



# Crisis and Disaster Management Unit Guide 2024-2025

# INDEX



| <b>N</b> | <b>Items</b>                                                                                                              | <b>Page</b> |
|----------|---------------------------------------------------------------------------------------------------------------------------|-------------|
|          | Introduction                                                                                                              | 4           |
|          | College Vision and Mission                                                                                                | 4           |
|          | College Strategic Optional Goals                                                                                          | 5           |
|          | Unit Vision and Mission                                                                                                   | 5           |
|          | Strategic Objectives of the Unit                                                                                          | 6           |
|          | Organizational structure of the Crisis and Disaster Management Unit                                                       | 7           |
|          | Formation of the Board of Directors of the Crisis and Disaster Management Unit for the academic year 2025–2026            | 8           |
|          | Some Concepts Related To Crises and Disasters                                                                             | 9           |
|          | Role and tasks of the Crisis and Disaster Management Unit                                                                 | 11          |
|          | Annual Plan of the Crisis and Disaster Management Unit, Faculty of Nursing, Benha University, Academic Year 2025/2026     | 16          |
|          | Stages of Crisis and Disaster Management                                                                                  | 22          |
|          | Crisis and Disaster Management Unit's Plan for Continuing Education during Outbreaks of Epidemics and Infectious Diseases | 25          |
|          | General precautions to take in the event of any incident or emergency                                                     | 29          |
|          | Instructions For Using A Fire Extinguisher In Case Of A Disaster                                                          | 30          |
|          | Guidelines to protect yourself from several risks                                                                         | 32          |
|          | Security and safety equipment and supplies                                                                                | 34          |

|  |                                                                                           |           |
|--|-------------------------------------------------------------------------------------------|-----------|
|  | <b>Safety and security procedures during the College day</b>                              | <b>35</b> |
|  | <b>Crisis and Disaster Management Scenarios</b>                                           | <b>40</b> |
|  | <b>Mechanism for Handling Cases of Examination Cheating and Examination Paper Leakage</b> | <b>56</b> |
|  | <b>Mechanism for Monitoring and Preventing Addiction within the Faculty of Nursing</b>    | <b>62</b> |
|  | <b>Security and Safety Guidelines during a Solar Eclipse</b>                              | <b>68</b> |

## **Introduction**

Safety and security are the ultimate goals of every individual in this life. Therefore, people strive with all available means and tools to achieve these goals, particularly to protect themselves and those around them from the type and magnitude of danger or disaster. Addressing crises and emergencies, whether through preparation, anticipation, or response, falls under the responsibility of the Crisis and Disaster Management Unit. This unit is tasked with ensuring comprehensive protection for individuals and facilities. To achieve this, it is essential to develop scenarios for various crises, as well as evacuation plans designed to help protect lives in the face of potential and sudden damage, and to outline the necessary actions to take should such an event occur.

### **College Vision:**

To achieve a distinguished position among nursing colleges locally, regionally, and internationally

### **College Mission:**

The College of Nursing is committed to preparing graduates capable of providing comprehensive nursing care with a high degree of competence and excellence in education, scientific research, community service, and the development of the nursing profession locally and regionally, while meeting the needs of the competitive job market.

## **College Strategic Optional Goals:**

1. Distinguished, competitive, and innovative students and graduates
2. Enhancing the graduate studies system and the ethics of scientific research
3. Gaining community trust
4. Developing financial resources
5. Increasing overall student capacity
6. Enhancing the college's international standing
7. Utilizing information technology to improve the academic system and administrative management within the college
8. Ensuring local performance and continued adherence to human resources policies

## **Unit Vision:**

To be a leading unit among Egyptian universities in planning and implementing crisis and disaster management standards and procedures

## **Unit Mission:**

To develop and implement necessary plans and enhance the efficiency of all faculty members in securing the work environment to protect lives, equipment, and property, and to take measures to control the negative impacts of crises and disasters and reduce risks through training and preventative programs.

## **Strategic Objectives of the Unit:**

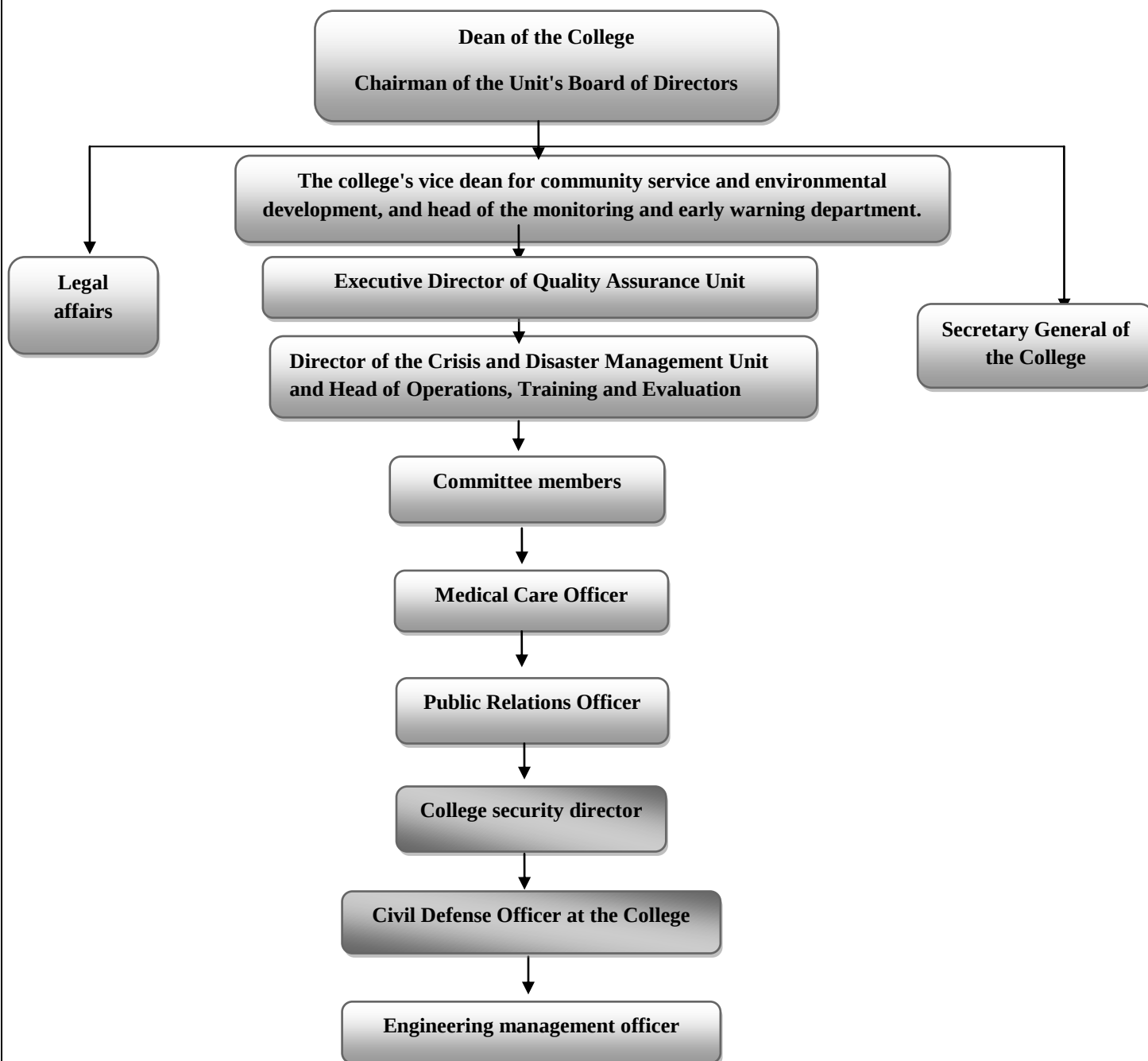
### **General Objective:**

To achieve security and safety standards and protect lives and property

### **Specific Objectives:**

- 1- To take preventative measures to mitigate the occurrence of crises.
- 2- To plan in advance for crisis response and management.
- 3- To contribute to the development of plans and scenarios for dealing with crises.
- 4- To raise awareness of crisis and disaster management, including how to implement response and relief efforts and prepare for events by training faculty members, their assistants, and staff through crisis simulation exercises.
- 5- To work on upgrading early warning and monitoring systems.

# Organizational structure of the Crisis and Disaster Management Unit



## Formation of the Board of Directors of the Crisis and Disaster Management Unit for the academic year 2024-2025

| Name                                      | Academic Degree                                                           | Title                   |
|-------------------------------------------|---------------------------------------------------------------------------|-------------------------|
| Prof. Dr. Marwa Mostafa Ragheb            | Dean of the College                                                       | Chairman                |
| Prof. Dr. Faten Shafiq Mahmoud            | Vice Dean for Community Affairs and Environmental Service                 | Member                  |
| Prof. Dr. Manal Hamed Mahmoud             | Director of the Crisis and Disaster Management Unit                       | Member                  |
| Dr. Ola Ahmed Mohamed                     | Lecturer in the Department of Medical-Surgical Nursing                    | Deputy Director of Unit |
| Dr. Nora Mohamed Ahmed                    | Lecturer in the Department of Community Health Nursing                    | Member                  |
| Assistant Lecturer Hala Elsayed Ibrahim   | Assistant Lecturer in the Department of Medical-Surgical Nursing          | Member                  |
| Assistant Lecturer Iman Abdelwahab Ahmed  | Assistant Lecturer in the Department of Medical-Surgical Nursing          | Member                  |
| Teaching Assistant Hind Mohamed Abdelazim | Teaching Assistant in the Department of Obstetrics and Gynecology Nursing | Member                  |
| Teaching Assistant Alia Abdelhakim Hassan | Teaching Assistant in the Department of Pediatric Nursing                 | Member                  |
| Mr. Ahmed Mansour                         | General Manager of the College                                            | Member                  |
| Dr. Ruwaida Elsayed Mahmoud               | Head of Medical Care                                                      | Member                  |
| Ms. Abeer Abdelwahab                      | Legal Officer                                                             | Member                  |
| Mr. Hussein Idris Elnaggar                | Head of Security at the College                                           | Member                  |
| Mr. Reda Abu Zeid                         | Head of Civil Protection                                                  | Member                  |
| Mr. Mohamed Ezzat Mohamed                 | Head of Civil Protection                                                  | Member                  |
| Mr. Mahrous Saeed Agami                   | Head of Civil Protection                                                  | Member                  |
| Mr. Hassan Fawzy Abdelrahman              | Head of Civil Protection                                                  | Member                  |
| Abdelrahman Samir Sabry                   | Third-year student                                                        | Member                  |

## *Some Concepts Related To Crises and Disasters*

### **The Concept of Crisis:**

A crisis is a disruption that materially affects the entire system of the college and threatens the core assumptions upon which the system is based. A crisis requires two essential conditions:

- 1- The entire system must be severely impacted to the point where its unity is compromised.
- 2- The assumptions and principles held by the members of the college must be challenged.

### **The Concept of Disaster:**

A disaster is a situation that has actually occurred, resulting in significant destruction and losses of human and material resources. Its causes are either human or natural, and it usually occurs without warning. It requires extraordinary measures to restore stability.

### **The Concept of Crisis and Disaster Management:**

Crisis management focuses on mitigating the negative impacts associated with a crisis, identifying sources of risks and threats, and eliminating their causes or minimizing the resulting human, material, and moral losses. This requires the use of a highly sensitive early warning system to detect all genuine warning signals and to develop proactive plans for preparedness and prevention of potential crises.

Therefore, crisis management encompasses all the means, procedures, and activities that an organization implements continuously in the pre-crisis, during, and after-crisis phases.

### **Outputs of the Crisis and Disaster Management Unit:**

The college's Crisis and Disaster Management Unit is committed to achieving clear outputs, including:

- 1- Workshops and training programs in the field of crisis management.
- 2- Equipment, signage, and brochures for crisis response.
- 3- First aid and preventative measures.

### **Characteristics of a Crisis Management Team Leader:**

The team leader must possess certain characteristics and qualities that are essential for the mission's success, most notably:

1. Complete courage to face risks.
2. Optimism, self-confidence, and determination to confront and overcome the crisis.
3. Developing and strengthening managerial relationships with team members.
4. Empathy and understanding of the situation the team is facing.
5. Making appropriate decisions in a timely manner.
6. The ability to anticipate the crisis's trajectory and direction.
7. Developing the necessary plans to address the crisis based on available information.

### **Characteristics of Crisis Management Team Members:**

1. The ability to intervene skillfully in a crisis.
2. Resilience to the psychological and emotional impact of the crisis.
3. Determination to carry out orders regardless of the risks involved.
4. Self-sacrifice coupled with a strong sense of loyalty and belonging to the administrative entity.
5. Achieving a high level of horizontal and vertical communication, along with freedom of thought and discussion regarding all matters and possibilities.

6. A small team size that is well-suited to the required tasks.
7. The team's diverse specializations, coupled with the ability to collaborate and work effectively as a team.
8. Flexibility and the ability to act swiftly, operating outside of rigid rules and regulations. Effective coordination and communication between the crisis team and leadership levels are crucial to prevent errors or problems during response. Communication technology and its capabilities (mobile phones, email, etc.) are undoubtedly essential.

## **Role and tasks of the Crisis and Disaster Management Unit**

### **Chairman of the Board:**

The Chairman of the Board shall have the following duties and powers:

- 1- Convening the Board of Directors for its regular (monthly) session or any emergency meeting.
- 2- Chairing Board of Directors meetings and signing its resolutions.
- 3- Deciding on urgent matters that cannot be postponed, provided that these matters are presented to the Board at its next meeting.
- 4- Performing any other duties assigned by the Board of Directors.

### **Vice Chairman of the Board:**

The Vice Chairman of the Board shall have the following duties and powers:

- 1- Responsible to the Board of Directors for the proper performance of the executive and administrative staff.
- 2- Submitting technical and financial reports to the Chairman of the Board.
- 3- In the Chairman's absence, he shall have the same powers as the Chairman.
- 4- Performing any other duties assigned by the Board of Directors.

### **Unit Director's Duties:**

1. Supervising the unit's operations.

2. Implementing council decisions and submitting reports to the college's Vice Dean for Community Service and Environmental Development.
3. Preparing the unit's activity plan.
4. Preparing the annual report on the unit's activities and periodic progress reports.
5. Proposing the engagement of experts to carry out tasks within the unit's purview.
6. Proposing amendments to the unit's bylaws to improve its operations.

**Duties of the Executive Director of the College Quality Unit:**

- 1- Monitoring security and safety procedures.
- 2- Conducting periodic reviews of the unit's files.
- 3- Following up on the unit's meeting minutes and including them in the quality records.

**Duties of Department Heads at the College:**

- 1- Inspecting the laboratories of each department.
- 2- Monitoring security and safety procedures in classrooms during the academic day.

**Duties of the College Secretary:**

1. Monitoring security and safety procedures in the workplace
2. Regularly patrolling the college building.
3. Following up on incoming and outgoing correspondence from the university administration.

**Duties of Medical Care Officers**

- Developing preventative programs.
- Raising health awareness, particularly in the field of preventative medicine, in the event of epidemics.
- Ensuring the availability of necessary first aid resources in case of a disaster.

- Coordinating with relevant authorities, especially hospitals, to establish a mechanism for handling crises.
- Conducting regular first aid courses (every 6 months) for workers and administrators.
- Monitoring occupational injuries affecting college staff, students, faculty members, and their assistants.
- Identifying occupational hazards and resulting illnesses for:
  - Faculty members, their assistants, and students.
  - Administrators.
  - Workers (skilled trades and support services).
- Developing a plan for preventing and controlling occupational hazards (awareness campaigns, training, provision of safety equipment, etc.).

#### **Responsibilities of the Monitoring and Alarm Management Officer:**

- Developing monitoring and surveillance plans.
- Monitoring the functionality of alarm systems.

#### **Responsibilities of Engineering Management Officials:**

- Monitoring security and safety procedures for the facilities and the college building, including entrances, exits, and emergency stairwells.

#### **Responsibilities of the Operations, Training, and Evaluation Manager:**

- Coordinating the preparation of training courses on various aspects of occupational safety and health.
- Conducting periodic evaluations of each seminar or workshop.

#### **The duties of the Civil Protection Officer include:**

- Reviewing fire extinguishers throughout the college buildings to ensure their adequacy, efficiency, and proper placement.
- Conducting regular inspections of fire extinguishers to confirm their operational readiness and forwarding any empty ones to the Civil Protection Department for refilling.

- Regularly inspecting fire hydrants and repairing any that are damaged to ensure they are always operational.
- Providing the necessary protective equipment for the college firefighting team and ensuring its availability in easily accessible locations.
- Reviewing the availability of alarm systems in newly constructed buildings.

### **Civil Protection Officer Requirements:**

- Ability to direct and lead personnel.
- Ability to plan and follow up.
- Creative thinking.
- Self-motivated to complete tasks on time and with high efficiency.
- Preparing statistics and data related to firefighting equipment.

### **Required Training:**

- Civil protection courses (firefighting - civil defense)

### **Unit Members' Duties:**

- Following up on administrative matters related to the unit's work.
- Preparing incident reports for submission to the college administration for discussion and the development of recommendations aimed at reducing incidents.
- Recording minutes of unit meetings.
- Documenting all situations considered crises that could threaten the college's operations in the crisis log.
- Receiving calls and managing the unit's communications.

Update the unit's news on the unit's website.

### **The legal specialist's duties include:**

Reviewing the crisis plan and the legal aspects of any decisions, instructions, and orders that must be issued regarding the crisis and its consequences

### **Unit Activities:**

Safety and securing the work environment through:

- Preparing plans to protect and secure college facilities.
- Developing emergency and evacuation plans and implementing scenarios that simulate how to act in the event of a crisis.
- Continuous communication and cooperation with the university's Civil Defense and Protection Unit.
- Ensuring the functionality of fire suppression systems and their compliance with specifications.
- Developing monitoring and surveillance plans.
- Developing and implementing training programs.
- Monitoring the implementation of security and safety standards in all academic and administrative departments of the college.
- Assessing potential risks and crises.



## **Annual Plan of the Crisis and Disaster Management Unit**

### **Faculty of Nursing, Benha University**

### **Academic Year 2024/2025**

#### **Introduction**

The Crisis and Disaster Management Unit seeks to ensure the implementation of safety and security standards across all facilities of the Faculty of Nursing, Benha University. The Unit also aims to enhance awareness among faculty members, teaching assistants, administrative staff, and students regarding crisis and disaster management principles and practices. This is achieved through awareness programs, training activities, preventive measures, and continuous monitoring of the Faculty's facilities and resources.

#### **Main Activities**

- Providing awareness, education, and training programs in the areas of environmental awareness, occupational safety, and civil protection.
- Conducting regular inspections of the Faculty's facilities, laboratories, classrooms, and equipment to ensure their proper operation, maintenance, and compliance with safety requirements.
- Monitoring the overall cleanliness and safety of the Faculty environment.
- Strengthening preparedness and emergency response capabilities through training programs and simulation exercises.

#### **Specific Objectives**

1. Implement preventive measures to reduce the likelihood and impact of potential crises and disasters.
2. Develop proactive plans and preparedness strategies for effective crisis management and emergency response.
3. Design and implement crisis and disaster response scenarios and contingency plans.
4. Promote a culture of crisis and disaster management and enhance emergency preparedness through training programs and simulation exercises for faculty members, teaching assistants, administrative staff, and students.
5. Upgrade and maintain early warning, detection, and monitoring systems to improve preparedness and response efficiency.
6. Support infection prevention and control measures to minimize the spread of communicable diseases within the Faculty

| <b>Time frame</b> | <b>Lecturer</b>                                                                            | <b>Implementation Supervisor</b>                                                                                                                                        | <b>Target group</b>                      | <b>Activity</b>                                                                    | <b>Operational Objective</b>                                                       | <b>General Objective</b>                                                                   |
|-------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| October 2024      | Executive Team of the Crisis and Disaster Management Unit                                  | -Vice Dean for Community Service and Environmental Development<br>- Director of the Crisis and Disaster Management Unit<br>- Crisis and Disaster Management Unit Team . | Faculty members and teaching assistants. | Introductory seminar on the activities of the Crisis and Disaster Management Unit. | Increasing awareness of the activities of the Crisis and Disaster Management Unit. | Promoting cultural awareness of the activities of the Crisis and Disaster Management Unit. |
| October 2024      | Executive Team of the Crisis and Disaster Management Unit                                  | -Vice Dean for Community Service and Environmental Development<br>- Director of the Crisis and Disaster Management Unit<br>- Crisis and Disaster Management Unit Team.  | Students of all four academic years.     | Introductory seminar on the activities of the Crisis and Disaster Management Unit. |                                                                                    |                                                                                            |
| November 2024     | Maternal and gunagological Nursing Department<br><br>- Medical-Surgical Nursing Department | Crisis and Disaster Management Unit Team                                                                                                                                | Students of All Four Academic Years      | Seminar on Infection Prevention and Control                                        | Raising awareness among students of all four academic years                        | Meet training needs and promote awareness of infection                                     |

| <b>Time frame</b> | <b>Lecturer</b>                                                                                                                                  | <b>Implementation Supervisor</b>                                                                                                                                                                                                     | <b>Target group</b>                 | <b>Activity</b>                                       | <b>Operational Objective</b>                                                                                    | <b>General Objective</b>                      |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|                   |                                                                                                                                                  |                                                                                                                                                                                                                                      |                                     |                                                       |                                                                                                                 | transmission methods and preventive measures. |
| December 2024     | <ul style="list-style-type: none"> <li>- Nursing Administration Department</li> <li>- Community Health Nursing Department</li> </ul>             | <ul style="list-style-type: none"> <li>-Vice Dean for Community Service and Environmental Development</li> <li>- Director of the Crisis and Disaster Management Unit</li> <li>- Crisis and Disaster Management Unit Team.</li> </ul> | Students of All Four Academic Years | Seminar on the Dangers of Addiction                   | Increase awareness of the dangers of addiction and its impact on the safety of individuals and the institution. | Meet the training needs of students.          |
| December 2024     | <ul style="list-style-type: none"> <li>Department of Community Health Nursing</li> <li>- Psychiatric-Mental Health Nursing Department</li> </ul> | <ul style="list-style-type: none"> <li>-Vice Dean for Community Service and Environmental Development</li> <li>- Director of the Crisis and Disaster Management Unit</li> <li>- Crisis and Disaster Management Unit Team.</li> </ul> | Students of All Four Academic Years | Seminar on Smoking and Its Negative Effects on Health | Increase awareness of the dangers of smoking and its impact on the safety of individuals and the institution.   | Meet the training needs of students.          |
| December          | Department of pediatric                                                                                                                          | -Vice Dean for                                                                                                                                                                                                                       | Faculty                             | Workshop on                                           | Equip                                                                                                           | Meet the training                             |

| <b>Time frame</b> | <b>Lecturer</b>                                           | <b>Implementation Supervisor</b>                                                                                                                                      | <b>Target group</b>                 | <b>Activity</b>                                          | <b>Operational Objective</b>                                                                                 | <b>General Objective</b>                                             |
|-------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 2024              | Nursing                                                   | Community Service and Environmental Development<br>- Director of the Crisis and Disaster Management Unit<br>- Crisis and Disaster Management Unit Team                | Members and Teaching Assistants     | Examination Control Regulations and Examination Security | participants with the skills required to secure and manage examinations effectively.                         | needs of faculty members and teaching assistants.                    |
| December 2024     | Department of Medical-Surgical Nursing                    | -Vice Dean for Community Service and Environmental Development<br>- Director of the Crisis and Disaster Management Unit<br>- Crisis and Disaster Management Unit Team | Students of All Four Academic Years | Training Course on First Aid Principles                  | Enhance students' health and cultural awareness.                                                             | Promote health and safety awareness among students.                  |
| February 2025     | Executive Team of the Crisis and Disaster Management Unit | -Vice Dean for Community Service and Environmental Development<br>- Director of the Crisis and Disaster Management Unit                                               | Students of All Four Academic Years | Training Course on the Civil Firefighting System         | Increase awareness among faculty members, teaching assistants, and students regarding the civil firefighting | Meet the training needs of faculty members, teaching assistants, and |

| <b>Time frame</b> | <b>Lecturer</b>                                           | <b>Implementation Supervisor</b>                                                                                                                                      | <b>Target group</b>                     | <b>Activity</b>                                                                                                   | <b>Operational Objective</b>                                                        | <b>General Objective</b>                                            |
|-------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|                   |                                                           | Management Unit<br>- Crisis and Disaster Management Unit<br>Team -                                                                                                    |                                         |                                                                                                                   | system.                                                                             | students.                                                           |
| March 2025        | Executive Team of the Crisis and Disaster Management Unit | -Vice Dean for Community Service and Environmental Development<br>- Director of the Crisis and Disaster Management Unit<br>- Crisis and Disaster Management Unit Team | Faculty Members and Teaching Assistants | Training Course on the Civil Firefighting System                                                                  |                                                                                     |                                                                     |
| May 2025          | Department of Nursing Administration                      | - Director of the Crisis and Disaster Management Unit<br>- Crisis and Disaster Management Unit Team                                                                   | Faculty Members and Teaching Assistants | Workshop on Integrity and Transparency in Examination Management (A Legal Perspective on Handling Cheating Cases) | Raise awareness regarding examination integrity and methods of preventing cheating. | Meet the training needs of faculty members and teaching assistants. |
| Monthly           | Executive Team of the                                     | Executive Team of the                                                                                                                                                 | College                                 | Periodic                                                                                                          | Ensure                                                                              | Achieve                                                             |

| <b>Time frame</b>               | <b>Lecturer</b>                                           | <b>Implementation Supervisor</b>                          | <b>Target group</b>                                | <b>Activity</b>                                                                                                | <b>Operational Objective</b>                                | <b>General Objective</b>                                            |
|---------------------------------|-----------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------|
| Monitoring and Reporting        | Crisis and Disaster Management Unit                       | Crisis and Disaster Management Unit                       | Facilities and Personnel Responsible for Equipment | inspection of facilities and equipment to ensure operational efficiency and preparation of monitoring reports. | implementation of occupational safety and health standards. | occupational safety and health standards throughout the college.    |
| Weekly Monitoring and Reporting | Executive Team of the Crisis and Disaster Management Unit | Executive Team of the Crisis and Disaster Management Unit | Workers and Support Staff                          | Periodic inspection of college departments, facilities, and utilities to ensure environmental cleanliness.     | Ensure environmental cleanliness within college facilities. | Achieve environmental cleanliness standards throughout the college. |

## Stages of Crisis and Disaster Management

The role and tasks of the college's Crisis and Disaster Management Unit can be divided into three stages according to the national crisis management system, based on the stages of disaster management, as follows:

### The first phase.

#### Pre-crisis/Emergency/Disaster, which includes:

- ✓ Planning (forecasting/predicting) potential crises and disasters in the short, medium, and long term
- ✓ Developing scenarios for dealing with crises, disasters, and emergencies
- ✓ Taking preventative measures to avert a crisis or disaster.
- ✓ Preparing to handle events, such as training personnel and maintaining equipment
- ✓ Raising awareness of disaster and crisis management and conducting training workshops to enhance the skills of college staff in this field.
- ✓ Developing monitoring and early warning mechanisms in the field of emergency crisis management whenever possible

### The Second Phase.

#### The Confrontation, Response, and Containment Phase:

- ✓ Implementing previously prepared and practiced plans and scenarios.
- ✓ Carrying out various types of response and relief operations according to the nature of the crisis or disaster.
- ✓ Providing urgent emergency services.
- ✓ Conducting evacuations when necessary.
- ✓ Continuously monitoring the event and assessing developments, and determining the necessary actions to address it through the operations room.

## **The Third Phase.**

### **The Balance Phase**

- ✓ Assessing losses in personnel and facilities.
- ✓ Rehabilitation and reconstruction (the phase of resuming activity) and protection against potential future risks.
- ✓ Evaluating the procedures implemented to address the disaster during the response and containment phases, and drawing lessons learned.
- ✓ Documenting the event, providing necessary recommendations and proposals, and forwarding them to relevant authorities to utilize them in order to avoid any shortcomings in the future.
- ✓ Developing and updating plans in accordance with new developments for better management.

### **Potential Crisis and Emergency Scenarios:**

#### **First: Regarding Students**

High student density  
Student demonstrations within the college  
Vandalism of college buildings by students  
Student sit-ins within the college  
Fights between students inside college buildings  
Medical emergencies (fainting, hemorrhaging, or heart attacks) in classrooms or offices  
Leakage of end-of-semester exam papers  
Cheating incidents during exams (individual or collective)  
Food poisoning cases due to spoiled food in college cafeterias or restaurants  
Widespread private tutoring  
Lack of student awareness regarding the proper use of facilities and buildings  
Outbreak of an epidemic

#### **Second: Regarding Faculty Members**

Presence of specialized courses for which only one specialist is available

Instances of plagiarism or theft involving scientific research, academic books, or other materials

Conduct and interaction between faculty members, students, and staff

Inadequate training and preparation of faculty members

Overcrowded curricula and course loads

Violation of the principle of equal opportunity

Flaws in the educational process

Absence of a clear educational philosophy

Lack of social awareness

Faculty strikes

### **Third: Regarding Buildings**

Inefficiency of educational buildings due to poor design

Leakage of harmful gases from various college laboratories, posing a risk of suffocation

Fire in college buildings, laboratories, lecture halls, or offices caused by electrical faults

One of the elevators in the college has broken down with people inside.

## **Crisis and Disaster Management Unit's Plan for Continuing Education during Outbreaks of Epidemics and Infectious Diseases**

Since it was decided to resume the academic year in light of the outbreak of epidemics and infectious diseases, the Crisis and Disaster Management Unit at the College of Nursing had to develop a comprehensive plan to ensure the safety of individuals within the college, including students, faculty members, and administrative staff during the academic year, and to put in place all the necessary precautionary and preventive measures for that purpose

### **Plan objectives**

- Equipping the college with all necessary means and procedures to ensure the safety of students and staff

- Maintaining the safety of students, faculty members, and all college staff from infection
- Preventing the spread of infection among those present at the college and their families
- Providing emergency medical care during school days
- Preparing the college to resume the academic year

**The following equipment must be provided at the college:**

- Sanitization gates through which all students and college staff will pass.
- Thermal screening devices through which all students and college staff will be screened.
- A medical team within the college to handle emergency and suspected cases.
- An isolation area within the college.
- Necessary disinfectants for sanitizing hands and surfaces, such as chlorine, alcohol-based gel (Easy Clean)

**Precautionary measures for the college building before the start of classes:**

- ☐ Classrooms should be prepared so that the number of students in each room does not exceed (80) students, with students alternating through hybrid learning, and each laboratory should have no more than (12) students.
- ☐ A distance of two meters should be maintained between each student.
- ☐ Students should avoid congregating in college corridors as much as possible.
- ☐ Garbage should be removed from all areas inside and outside the college.
- ☐ Walls, desks, and all surfaces should be thoroughly cleaned with soap and water, scrubbing well with a brush.
- ☐ Floors, all corridors, and stairs should be thoroughly cleaned with soap and water, scrubbing well with a brush.

**Precautionary measures for the college building the day before the start of classes:**

- Chlorine should be added to water at a ratio of 10% and placed in spray containers for immediate use.
- Walls, desks, and all surfaces should be sprayed with the diluted chlorine solution.
- All classrooms to be used for teaching, including walls, seats, and floors, will be sprayed with disinfectant.
- All laboratories and their equipment will be sprayed with diluted chlorine before the start of classes and after the end of the school day.

#### **Precautionary measures for college staff before the start of the academic day:**

- ☒ Enter through the main entrance of the college.
- ☐ Wear a face mask before entering the college building.
- ☐ Undergo thermal screening.
- ☐ Pass through the sanitization gate.
- ☐ Wash hands thoroughly with soap and water and dry them.
- ☐ Sanitize hands with alcohol before entering the classrooms.
- ☐ Wear a face shield and protective gloves.
- ☐ Maintain a distance of two meters from anyone in the classroom.
- ☐ Students may leave the classroom individually, maintaining a distance of two meters between each other.
- ☐ After leaving the classroom, remove gloves and wash hands thoroughly with soap and water.
- ☐ Sanitize hands with alcohol.

#### **Precautionary measures for students before entering the college:**

- Students will be informed of their class schedules, which will include the names and locations of their classrooms, so they can go directly to their assigned rooms without needing to ask any questions.
- Students are advised of the following:
- Inform the medical team if they suspect any illness before entering the classroom.

- Bring all personal items, as sharing items between students will not be permitted.
- Wash hands thoroughly with soap and water before leaving home.
- Wear a face mask every day of the academic year.
- Bring a face shield, gloves, and hand sanitizer
- Do not arrive too far before the lecture time.
- Avoid crowding in front of the college before entering.
- Students are not allowed to wait, gather, or mingle in the college courtyards.
- Maintain social distancing of two meters between students.
- Leave the college immediately after the lectures finish without lingering outside.
- Avoid crowding and maintain social distancing.
- Arrive in an orderly manner in front of the Student Affairs Office and maintain physical distancing.
- Avoid loitering in corridors without ventilation.
- Maintain social distancing while sitting in the college library.
- Avoid crowding in front of staff offices while paying fees

#### Precautionary measures for the safety of individuals each day of study:

- College security personnel disperse students outside the college building to prevent overcrowding.
- Half an hour before the start of the school day, students enter in a queue, maintaining a two-meter distance between each other.
- Students ascend only via the back staircase.
- A staff member is present at the entrance of each floor to guide new students to their classrooms.
- No student is allowed to enter the college without wearing a face mask.
- Students undergo thermal screening.
- Students pass through the sanitization gate.

- Students sanitize their hands with alcohol before entering the classroom and wear gloves.
- At the end of the school day, students remove their gloves, sanitize their hands with alcohol, and leave the building immediately.
- The back door of the college is opened for students to leave.

### Medical Team Duties

- Maintaining a constant presence at the college throughout the school day.
- Treating minor cases of low blood pressure, headache, or stomach cramps.
- Isolating suspected cases in the isolation room and transferring them to the university hospital.
- Transporting emergency cases by ambulance to the university hospital.

### **General precautions to take in the event of any incident or emergency**

- Immediately report the incident to the college and university's Crisis Management Unit.
- Notify the governorate's operations room (phone number 103).
- Raise the alert level for relevant authorities such as: the police (122), ambulance (123), civil defense (180), water emergency (125), and gas emergency (129)
- Summon the appropriate crisis management team based on the nature of the incident.
- Secure the incident area in coordination with security units, civil defense and fire departments, and engineering departments.
- Gather, analyze, and share preliminary information with specialists.
- Inform the media, if their presence is necessary, to prevent the spread of rumors (local radio and television), while ensuring that the incident is neither downplayed nor exaggerated

- .Rescue – Vehicles and Mechanized Transport – Industrial Security – Electricity – etc. – to intervene in addressing the incident, each within its area of expertise.
- Gathering information and reporting it to the University Crisis Management Center for analysis and situation assessment to make appropriate decisions and communicate them to the implementing bodies, with reporting to higher levels.
- Removing the effects of the incident and restoring conditions to their previous state.
- Drawing lessons learned and revising previously developed scenarios..

### **Instructions For Using A Fire Extinguisher In Case Of A Disaster**

|          |                                                                                                 |                                                                                      |
|----------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>P</b> | <b><u>PULL</u></b> the pin, this unlocks the lever and allows you to discharge the extinguisher |   |
| <b>A</b> | <b><u>AIM</u></b> low: point the extinguisher nozzle (or hose) at the base of the fire          |  |
| <b>S</b> | <b><u>SQUEEZE</u></b> the lever above the handle: this discharges the extinguishing agent       |  |

S

**SWEEP** from side to side  
moving carefully toward the  
fire



## Guidelines to protect yourself from several risks

### ✓ First: Preventing Falls, Tripping, and Slipping Accidents:

Falls are among the most common accidents and are the second leading cause of death after road accidents. Falls can occur at any time and in any place. Therefore, the following preventive measures should be followed:

- Keep doors leading to balconies closed
- Install appropriate safety barriers and screens on windows.
- Avoid leaving liquid residue on tiles or wet bathroom floors to prevent slipping accidents.
- Avoid leaving objects on stairs or in hallways, as this can lead to tripping and falling.

### ✓ Second: Preventing Elevator Accidents:

Despite the numerous and varied safety features in elevators, some accidents may still occur due to misuse or the lack of regular maintenance, which puts users at risk of being trapped. To prevent such dangers, we recommend the following:

- Immediately contact Civil Defense when assistance and rescue are needed.
- Practice how to manually operate the elevator in case of a sudden stop.  
Write down the operating instructions and post them in a visible location, along with emergency contact numbers and the elevator's load capacity on a sign to be installed next to the elevator

✓ **Third: Prevention of drinking water cooler accidents:**

Water coolers must be equipped with a drinking water filter, which should be cleaned, monitored, and replaced periodically as needed. Drinking water tanks must be made of a non-corrosive material, and the tank design should facilitate washing, cleaning, and ventilation by having a controlled opening at the bottom. The water tank should be in a high place, equipped with filters before the water enters, and located away from sources of contamination. Also, the cleanliness of drinking water tanks must be ensured, and they must be tightly sealed to prevent the entry of insects or any foreign objects

**Upon entering the college building, please observe the following for your safety:**

- 1- Enter with your college ID or any other form of identification and comply with security personnel's instructions upon entering the building if requested.
- 2- Do not bring any prohibited items or items unrelated to work into the building and comply with security personnel's instructions upon entering.
- 3- Familiarize yourself with the building layout, especially the emergency exits.
- 4- Use parking spaces according to the security and safety instructions.
- 5- Follow the security and safety instructions within the building and familiarize yourself with the emergency plans.
- 6- Do not leave any important documents or papers on your desk if they can be stored in safes and drawers.
- 7- Do not leave cash or financial documents on your desk when leaving work.

8-At the end of the school day, ensure that all documents are collected and stored in a locked place, and close all windows and doors.

1. General Safety and Security Guidelines
2. All employees must close all windows and doors when leaving offices, laboratories, or any other area containing valuables such as storage rooms and clinics.
3. First aid kits should be available in all corridors, laboratories, and some offices, and all employees and students should know their locations.
4. All corridors must be clear and unobstructed, and nothing should be stored in any of them.
5. Used batteries, electronic devices, containers of gases, or devices containing toxic materials should be placed in the designated waste bins located in the corridors.

### **Guidelines for Handling Injuries and Wound**

- ❖ All incidents and types of injuries must be reported immediately upon occurrence using the designated incident reporting forms.
- ❖ Certain procedures must be followed in the event of any incident, such as removing the source of danger and securing the area.
- ❖ First aid must be administered by a trained paramedic.
- ❖ In critical cases, emergency numbers from both inside and outside the university must be used.
- ❖ Contamination incidents can be chemical or biological. In both cases, they must be reported, and the necessary guidelines must be followed to secure the area, remove the hazard, and prevent a recurrence of the incident

### **First Aid Guidelines at the College:**

First aid refers to the immediate procedures taken to provide necessary care to a person who has suffered an injury or sudden illness until medical assistance arrives. The importance of first aid can be summarized as follows:

- ✓ Providing protection and care to the injured or ill person.
- ✓ Providing immediate medical care to a person injured in a mass casualty incident.
- ✓ Teaching individuals how to deal with those in need of emergency medical care.
- ✓ The ability to determine what to do and what to leave unattended.
- ✓ Training individuals to provide assistance in disaster situations.

### **Security and safety equipment and supplies**

- Computer and printer available
- Alarm system in the college
- 1.5 inch fire hydrants in all college buildings and pipes for fire extinguishers
- Large water tank (60 cubic meters) near the college for use in case of water outages
- 6 kg powder fire extinguisher
- Emergency stairs and doors
- Bars on windows and side openings

- Metal filing cabinets in administrative and academic departments for storing documents
- Permanent security personnel assigned to protect the college
- Equipped medical clinic to address health risks
- Double protection for exam control areas
- Main electrical switchboard suspended throughout the college
- Stairs secured to meet specifications
- Emergency stairs leading to an open area

### **Safety and security procedures during the College day**

#### **First: Regarding Entrances and Exits**

- Secure all entrances with safety systems (sufficient security personnel, cameras, locks, iron gates, and high fences).
- Inspect for prohibited items at main gates.
- Record daily visits.
- Record any equipment or devices entering the college, including the reason for purchase and the name of the supplying company.
- Record the presence of leaders and department heads, in particular.
- Verify student identity upon entry.
- Upon exit, note and record any emergencies, especially delays and their causes.
- Upon exit, ensure that no equipment, machinery, or devices are removed from inside the college without permission, for reasons such as repairs.
- Ensure that escape route keys are present and not locked.

- Identify emergency entrances and exits, along with gate numbers and the sectors they serve
- Fire extinguishers located near the entrances
- Directional signs and a map of the college located at the main entrances
- Signage indicating the components of each floor of the building, including administrative departments, academic departments, and laboratories
- Signage outlining the rules and regulations governing presence on campus and the penalties for violating them

### **Second: Inside the classrooms**

- Clearly define the entrances and exits of the classroom
- Ensure adequate lighting
- Provide proper ventilation
- Ensure the classroom size is appropriate for the number of students
- Provide comfortable and suitable seating for the number of students
- Verify the functionality of all equipment in the classroom
- Ensure the safety of electrical switches and fans
- Maintain a clean environment
- Provide appropriate fire extinguishers in the classroom
- Display signs guiding students on how to use fire extinguishers
- Display signs guiding students on how to enter and exit the classroom
- Display signs guiding students on evacuation procedures
- Display signs outlining the student's role and responsibilities in emergencies
- Train students on how to escape in emergencies

- Lock and secure classrooms in the event of a threat to student safety and security, such as in cases of intrusion or bullying

### **Third: Regarding spaces within the college:**

- Monitoring student communication within the college.
- Displaying student ID cards within the college.
- Implementing an electronic alert system to report dangers that threaten student safety and security.
- Installing cameras to monitor what happens outside the college walls.
- Training security guards and improving their performance in dealing with students and problems.
- Providing sufficient fire extinguishers.
- Displaying signs explaining how to use fire extinguishers.
- Displaying signs explaining how to evacuate in emergencies.
- Providing water coolers.
- Maintaining the cleanliness and aesthetics of the campus and ensuring it is clear of students during emergencies.
- Developing scenarios for problems and crises, especially during the school day, such as theft, fights, and other incidents
- Sufficient directional signs for entry, exit, and access to different areas of the college.
- Maps for each floor and its components, and a general map of the college indicating assembly points.
- Alarm systems in place.
- Obstacles such as tables removed.
- A reception and information desk near the entrance

#### **Fourth: Regarding Laboratories**

- Providing a clean environment
- Providing adequate lighting
- Providing adequate ventilation
- Having suitable groupings within the available space, with horizontal and temporal expansion in the schedules
- Providing hand washing facilities
- Providing appropriate and sufficient fire extinguishers in each laboratory
- Clearly identifying laboratory entrances and exits
- Providing informational signs on the use of fire extinguishers, the implementation of the evacuation plan, and escape routes in emergencies
- Providing schedules clearly indicating the times for students and faculty members to avoid scheduling conflicts
- Providing sufficient waste bins designated for each type of waste

#### **Fifth: Regarding Practical Training in the Hospital**

- Training students on how to use the various fire equipment available in the hospital.
- Training students and faculty members on how to prepare for and respond to crises and problems in the hospital, such as fights, etc.
- A twinning agreement between the Crisis and Disaster Management Units in the Colleges of Nursing and the student training location, whatever it may be, to provide students with brochures and information on safety and security obligations in the hospital.
- Familiarizing students with evacuation plans for their training areas so they can practice them.
- Familiarizing students with different types of waste.

- Adhering to infection control protocols.
- Student vaccinations.
- Adhering to the uniform policy.
- Wearing student ID cards.
- Having more than one supervisor for practical training in the hospital.

### **Sixth: Regarding the College Community**

- Continuous training for the college community on the latest security and safety procedures.
- Firm action against any aggressive behavior or conduct that occurs inside or outside the college premises during the academic day.
- Adherence to security and safety regulations within the college.

# **Crisis and Disaster Management Scenarios**

## **1. Fire Emergency Response Scenario**

### **First: Pre-Crisis Phase (Proactive Measures)**

- Develop a crisis simulation scenario and initiate execution via early warning systems.
- Task the Faculty Engineering Administration, under the direct supervision of the Occupational Health and Safety Committee, to perform the following:
  - Conduct necessary regular maintenance for the faculty's fire alarm systems.
  - Conduct necessary regular maintenance for the faculty's fire extinguishing equipment.
  - Train students, staff, and personnel on the building evacuation plan in case of fire.

### **Second: During-Crisis Phase (Immediate Response)**

- Identify the exact location of the fire.
- Notify the Fire Department immediately by calling **181**.
- Inform the Faculty Dean or the Vice Dean for Environmental Affairs and Community Service.
- Inform the Faculty Secretary-General.
- Ensure the main electrical power supply is completely disconnected.
- Notify the University's central Crisis and Disaster Management Unit.
- Break the fire alarm glass panel to activate the alarm system.
- Combat the fire if safely possible, using the nearest extinguisher suitable for the type of fire, following these steps:
  1. Pull the safety pin of the extinguisher.

2. Aim the nozzle or hose at the base of the fire.
  3. Squeeze the operating lever to discharge the extinguishing agent.
- Ensure that the firefighting location does not pose a threat to those present and that they can safely escape if the fire spreads.
  - Call the Ambulance service if there are injuries or potential injuries.
  - Execute the approved faculty building evacuation plan, ensuring the Guidance Committee performs its full duties in directing students and staff to the designated emergency exits.
  - Close the main natural gas valve in the faculty, if natural gas infrastructure is present.
  - Salvage and relocate critical devices and important documents from the building as much as safely possible.
  - Combat the fire utilizing all available onboard firefighting equipment within the faculty.
  - Ensure all windows and doors are closed to prevent the spread of fire and smoke to other parts of the building.
  - Cooperate fully with the specialized Civil Defense and Firefighting teams upon arrival by guiding them to the fire location, fire type, and available firefighting resources.
  - Proceed directly to the designated Assembly Point to conduct a roll call, ensuring all personnel are accounted for and no one is left inside the building.
  - **Pre-define security guards' duties as follows:**
    1. Secure the building and maintain public order.
    2. Strictly prevent unauthorized individuals from entering the building.

3. Prevent anyone from leaving through the main gate until evacuation operations are fully completed, the crisis is controlled, and the emergency state is officially declared over.
4. Await specialized Civil Defense teams at the entrance and guide them to the fire site.

### **Required Resources and Equipment to be Available at the Faculty:**

The provision of mandatory equipment to confront crises (Assembly Points, directional signage, fire extinguishers, alarm systems, and first-aid kits) plays a direct role in mitigating crisis-induced losses. Therefore, ensuring the readiness of the following items is critical:

- Clearly determine and designate assembly points for each building.
- Ensure the availability of primary firefighting equipment for all types of fires and verify they are fully functional for immediate use.
- Ensure the availability of necessary medical supplies and pharmaceuticals required for first-aid operations.
- Ensure the availability of adequate emergency exits, doors, and all necessary directional signage that facilitates evacuation and guides occupants to escape routes, emergency exits, and assembly points.

### **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Formally document the event.
- Analyze and evaluate the performance level of the crisis management team, identifying errors to pin down deficiencies, and leverage lessons learned to formulate urgent solutions preventing future recurrence.

- Submit necessary recommendations and proposals to the concerned authorities to avoid or minimize the recurrence of such crises in the future.
- Form a dedicated committee to assess and inventory physical damages, material losses, and human casualties resulting from the fire.

## **2. Earthquakes and Building Collapses Response Scenario**

### **First: Pre-Crisis Phase (Proactive Measures)**

- **Take preventative measures against earthquakes across the hospital and faculty infrastructure:**
  - Conduct engineering evaluations of buildings to assess seismic resistance and remediate weak spots and potential hazard sources (such as structural cracks, balconies, suspended ceilings, and unstable walls).
  - Eliminate hazard sources, such as removing accumulated waste, debris, and obsolete/disused equipment from building roofs.
  - Store hazardous raw materials, fuel, chemical laboratory substances, and oxygen cylinders completely outside staff and worker occupancy zones.
  - Instruct and educate faculty members, staff, and workers on proper behavior during earthquakes through instructional signs, banners, and all available awareness channels.
- **Organize protection and prevention mechanisms through a precise, comprehensive, and clear plan that includes:**
  - Mapping out all possible scenarios that could be faced during an earthquake and the expected structural state of the buildings post-incident.

- Formulating operational procedures to handle these scenarios to mitigate damages, delineating tasks that must be executed immediately, and assigning responsible personnel along with their designated backups.
- Organizing firefighting and fire control operations and securing the appropriate equipment for this purpose.
- Organizing rescue and first-aid operations for injured or trapped individuals.
- Organizing the evacuation process and clearly specifying emergency escape routes.
- **Train hospital and faculty staff on emergency behavior during earthquakes via:**
  - Specialized training courses.
  - Seminars, workshops, and meetings.
  - Practical drills and training self-defense formations to execute their support duties.
  - Collaborating with external sectors to execute joint practical simulations, organize coordination, and mutual assistance.
  - Organizing warning and communication methods.

## **Second: During-Crisis Phase (Immediate Response)**

- Immediately notify the Professor Doctor / Dean of the Faculty or their official deputy.
- Notify the University's central Crisis and Disaster Management Unit.
- **Deploy the Guidance Team to direct students on safe behavior during the crisis as follows:**

- If inside a building: Seek shelter immediately under a doorway, a sturdy table, or a solid desk, staying far away from windows, glass, and unstable walls.
- Stay away from objects vulnerable to falling, breaking, or sharp hazards.
- Protect the head from falling debris and scattered materials.
- If outside a building: Move to an open area away from buildings, trees, utility poles, and telephone/electrical lines.
- Do not use elevators or stairwells during the shaking, and avoid stampeding toward exits.
- Do not leave the building unless external conditions safely permit doing so.
- Initiate immediate firefighting actions if any fire breaks out.
- Cut off all primary energy and power sources.
- Provide immediate first-aid to those in need.

### **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Notify the Civil Defense Administration immediately if any partial or total structural collapse occurs due to the earthquake.
- Notify the Ambulance service if there are casualties.
- Evacuate all faculty buildings completely until structural integrity and safety are thoroughly verified.
- Assist in rescue operations for trapped and injured individuals.
- Avoid taking refuge in unsafe areas and remain prepared for potential aftershocks.
- Pay close attention to potential gas leaks, water main bursts, or sewage ruptures.

- Inspect severed utility wires and ensure the main electrical power is disconnected.
- Evaluate structural damages and hazards related to public safety.
- Search for missing individuals (by conducting a comprehensive roll call matching those present at the time of the disaster).
- Form a specialized technical engineering committee to inspect the structural condition of the buildings and propose necessary reinforcement or restoration works.
- Formally document the event.

### **3. Collapse of a Section of Faculty Buildings Scenario**

#### **First: Pre-Crisis Phase (Proactive Measures)**

- Perform routine structural maintenance of faculty buildings and execute necessary restorations promptly.
- Maintain sewage and water networks within buildings, ensuring complete freedom from leaks.
- Insulate bathroom floors thoroughly to prevent water leakage.
- Drain water from roofs immediately if it accumulates, while implementing adequate drainage slopes to prevent pooling.
- Strictly adhere to occupational safety and health standards for all explosive-vulnerable gas cylinders within the facility.
- Prohibit the installation of heavy mechanical equipment on building roofs without prior official approval from an authorized engineering committee.

## **Second: During-Crisis Phase (Immediate Response)**

- Notify the Professor Doctor / Dean of the Faculty or their official deputy.
- Notify the Civil Defense Administration.
- Notify the Ambulance service.
- Evacuate the affected building entirely.
- Salvage and relocate critical equipment from the building as much as safely possible.
- Establish an immediate security cordon around the collapsed area until the arrival of the Civil Defense police.

## **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Formally document the incident.
- Provide future guidelines and proposals to prevent structural collapses.
- Form an advisory engineering committee to investigate the underlying cause of the collapse and determine remedial actions.
- Form an appraisal committee to inventory damages and material losses.

## **4. Bursting of Water or Sewage Pipes Scenario**

### **First: Pre-Crisis Phase (Proactive Measures)**

- Conduct periodic preventative maintenance for the water supply and sewage networks.
- Ensure all water valves and faucets are securely shut off after use and prior to vacating the faculty.
- Promote an institutional culture prohibiting the disposal of any solid waste (metals, paper, cotton products) into faculty drains to prevent blockages.

- Train workers and security personnel on how to promptly shut off the main water valve in the event of an emergency.

### **Second: During-Crisis Phase (Immediate Response)**

- Inform the Faculty Secretary-General.
- Notify the Governorate's Sewage and Water Authority.
- Shut off the main water isolation valve immediately.
- Disconnect the electrical power supply if there is any risk of water reaching electrical installations.
- Open all inspection chambers (manholes) and close them securely once the water drains away.
- Relocate important archives, paperwork, and documents away from water-affected areas.

### **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Formally document the event.
- Submit directives and proposals to mitigate the future occurrence of such crises.
- Form a committee to assess damages and material losses.

## **5. Power Outages during Final Term Examinations Scenario**

### **First: Pre-Crisis Phase (Proactive Measures)**

- Perform annual mandatory maintenance for all electrical connections and wiring across the faculty.
- Dispatch an official formal letter to the Gharbia Electricity Company approximately one month prior to the examination period, specifying the exact

start and end dates of the exams, requesting necessary grid maintenance ahead of the period.

- Arrange and secure backup power generators.
- Provide secondary auxiliary light sources (such as rechargeable emergency lamps, etc.) across exam halls.

### **Second: During-Crisis Phase (Immediate Response)**

- Notify the Professor Doctor / General Chief of Examinations.
- Notify the Electricity Company immediately.
- Operate back-up power generators (if present and not configured to start automatically).
- Notify the Professor Doctor / Head of the Control Room to temporarily postpone the examination for a defined period or take appropriate measures in accordance with academic examination regulations.
- Activate secondary auxiliary light sources immediately to prevent panic or disorder within the examination halls.

### **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Formally document the incident.
- Submit recommendations and proposals to avoid future disruptions.

## **6. Response Plan in the Event of an Epidemic/Pandemic Outbreak**

### **Mandatory Operational Procedures:**

- Procure stockpiles of medicines, antibiotics, disinfectants, medical solutions, personal protective equipment (PPE), and syringes required to run the hospital.

In a pandemic scenario, the country may face quarantine constraints, making it difficult to secure medical supplies dynamically.

- Designate and equip isolated wards for isolating cases, whether infected during the outbreak or infected with multi-drug resistant (MDR) bacterial strains, and establish an operational plan for these isolation areas.
- Provide liquid soap and alcohol sanitizers in sufficient quantities, along with hand washing utilities, as the primary defense against nosocomial (hospital-acquired) infections.
- Procure viral transport media (VTM), obtainable from the Central Laboratories of the Ministry of Health.
- Train specialized medical personnel on extracting nasopharyngeal and throat swabs.
- Raise public and institutional awareness regarding disease prevention methods.
- Designate and train a specific healthcare team allocated to isolation areas on sanitary protocols and student care.

### **First: Pre-Crisis Phase (Proactive Measures)**

- Identify vectors, transmission methods, prevention methods, and associated symptoms via official data from the Ministry of Health or the Faculty of Medicine.
- Implement appropriate precautionary measures against the disease (deep-cleaning protocols, purchasing protective masks).
- Disseminate awareness to students regarding symptoms and prevention methods using lectures, seminars, bulletin boards, and printed brochures.
- Draft an urgent communication tree plan among staff members in case an outbreak forces campus closures.

## Second: During-Crisis Phase (Immediate Response)

- **Should positive or suspected cases emerge within the faculty, or in the event of an outbreak, the response scenario is as follows:**
  - Immediately notify the Professor Doctor / Dean of the Faculty or their official deputy.
  - Notify the University's central Crisis and Disaster Management Unit.
  - Transfer the infected or suspected individual immediately to the designated Isolation Room.
  - Notify the Ministry of Health Directorate in Gharbia.
  - Adopt all precautionary epidemiological paths to protect remaining students from cross-infection (e.g., suspending classes for a semester, an academic year, or specific student cohorts, etc.).
  - Deploy the established staff emergency communication protocol.

## Third: Post-Crisis Phase (Recovery and Evaluation)

- Formally document the event.
- Submit recommendations and proposals to prevent future outbreaks or improve handling.

## 7. Chemical Substance Leak Scenario

Laboratories, especially chemical laboratories, may represent a significant source of crises or disasters due to accidental leaks of chemical substances. These include flammable chemicals, corrosive materials that cause skin/eye burns and respiratory irritation upon inhalation, or toxic materials causing acute severe effects that may lead to fatalities upon ingestion, inhalation, or dermal absorption.

### **First: Pre-Crisis Phase (Proactive Measures)**

- Enforce the mandatory use of appropriate Personal Protective Equipment (PPE) by all staff, technicians, and students, including lab coats, masks, safety goggles, and protective gloves.
- Strictly prohibit food, beverages, and smoking inside laboratories, making this policy clearly visible via signs.
- Enforce thorough cleaning/washing of laboratory apparatus and hands post-experiments, ensuring safe and compliant hazardous waste disposal.
- Deliver explicit safety briefings regarding the hazards of substances and prevention methods prior to commencing any practical experiments.
- Train and qualify laboratory technicians and personnel on handling chemical hazards and administering specialized first-aid.
- Strictly prohibit the mouth-pipetting of chemical liquids; mandate mechanical pipetting aids.
- Enforce the handling of hazardous chemical substances exclusively inside isolated, compliant chemical fume hoods using safe standard operating procedures.
- Prohibit the storage or use of flammable materials near open flames, burners, or electrical heaters.
- Affix standardized written hazard labels (Labels) on all reagent and chemical bottles.
- Educate all occupants on standard chemical hazard symbols displayed on containers (e.g., Flammable, Corrosive, Toxic, Harmful).
- Implement written instructions and regulations for the safe storage and compatibility segregation of chemicals.

- Equip laboratories with fully-stocked first-aid kits and efficient vapor/gas extraction ventilation systems.
- Equip laboratories with appropriate dedicated chemical fire extinguishers.
- Provide functional eye-wash stations and emergency safety showers located away from electrical infrastructure.

### **Second: During-Crisis Phase (Immediate Response)**

- Act immediately to isolate, stop, or mitigate the source of the leak.
- Disconnect electrical power and immediately evacuate all students and personnel from the area, taking wind direction into account to avoid toxic plumes.
- If the leak occurs in an enclosed space, shut all doors and windows and turn off fans/air conditioning units to prevent the migration of gases and vapors to other areas.
- Notify the designated officials within the Crisis and Disaster Management Team.
- Mandate that response personnel don specialized heavy-duty chemical PPE, chemical-resistant suits, and appropriate respirators/masks.
- Activate gas extraction hoods and contain spilled liquids using chemical-absorbent materials (e.g., spill pillows, specialized sponges), then collect contaminated materials into secure plastic bags or chemical-resistant drums, placing them inside secondary overpack containers.
- Gather precise information rapidly regarding the leaked substance to ensure successful containment and neutralizing operations.
- Decontaminate the area and extinguish any secondary fires or ignition points that may arise.

- Administer immediate specialized first-aid to any casualties, and contact emergency services to transfer injured individuals to healthcare facilities.

### **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Formally document the incident, presenting a detailed report outlining the root causes of the disaster, detailed material/human losses, and proposals to prevent future recurrence.
- Notify the University's central Crisis and Disaster Management Unit.
- Review and upgrade health and safety measures inside laboratories, and evaluate the response efficiency and medical handling of injuries.
- Review and update storage protocols and safe handling guidelines for chemicals inside laboratories.
- Ventilate laboratories completely and conduct periodic health screenings for laboratory personnel exposed to chemical environments to discover occupational diseases early.

## **8. Electrical Short Circuit Scenario**

### **First: Pre-Crisis Phase (Proactive Measures)**

- **Task the Engineering Administration with the following mandatory items:**
  - Perform regular periodic maintenance on fire alarm and firefighting systems.
  - Conduct regular training and practical simulations on the building evacuation plan.

### **Second: During-Crisis Phase (Immediate Response)**

- Notify the Professor Doctor / Dean of the Faculty and the Professor Doctor / Director of the Comprehensive Clinic.
- Contact the Civil Defense and Firefighting Administration.
- Contact the Ambulance service.
- Execute the building emergency evacuation plan.
- Close the main natural gas supply valve.
- Shut off the main electrical isolation switch.

### **Third: Post-Crisis Phase (Recovery and Evaluation)**

- Form an appraisal committee to assess and inventory structural and material damages.
- Formally document the event.

## **Mechanism for Handling Cases of Examination Cheating and Examination Paper Leakage**

### **Procedures for Handling Examination Paper Leakage**

In the event that an examination paper leakage is discovered, the following actions shall be taken:

- Cancel the leaked examination immediately.
- Prepare an alternative examination without delay.
- Prepare an official incident report by the examination control officials.
- Notify the Dean of the Faculty of the incident.
- Refer the report to the Legal Affairs Department.
- Report the incident to the President of the University.
- Form an investigation committee.
- Impose the appropriate disciplinary action on the responsible faculty member in accordance with the law.

### **Disciplinary Penalty**

Without prejudice to any more severe penalty stipulated in any other law, and subject to the provisions of the Child Law No. 12 of 1996, any person who prints, publishes, broadcasts, circulates, or promotes examination questions or answers by any means before or during examinations with the intention of facilitating cheating or disrupting the examination system shall be punished by:

- Imprisonment for a period of not less than two years and not more than seven years.

- A fine of not less than 100,000 Egyptian Pounds and not more than 200,000 Egyptian Pounds.

This applies whether the offense occurs inside or outside examination committees.

### **Procedures for Handling Cases of Examination Cheating**

When a student is observed committing or attempting to commit cheating during an examination and is caught in possession of cheating materials, mobile phones, wireless communication devices, modern technological devices, or any other means facilitating cheating, the following actions shall be taken:

1. Confiscation of the cheating tool or device.
2. Preparation of an official cheating report by examination control members, signed by the student.
3. The Head of the Examination Control Committee, or a designated representative, shall remove the student from the examination hall.
4. Referral of the report to Legal Affairs.
5. Notification of the Dean of the Faculty.
6. Formation of an investigation committee and implementation of the appropriate disciplinary penalty.

### **Disciplinary Sanctions**

The disciplinary penalties may include:

1. Oral or written warning.
2. Formal reprimand.
3. Deprivation of certain student services.
4. Suspension from attending one course for a period not exceeding one month.

5. Suspension from the Faculty for a period not exceeding one month.
6. Prohibition from taking examinations in one or more courses.
7. Suspension of Master's or Doctoral registration for a period not exceeding two months or one academic semester.
8. Cancellation of the student's examination in one or more courses.
9. Suspension from the Faculty for a period not exceeding one academic semester.
10. Prohibition from taking examinations for one or more academic semesters.
11. Suspension of admission to Master's or Doctoral programs for one or more academic semesters.
12. Suspension from the Faculty for a period exceeding one academic semester.
13. Permanent dismissal from the University, with notification sent to other universities. Such dismissal renders the student ineligible for enrollment or examination in any university within the Arab Republic of Egypt.

### **Authorities Responsible for Imposing Disciplinary Penalties**

#### **Professors and Associate Professors**

Professors and Associate Professors have the authority to impose the first four disciplinary penalties listed above for violations committed by students during lectures, classes, and various student activities.

#### **Dean of the Faculty**

The Dean of the Faculty has the authority to impose the first eight disciplinary penalties specified above.

If the proposed penalty involves permanent dismissal from the university, the matter shall be referred to the University President for consideration, confirmation, modification, or cancellation of the disciplinary action.

### **President of the University**

The President of the University has the authority to impose all disciplinary penalties listed above except the final penalty, after obtaining the opinion of the Dean of the Faculty.

The President also has the authority to prohibit a student referred to the Disciplinary Council from entering university premises until the date scheduled for the disciplinary hearing.

### **Disciplinary Council**

The Disciplinary Council has the authority to impose all disciplinary penalties, including permanent dismissal from the university.

### **Investigation and Disciplinary Procedures**

- No disciplinary penalty from the fifth penalty onward, as stipulated in Article (126), may be imposed without conducting a formal investigation with the student and hearing the student's statements regarding the alleged violation.
- If the student fails to attend the scheduled investigation session, the right to present a defense shall be considered forfeited.
- A faculty member assigned to investigate a student may not simultaneously serve as a member of the Disciplinary Council responsible for adjudicating the same case.

## **Appeals against Disciplinary Decisions**

Decisions issued by the competent disciplinary authorities in accordance with Article (127) shall be considered final.

- However, a student may object to a disciplinary decision issued in absentia by the Disciplinary Council within one week from the date of notification to the student or the student's guardian.
- A disciplinary decision shall be considered as having been issued in the student's presence if the summons to attend was personally delivered to the student or the student's guardian.
- A student may submit a grievance against a decision issued by the Disciplinary Council to the President of the University within fifteen (15) days from the date of notification of the decision.
- The University President shall present all submitted grievances to the University Council for review and determination.

## **Rules Governing Appeals against Examination Results**

Every student has the right to appeal examination results within sixty (60) days from the date of announcement of the results, whether the appeal is submitted electronically or in writing, as examination results are considered administrative decisions.

The appeal procedures shall be as follows:

- Appeals shall be submitted to the Office of the Dean of the Faculty after payment of the prescribed appeal fee.
- The appeal fee shall be fifty Egyptian Pounds (EGP 50) for each course subject to appeal.

- The collected fees shall be transferred to the university in accordance with applicable financial regulations.
- The Dean's Office shall classify and organize appeals according to academic divisions and seat numbers and record the date of submission.
- The Dean of the Faculty shall review and endorse the appeals before referring them to the Head of the relevant Examination Control Committee.
- The Head and members of the Examination Control Committee shall review the appeal within one week from the date of receipt.
- The Dean of the Faculty shall approve the final outcome of the appeal review process.
- The results of appeals shall be announced to students through the Student Affairs Administration, and any approved amendments shall be reported immediately to the University upon completion.

## **Mechanism for Monitoring and Preventing Addiction within the Faculty of Nursing**

### **Introduction**

The global community, as well as most countries around the world, suffers from the widespread phenomenon of drug abuse. The seriousness of this issue has increased as it has spread among adolescents and young people due to the complexities of modern life and the remarkable advancement in digital communication technologies. These developments have facilitated cultural interaction among peoples worldwide and intensified the challenges faced by youth in adapting to rapid and continuous changes in all aspects of life.

Educational institutions in general, and colleges in particular, play a significant role in students' lives. They have a major influence on shaping students' attitudes toward societal issues, including drug prevention. Therefore, several key areas that contribute effectively to combating and eliminating drug abuse are presented below.

### **First: Security Monitoring**

College security plays a crucial role in preventing the promotion and use of drugs on campus through the following measures:

- Conducting thorough inspections of all students before entering the college.
- Monitoring food products sold in the cafeteria and conducting regular inspections.
- Continuously monitoring students throughout the academic day, particularly in isolated areas of the campus.
- Apprehending and referring any student found promoting drugs within the college to the appropriate authorities for disciplinary and legal action.

## **Second: Awareness**

- Raising awareness about drugs and their risks to individuals and society through seminars and workshops.
- Hosting physicians specializing in addiction treatment to present practical experiences in treating addicted individuals.
- Organizing visits to prisons to expose students to the realities faced by individuals convicted of drug abuse, trafficking, or promotion offenses.
- Visiting anti-drug centers in the local community to learn about their services and demonstrate that recovery from addiction is possible.

## **Third: Early Detection**

- Conducting drug screening tests for all enrolled students.
- Including drug screening within medical examinations for newly admitted students.
- Inviting specialists in early detection of drug abuse to conduct seminars and lectures.
- Providing training sessions on identifying behavioral changes associated with drug abuse and correcting misconceptions regarding addiction.

## **Fourth: Treatment**

- Any addiction case discovered among students shall be handled with complete confidentiality.
- The student shall be regarded as a patient requiring treatment rather than punishment.
- The student shall be referred to the competent treatment authority.
- Parents or guardians shall be contacted to monitor treatment progress and receive guidance on supporting the student.

### **Fifth: Learning**

- Developing educational courses and curricula addressing drug abuse and its consequences.
- Including information about addiction risks, symptoms, and negative effects on health, family, society, and the national economy within specialized nursing curricula.
- Organizing student competitions to encourage learning and research on addiction and methods of prevention and treatment.

### **Sixth: Scientific Research**

- Encouraging postgraduate students to conduct studies on drug abuse and preventive counseling programs.
- Supporting scientific research investigating the causes and consequences of drug abuse and proposing recommendations for prevention and treatment.
- Encouraging master's and doctoral theses addressing addiction and its impact on individuals, families, and society.

### **Seventh: Activating the Role of the Psychological Counseling Unit within the College**

- The Psychological Counseling Unit plays a highly important role in addressing students' psychological problems that may lead them toward addiction.
- The unit follows up identified cases immediately upon detection and provides multiple psychological counseling sessions to prevent relapse into addiction.

### **Eighth: Student Activities**

Student activities should be utilized to address the phenomenon of drug abuse through various activity domains as follows:

## **Religious Student Activities**

- Organize religious awareness sessions within the college to educate students about the dangers of drugs and clarify Islamic and religious rulings regarding the prohibition of drug use and its harmful effects on both individuals and society, in coordination with the university administration.
- Organize religious lectures delivered by professors and religious scholars concerning drugs and addiction, either in university lecture halls or student residences.
- Conduct competitions among students, in collaboration with religious associations, on topics related to drug abuse and provide awards for those who propose effective solutions to the problem.

## **Scientific Student Activities**

- Organize scientific activities and discussion forums throughout the academic year using modern educational methods to introduce students to the problem of drugs and their dangers.
- Hold student conferences that host social workers, psychologists, and educational specialists to discuss drug abuse and its risks while encouraging students to play a central role in developing innovative solutions for combating addiction.
- Utilize modern social media platforms, such as Facebook and other interactive channels, to increase awareness about drugs and addiction and promote preventive strategies.

## **Volunteer Student Activities**

- Organize volunteer activities and campaigns at the university level under themes highlighting drug abuse and its dangers.

- Encourage university students to participate in volunteer activities outside the university aimed at raising awareness about drugs and addiction.
- Organize volunteer campaigns involving students in providing social support to poor and needy individuals while simultaneously promoting awareness of drug-related problems and their consequences.

### **Sports Student Activities**

- Organize competitive sports events for students under the slogan "Challenge Addiction," including sprint races and football, handball, volleyball, and basketball tournaments, with prizes awarded to winners.
- Participate in organizing and implementing local and international sports competitions in which students take part, with the primary objective of raising awareness about drug abuse and exploring preventive solutions.

### **Cultural and Artistic Student Activities**

- Organize cultural activities such as literary and poetry competitions that address the issue of drugs and addiction.
- Present theatrical performances through university theater groups or by inviting external theater companies.
- Organize drawing and visual arts competitions focusing on the problem of drugs and addiction, linking environmental preservation to the harmful effects of smoking and drug abuse.
- Produce wall magazines featuring local and international news concerning drugs and addiction, as well as scientific facts related to these issues.

### **Ninth: Educational Forums for Students' Families**

- Invite students' families to attend educational seminars addressing addiction risks, symptoms, drugs and their harmful effects on health, family life, and society, as well as methods for dealing with adolescents and young adults.

### **Tenth: Awareness Campaigns**

- Organize awareness campaigns conducted by faculty members and university students for school students of different age groups to educate them about the dangers of drug abuse and its harmful consequences.
- Conduct community awareness campaigns throughout villages to educate families about addiction, its symptoms, methods of dealing with adolescents, and ways of monitoring and protecting them from addiction.

# **Security and Safety Guidelines during a Solar Eclipse**

## **The Impact of Direct Viewing of the Eclipse Phenomenon without Protection:**

- Causes permanent damage to the eye's retina. The retina is a light-sensitive part of the eye that transmits vision to the brain. Burns and damage to the retinal cells may occur.
- This damage can be temporary or permanent, and it is not accompanied by any pain.
- It may take a few hours to a few days after watching the solar eclipse to feel the damage that has occurred.
- It can also cause blindness or solar retinopathy.

## **Symptoms That Can Occur When Looking at a Solar Eclipse Without Eye Protection:**

- Loss of central vision, or solar retinopathy.
- Distorted vision.
- Altered color vision.

## **Tools That Must NOT Be Used to View the Solar Eclipse:**

- **Regular sunglasses**, even extremely dark ones, or homemade filters; they are not safe for looking at the sun.

- **Mobile phones (smartphones):** Viewing the solar eclipse through a mobile camera can expose you to the risk of inadvertently looking at the sun, and it may also damage the phone's camera.
- **Camera viewfinders:** Avoid looking at the solar eclipse through a camera viewfinder; this can damage the eyes just like looking at it directly.
- **Telescopes,** unless they are specifically designed for viewing the eclipse by equipping them with appropriate filters.
- **Eclipse glasses,** if the lenses are scratched, wrinkled, or were manufactured more than three years ago.

#### **Precautions to Take During a Solar Eclipse to Stay Safe:**

- Do not look directly at the sun.
- Use solar filters or eclipse glasses to look at the sun.
- Ensure that the glasses meet the ISO 12312-2 standard.
- Do not use glasses that are older than 3 years.
- Do not use homemade filters or regular eyeglasses.
- Do not look through an unfiltered camera, telescope, or binoculars, as these devices can magnify the sun's rays and damage the retina more rapidly.
- Refrain from using electronics and solar-powered devices; if a device runs on solar energy, it will receive less power during the peak of the eclipse and behave accordingly.
- Carefully inspect the solar filter or eclipse glasses before use to ensure they are free from any scratches or damage.

- When finished viewing the eclipse, look away from the sun first, and then remove the glasses to avoid accidentally looking at the sun.
- Never look at the eclipse through a mobile phone camera, photographic lenses, or telescopes without a solar filter.

|                                                           |                                                                        |                                                   |
|-----------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------|
| Director of the Crisis and<br>Disaster Management<br>Unit | Vice Dean for<br>Community Service and<br>Environmental<br>Development | Dean of the Faculty                               |
| Prof. Dr. Manal Hamed<br><i>Dr. Manal Hamed</i>           | Prof. Dr. Faten Shafiq<br><i>Dr. Faten Shafiq</i>                      | Prof. Dr. Marwa Ragheb<br><i>Dr. Marwa Ragheb</i> |

