event of evacuation, we urge you to make use of all these options. Once outside, please walk to designated areas away from the building.

## Counseling

If you feel that you are struggling with any behavioral health issues, please contact the clinic at 25458777 for assistance.

If you are struggling with any abuse problems, please contact Students Affairs at 25458615.

## How You Can Help

The best way to keep Box Hill College a safe and secure environment is for all of us to participate in making it that way. If you witness an immediate danger or threatening emergency, please contact first security. Then, call Student Affairs at 25458615

In the case of a fire, fire alarm will activate so you have to evacuate the building immediately.

If you see something suspicious, call the Security Desk at 25458562.

Please familiarize yourself with the complete Box Hill College Emergency Action Plan on the college website at [www.bhck.edu.kw](http://www.bhck.edu.kw)

## A Note on Personal Belongings

If you are missing a purse, wallet or any other personal belongings, please report it to the security at 25458562. Lost items may be reclaimed in the office of Facilities Officer

# BHCK Fire Evacuation Procedures

Fire Action Notices and evacuation plans are displayed throughout the College on the plasma screens. You should familiarize yourself with these instructions so that in the event of the alarm sounding you know what to do.

## IN CASE OF FIRE

1. Leave fire area immediately and close doors.
2. Activate wall mounted fire alarm by means of the nearest break-glass point.
3. Don't attempt to extinguish fire yourself. Only authorized personnel are allowed to do so.
4. Immediately report any information about fire to BHCK Security or Facilities Department.

## WHEN FIRE ALARM SOUNDS

1. Calmly evacuate the building (DO NOT USE THE ELEVATOR).
2. As time allows, close doors. Turn off electrical equipment.
3. Use alternate exit if you encounter smoke or fire.
4. Use the nearest safe emergency exit away from the fire.
5. Report anyone suspected of remaining in the building.
6. Move away from the building at least 30 meters, leaving clear access for emergency services. Move toward the assembly point.
7. Do not return to check for missing person or belongings left behind.
8. Do not re-enter the building until authorized by Facilities Department, Security Guards, or other emergency personnel.

## IF UNABLE TO EVACUATE

1. A closed door can provide good protection against fire and smoke
2. Use available materials to seal doors and windows
3. If smoke enters room, stay low as heat and gases tend to rise.
4. Signal your position at a window.

## IF YOU ARE ON FIRE

STOP where you are, Drop to floor or ground and ROLL your body to

## For More Information

Please contact us at 65506763 with any questions or suggestions you may have regarding security services and procedures at Box Hill College Kuwait.

### Important Safety Information

. In the event of an emergency call the campus security at 25658562.

. Then call students Affair at 25458615.

. For a fire, after the alarm activate, please evacuate to a safe place according to evacuation plan that can be found beside the door in each class.

Clinic 25458777

Students Affair 25458615