

# The emergency and evacuation plan guide for EDAH Al-Jadeed Training Center



## Firstly: Introduction

The EDAH Al-Jadeed Training and Development Center, located in Tripoli near the university campus and close to the University of Tripoli, aims to enhance the skills of youth in areas such as management, languages, computer science, and some technical disciplines. The center targets various community groups, including university and high school students, recent graduates, and employees from the public and government sectors, with a mix of men and women.

Given the presence of electrical equipment, an electrical network servicing the building, and designated cooking areas within the center, this guide has been prepared to provide clear and comprehensive instructions for the center's visitors and contractors on the procedures to follow in emergencies. This guide is available to everyone and aims to raise awareness of the procedures to ensure public safety and facilitate access to necessary information when needed.

By following the guidelines provided in this guide, users can ensure their safety and that of others in emergencies, as well as ensure the swift and effective implementation of evacuation procedures when necessary.



## Secondly: Structure of EDAH Al-Jadeed Training and Development Center

The EDAH Al-Jadeed Training and Development Center comprises a basement and five additional floors, each equipped with facilities and services to support the center's training and administrative activities. Below is a detailed description of each floor:

### 1. Basement:

- Workspace for Center Users: A designated area for individuals to work in complete tranquility. Trainees, visitors, or users can also book private rooms for team work and task completion.
- Professional Recording Studio: Used for producing and filming high-quality remote educational courses.
- Small Storage Room: Dedicated for storing books and training equipment.
- Staircases and Emergency Exits: Designated exits for emergency evacuations.

### 2. Ground Floor (First Floor):

- VIP Section: Includes a training room, a computer lab, relaxation areas, and dining facilities.
- Café and Seating Areas: A space for relaxation and refreshments.
- General Reception: The main entry point with a cashier's desk for receiving trainees and visitors.
- Service Facilities: Includes a prayer room, ablution areas, and restrooms.
- Security Office: Ensures the safety of the building and monitors activities within the center.

### 3. Second Floor:

- Training Rooms: Three training rooms of varying sizes.
- Computer Labs: Two labs, one accommodating 22 trainees and the other 15 trainees.
- Private Reception: Dedicated reception for the second floor.
- Administrative Offices: Includes the Training and Supervision Department, Call Center, and Marketing and Advertising Office.
- Restrooms: Separate facilities for men and women.

### 4. Third Floor:

- Training Rooms: Four training rooms.
- Computer Lab: One lab accommodating 22 trainees.
- Private Reception: Dedicated reception for the third floor.
- Administrative Offices: Includes HR Office and IT Support Office.
- Women's Prayer Room: A dedicated space for women's prayer.
- Restrooms: Separate facilities for men and women.

### 5. Fourth Floor:

- Training Rooms: Four training rooms and a technical training lab.
- Administrative Service Offices: Offices supporting training activities.
- Private Reception: Dedicated reception for the fourth floor.
- Restrooms: Separate facilities for men and women.

### 6. Fifth Floor:

- Auditorium: A large hall with seating for approximately 150 trainees, including a dedicated reception area.
- Board of Directors: Offices for the Board of Directors, including the General Manager's Office, Administrative Affairs Office, Treasury and Finance Office.
- Meeting Room: Designated for private meetings.

## Thirdly: Emergency Team and Roles



### A. Emergency Coordinator: Abdul Rahim Qurawat

#### . Planning and Training:

- o Develop and regularly update emergency plans.
- o Organize and coordinate drills and exercises to ensure readiness.

#### . Organization and Supervision:

- o Lead and organize emergency teams during crises.
- o Oversee the implementation of evacuation procedures and ensure compliance.

#### . Communication:

- o Liaise with local authorities and other emergency teams as needed.
- o Provide instructions and guidance to workers and responders at the scene.

#### . Assessment and Reporting:

- o Assess the situation during emergencies and provide accurate reports.
- o Report any issues or delays in plan execution to relevant departments.

- **Support and Assistance:**

- Ensure assistance is provided to those in need during evacuations.
- Coordinate rescue and medical operations with emergency teams if necessary.

- **Resource Management:**

- Coordinate the effective use of resources such as equipment and personnel.
- Secure equipment and ensure it is in good condition for use.

- **Regular Meetings:**

- Hold regular meetings with the emergency team to review procedures and update information.

- **Auditing and Reviewing:**

- Review and evaluate the effectiveness of emergency plans after each evacuation or emergency.

## **B. Emergency Leader: Nasser Al-Burji**

- Lead evacuation operations in the building.
- Coordinate with evacuation supervisors.
- Communicate with the Emergency Coordinator and external emergency services if needed.

## **C. Evacuation Supervisors:**

- **Basement:**

- Abdul Mohaymin Farhat / Mohamed Abouda / Hassan Kashour
- Implement the evacuation plan in the basement and assist individuals in evacuating.

- **Ground Floor (First Floor):**

- Hisham Al-Hinshiri / Mohamed Al-Sawari / Rashid Abdul Qadir
- Implement the evacuation plan on the ground floor and assist individuals in evacuating.

- **Second Floor:**

- Mohamed Shahib / Ahmed Al-Barouni
- Implement the evacuation plan on the second floor and assist individuals in evacuating.

- **Third Floor:**

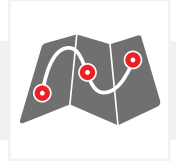
- Abdul Rahim Daghman / Ibrahim Younis
- Implement the evacuation plan on the third floor and assist individuals in evacuating.

- **Fourth Floor:**

- Firas Qurawat / Moussa Al-Sarmani
- Implement the evacuation plan on the fourth floor and assist individuals in evacuating.

- **Fifth Floor:**

- Moayed Suleiman / Mohamed Al-Sufi
- Implement the evacuation plan on the fifth floor and assist individuals in evacuating.



## Fourthly: Emergency Plan

The plan must be followed as outlined in the maps for each floor, adhering to emergency procedures and listening to emergency teams and team leaders.

### Distribution of Tasks and Responsibilities

#### 1. Emergency Coordinator:

- o Lead the emergency team.
- o Coordinate with external emergency teams.
- o Make Key decisions during emergencies.

#### 2. Team Leaders:

- o Lead evacuation operations on their designated floor.
- o Communicate with the Emergency Coordinator to report the status of their floor.
- o Assist evacuation supervisors in carrying out evacuation operations.

#### 3. Evacuation Supervisors:


- o Implement the evacuation plan.
- o Assist individuals in evacuating.
- o Ensure all individuals have been evacuated from the floor.
- o Report any problems or obstacles to the team leaders.

### Maps:

1. Basement
2. Ground Floor (First Floor)
3. Café
4. Second Floor
5. Third Floor
6. Fourth Floor





← EGRESS PATH

 YOU ARE HERE


EXIT  
 EXIT SIGN

 ASSEMBLY POINT DIRECTION

 FIRST AID EQUIPMENT


 FIRE EXTINGUISHER


 FIREALARM

 SMOKE DETECTOR DEVICE


 ASSEMBLY POINT AT THE GROUND FLOOR


 EXIT STAIRWAY

 DON'T USE ELEVATOR

 EMERGENCY LOUDSPEAKER

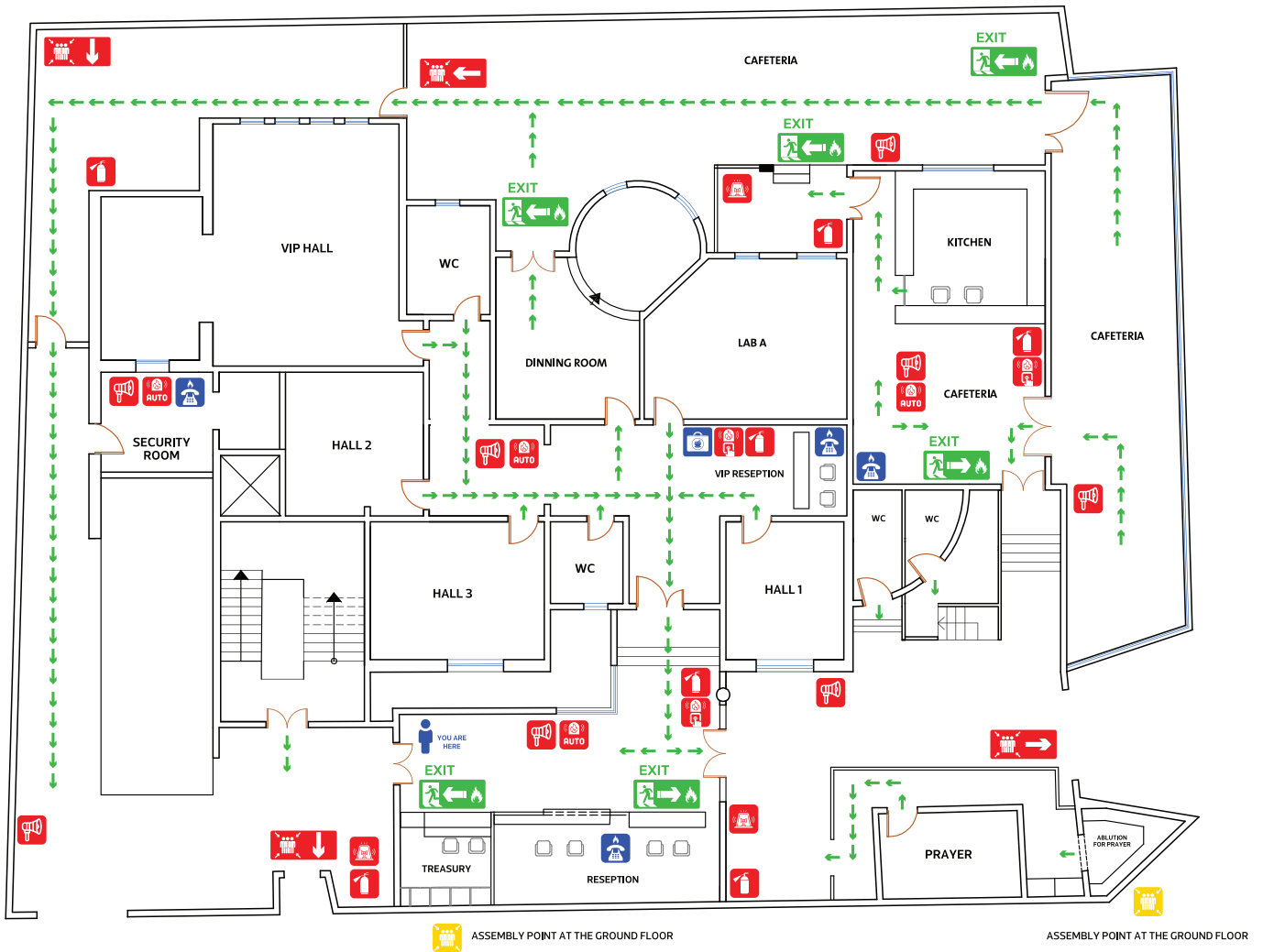
 FIRE ALARM SIREN

 INTERNAL EMERGENCY PHONE NUMBER

 INTERNAL EMERGENCY PHONE

# Ground Floor (First Floor)

1



← EGRESS PATH

YOU ARE HERE

EXIT  
 EXIT SIGN

ASSEMBLY POINT DIRECTION

FIRST AID EQUIPMENT

FIRE EXTINGUISHER

FIRE ALARM

SMOKE DETECTOR DEVICE

ASSEMBLY POINT AT THE GROUND FLOOR

EXIT STAIRWAY

DON'T USE ELEVATOR

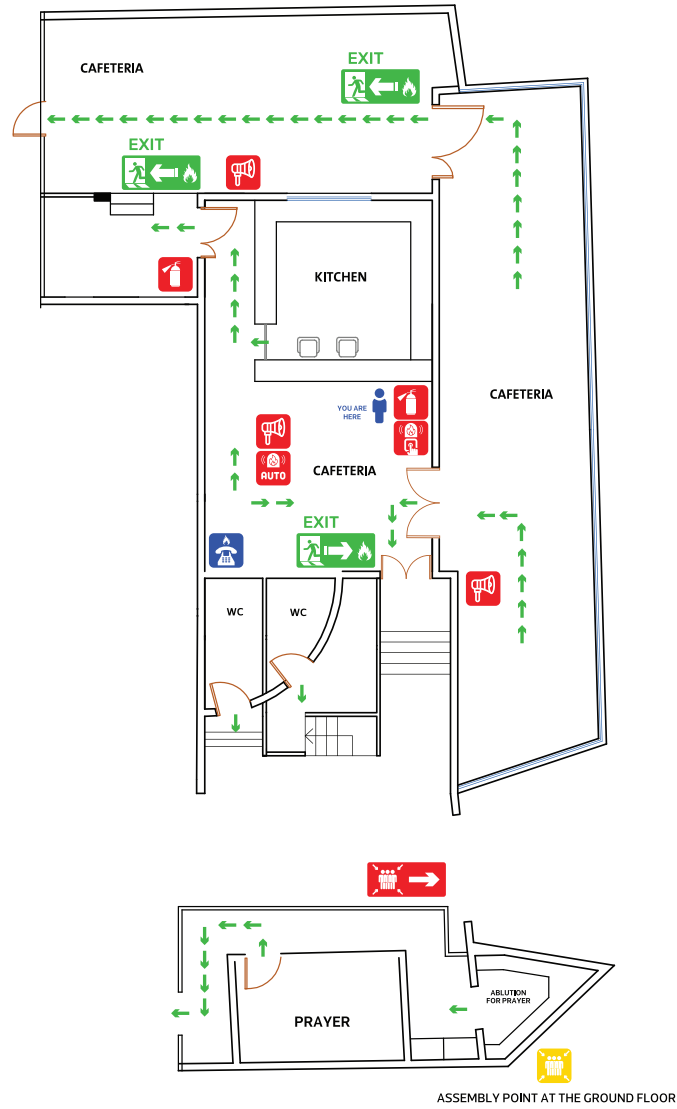
EMERGENCY LOUDSPEAKER

FIRE ALARM SIREN
















INTERNAL EMERGENCY PHONE NUMBER

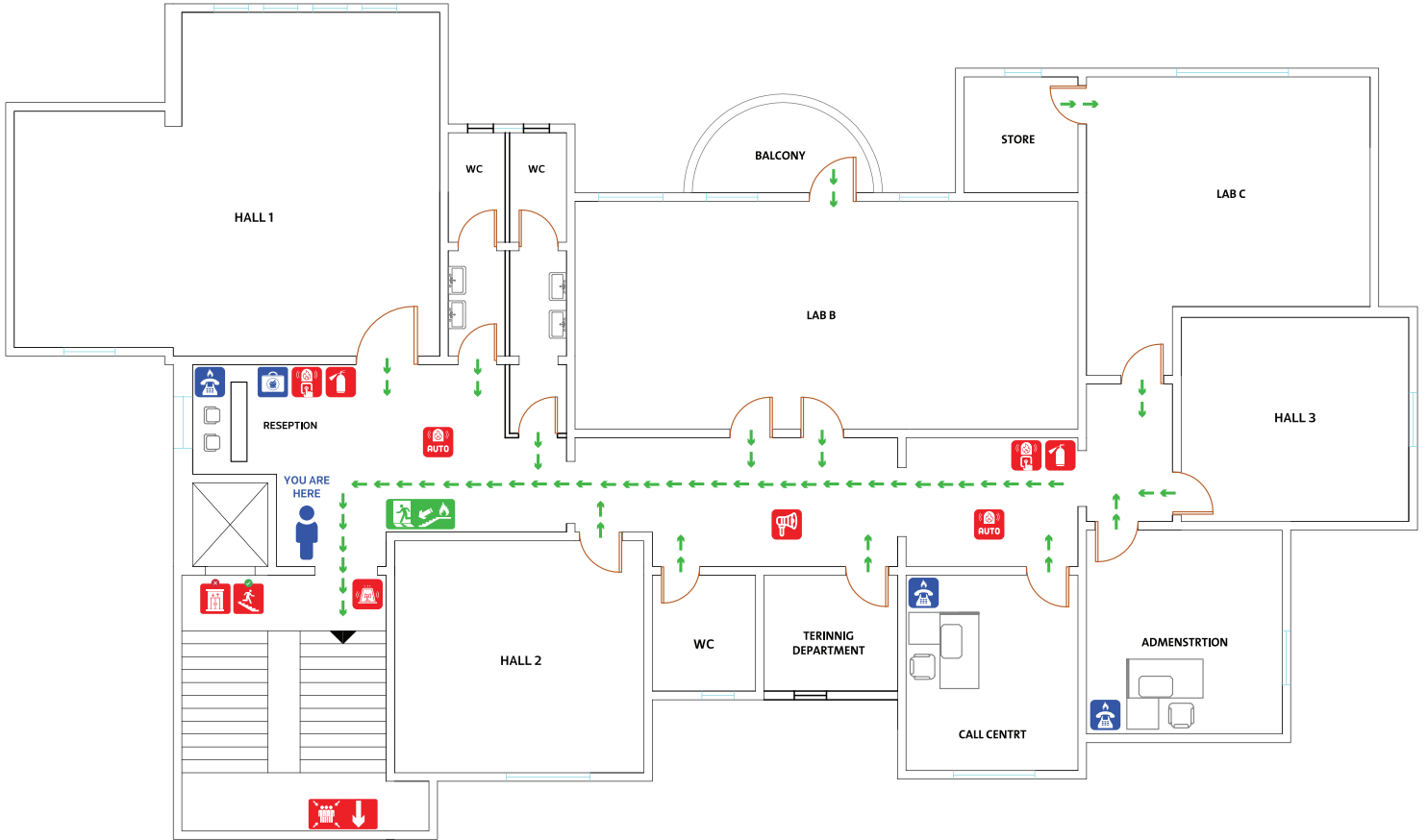
INTERNAL EMERGENCY PHONE

# Café 1



ASSEMBLY POINT AT THE GROUND FLOOR

- |   |                          |   |                                    |   |                                 |
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|  | EGRESS PATH              |  | FIRE EXTINGUISHER                  |  | DON'T USE ELEVATOR              |
|  | YOU ATE HERE             |  | FIREALARM                          |  | EMERGENCY LOUDSPEAKER           |
|  | EXIT SIGN                |  | SMOKE DETECTOR DEVICE              |  | FIRE ALARM SIREN                |
|  | ASSEMBLY POINT DIRECTION |  | ASSEMBLY POINT AT THE GROUND FLOOR |  | INTERNAL EMERGENCY PHONE NUMBER |
|  | FIRST AID EQUIPMENT      |  | EXIT STAIRWAY                      |  | INTERNAL EMERGENCY PHONE        |



← EGRESS PATH

YOU ARE HERE

EXIT

EXIT SIGN

ASSEMBLY POINT DIRECTION

FIRST AID EQUIPMENT

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FIRE ALARM

SMOKE DETECTOR DEVICE

ASSEMBLY POINT AT THE GROUND FLOOR

EXIT STAIRWAY

DON'T USE ELEVATOR

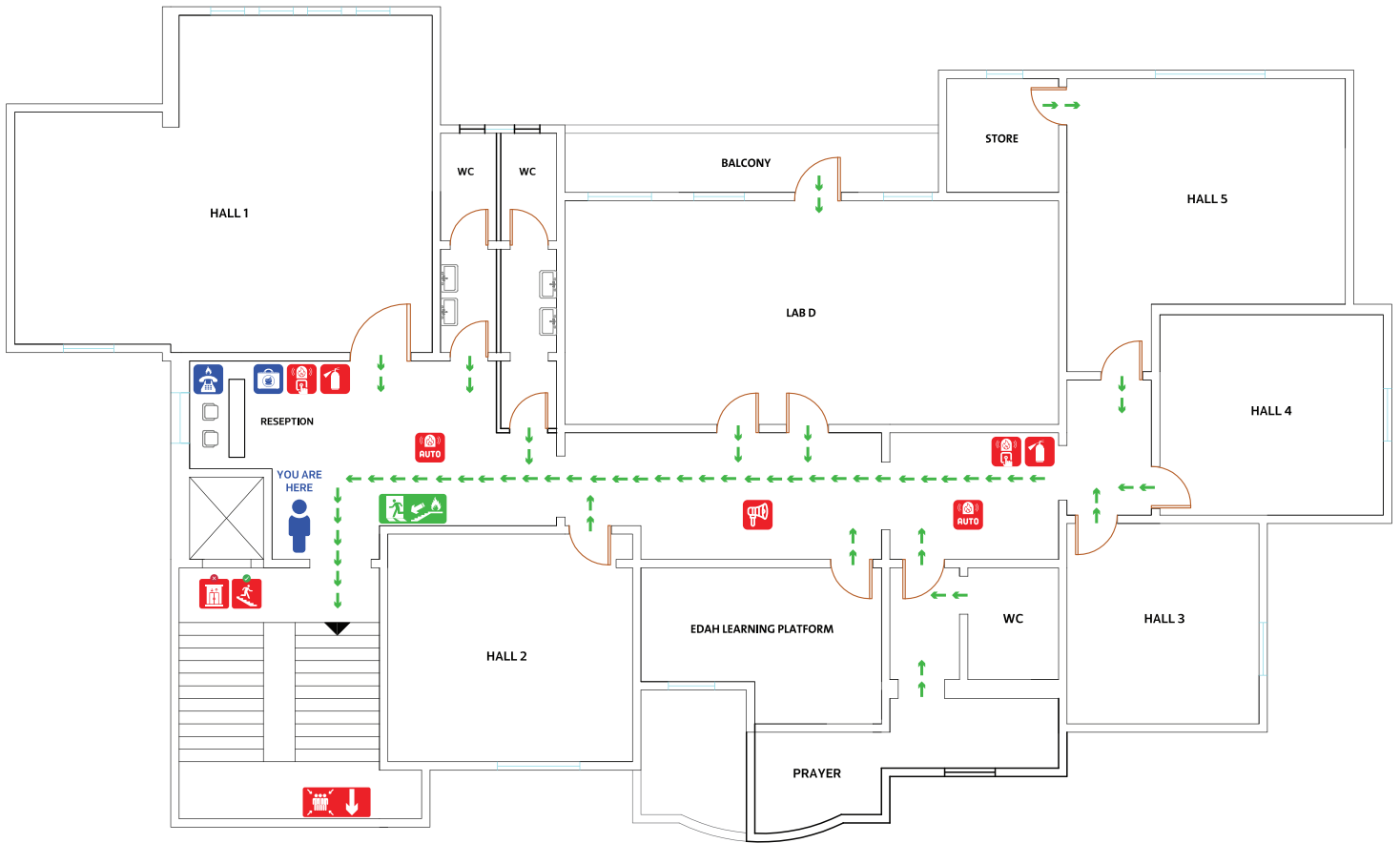
EMERGENCY LOUDSPEAKER

FIRE ALARM SIREN

INTERNAL EMERGENCY PHONE NUMBER

INTERNAL EMERGENCY PHONE





EGRESS PATH

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EXIT SIGN

ASSEMBLY POINT DIRECTION

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FIRE EXTINGUISHER

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ASSEMBLY POINT AT THE GROUND FLOOR

EXIT STAIRWAY

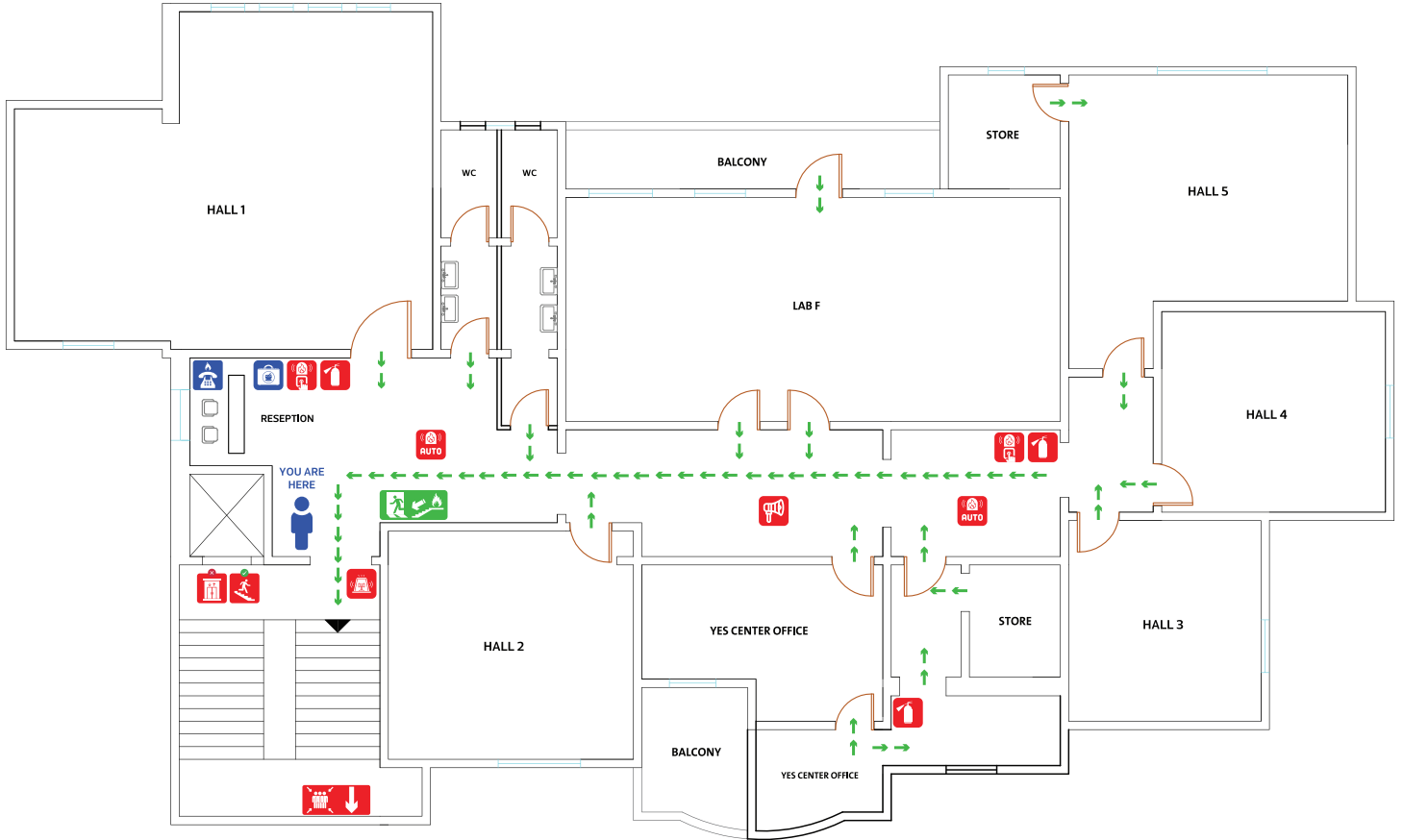
DON'T USE ELEVATOR

EMERGENCY LOUDSPEAKER

FIRE ALARM SIREN

INTERNAL EMERGENCY PHONE NUMBER

INTERNAL EMERGENCY PHONE



← EGRESS PATH

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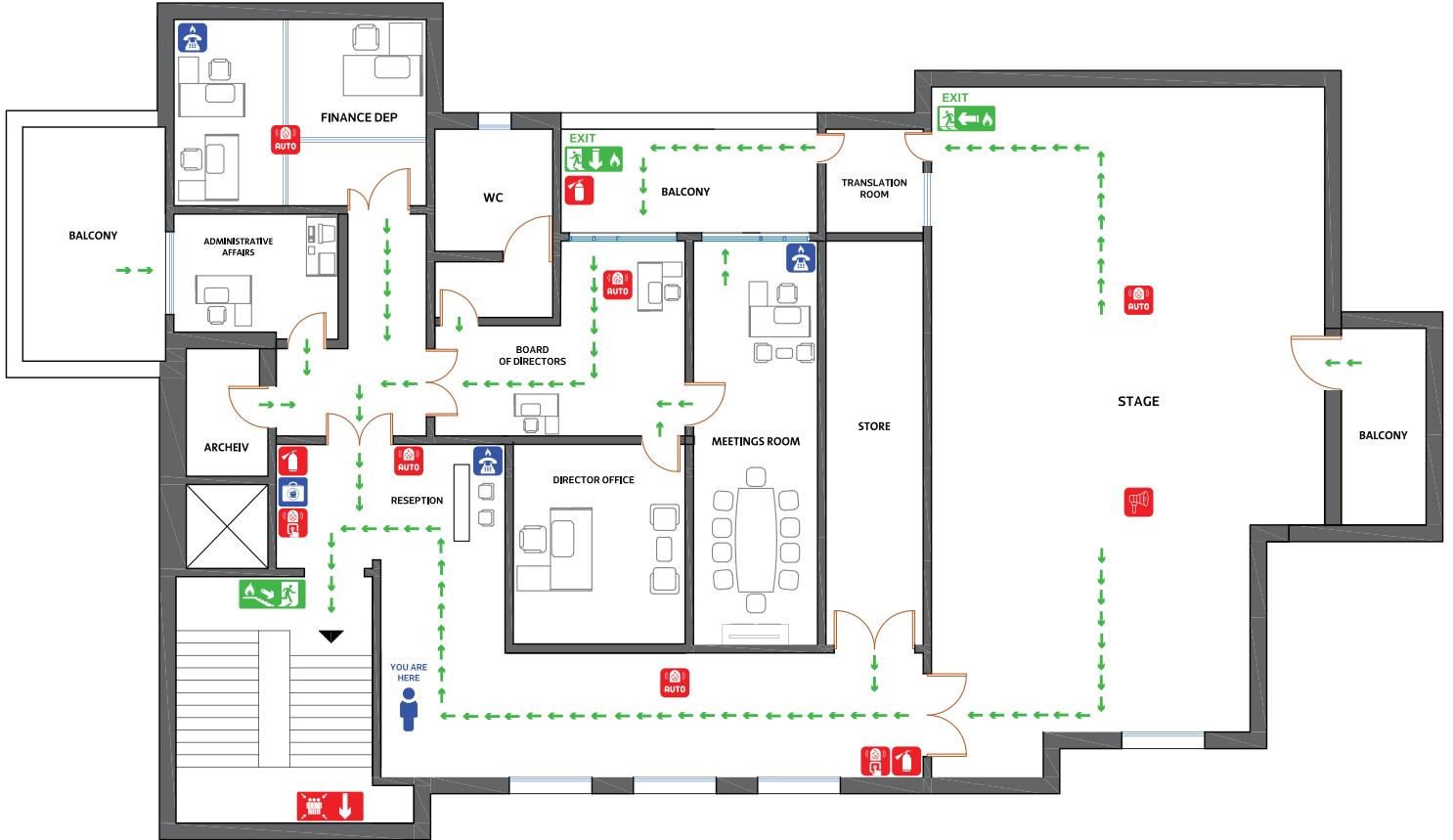
DON'T USE ELEVATOR

EMERGENCY LOUDSPEAKER

FIRE ALARM SIREN

INTERNAL EMERGENCY PHONE NUMBER

INTERNAL EMERGENCY PHONE



← EGRESS PATH



YOU ARE HERE

EXIT



EXIT SIGN



ASSEMBLY POINT DIRECTION



FIRST AID EQUIPMENT



FIRE EXTINGUISHER



FIRE ALARM



SMOKE DETECTOR DEVICE



ASSEMBLY POINT AT THE GROUND FLOOR



EXIT STAIRWAY



DON'T USE ELEVATOR



EMERGENCY LOUDSPEAKER



FIRE ALARM SIREN



INTERNAL EMERGENCY PHONE NUMBER



INTERNAL EMERGENCY PHONE



## Fifthly: Emergency Procedures and Guidelines

Upon hearing the alarm or evacuation announcement via the microphone, please follow these guidelines:

### 1. Remain Calm:

- o Stay calm and do not panic: Acting calmly helps you think clearly and take appropriate actions quickly.

### 2. Quick Assessment:

- o Identify the source of danger (e.g., fire): If it is safe to do so, quickly assess the size and location of the threat.

### 3. Report:

- o Activate the alarm: If the alarm has not already been activated, do so to alert others or call the internal emergency number 110 using the nearest emergency phone as indicated on the map.

### 4. Follow Instructions:

- o Adhere to emergency team instructions: Listen carefully to the Emergency Coordinator and team leaders.
- o Respond to alarms: Upon hearing the alarm or evacuation announcement, begin evacuation procedures immediately.

### 5. Immediate Evacuation:

- o Leave everything behind: Take only essential items such as mobile phones and necessary medications.
- o Avoid elevators: Use stairs only and do not use elevators under any circumstances.
- o Close doors behind you: Close doors when leaving a room to prevent the spread of fire or smoke.

### 6. Proceed to Assembly Points:

- o Follow designated evacuation routes: Use signs and maps to reach assembly points.
- o Walk quickly but carefully: Avoid running to prevent falls or causing a stampede.

### 7. Assist Others:

- o Help those who need assistance: Aid elderly individuals or those with special needs.

### 8. Check Presence:

- o Verify everyone is accounted for: Ensure all members of your team are present at the assembly point.

### 9. Report to Officials:

- o Inform evacuation supervisors or team leaders of any missing persons or those in need of assistance.

## 10. Communicate with Emergency Teams:

- o Contact internal emergency services: If necessary, call the internal emergency number 110 from the nearest contact point as shown on the map, or reach out to the Emergency Coordinator or Emergency Team Leader using the numbers listed on the board.
- o Contact external emergency services if the situation escalates: If the situation worsens and cannot be controlled, immediately contact the external emergency numbers provided on the board.

## 11. Cooperate with Emergency Teams:

- o Follow the instructions of emergency personnel upon their arrival and provide them with necessary information.

## 12. Stay at Assembly Point:

- o Wait for confirmation: Remain at the assembly point until emergency teams or the Emergency Coordinator confirm that it is safe to return to the building.
- o Proceed with caution: If allowed to return, enter the building carefully and ensure there are no further hazards.

## Sixthly: Equipment and Facilities



### • Fire Extinguishers:

- o Quantity: (20)
- o Locations: Distributed at strategic points on all floors, near emergency exits and high-risk areas.

### • Smart Smoke Detection System:

- o Quantity: (18)
- o Locations: Installed on all floors, covering training areas, offices, and corridors to ensure early smoke detection.

### • Audible Alarm Devices:

- o Quantity: (5)
- o Locations: Located on each floor to provide immediate alerts to occupants in case of emergencies.

### • Manual Alarm Activation Devices:

- o Quantity: (13)
- o Locations: Distributed at strategic points on all floors, including public areas, emergency exits, and areas where manual activation may be needed.

### • Emergency Phones:

- o Quantity: (11)
- o Locations: Available on each floor, used for reporting emergencies and communicating with emergency teams and external agencies.

- **First Aid Kits:**

- o Quantity: (6)
- o Locations: Distributed across main floors, each containing necessary materials and tools for providing basic medical care.

- **Emergency Loudspeakers:**

- o Quantity: (12)
- o Locations: Installed on all floors, including training areas, break rooms, offices, and outdoor spaces, to ensure the audible alert is heard clearly and promptly.

- **Fire Blankets:**

- o Quantity: (2)
- o Locations: Available with the emergency team for use in emergency fire situations.

## Seventhly: How to Use Emergency Tools and Equipment



### 1. Fire Extinguishers:

- o Types:
  - Water Extinguishers: Suitable for fires involving solid materials such as wood and paper.
  - Dry Powder Extinguishers: Suitable for fires involving flammable materials like oils and chemicals.
  - Carbon Dioxide Extinguishers: Suitable for electrical fires and flammable materials.
- o Usage Procedure:
  - Check: Ensure the extinguisher is in good condition and the pressure gauge is in the green range.
  - Pull: Pull the safety pin from the extinguisher.
  - Aim: Aim the nozzle at the base of the fire, where the flames are at the source.
  - Press: Squeeze the handle to release the contents of the extinguisher.
  - Clean Up: Sweep the area where the fire was extinguished and check for any remaining flames.
- o Important Notes:
  - Do not use extinguishers on large or confined fires without knowing the safe exit.
  - If the fire cannot be controlled, leave the area quickly and seek help.

### 2. Manual Alarm Devices:

- o Usage Procedure:
  - Check: Ensure the device is in its proper location.
  - Activate: Press the button or pull the lever to activate the alarm.
  - Report: After activating the alarm, immediately inform the Emergency Coordinator or the nearest emergency team.
- o Important Notes:
  - Use manual alarm devices only in actual emergencies.
  - Ensure all individuals know the locations of alarm devices and how to use them.

### 3. Emergency Phones:

- o Usage Procedure:
  - Call: Dial the specified emergency number via the phone.
  - Report: Provide accurate details about the emergency location, type of incident, and the number of affected individuals.
  - Follow Up: Wait for instructions from emergency teams and stay on the line until the issue is resolved.

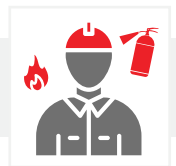
### 4. First Aid Kits:

- o Contents:
  - Bandages and Antiseptics: For wound dressing and cleaning.
  - Dressings and Bandages: For immobilizing fractures and injuries.
  - Scissors and Tweezers: For emergency use.
  - Antibacterial Ointment: To protect against infection.
  - Resuscitation Mask: For cardiopulmonary resuscitation (CPR).
- o Usage Procedure:
  - Assess: Evaluate the injured person's condition to determine the type of treatment needed.
  - Clean: Gently clean wounds with water and soap if possible.
  - Dress: Use bandages and dressings to cover wounds and keep them clean.
  - Apply Pressure: Use dressings and bandages to apply pressure to wounds to reduce bleeding.
- o Important Notes:
  - For severe injuries, seek specialized medical assistance immediately.

### 5. Additional Notes:

- o Smart Alarm Devices:
  - Smart alarm devices automatically activate upon detecting smoke, triggering the alarm by themselves. Ensure that all individuals in the center are aware that the system will operate automatically to alert everyone in case of emergencies.
- o Fire Blankets:
  - Fire blankets are used by the emergency team in the center for emergencies that require them. They are used to cover and extinguish fires if necessary but should be used only by trained individuals and in critical situations.

## Eighth: Emergency Training and Drills



### Training and Drill Objectives:

#### 1. Preparing Individuals:

- o Ensure that all personnel at EDAH Al-Jadeed Training and Development Center are aware of the procedures to follow during emergencies.
- o Improve skills for quick and effective response in emergency situations.

#### 2. Testing Plans:

- o Test the effectiveness of emergency and evacuation plans to ensure their readiness.
- o Identify strengths and weaknesses in current procedures for updating and improvement.

### **3. Coordinating Teams:**

- o Ensure coordination between different emergency teams (Emergency Coordinator, Emergency Leader, Evacuation Supervisors).
- o Enhance collaboration among individuals to ensure a smooth and effective emergency response.

### **Types of Training and Drills:**

#### **1. Theoretical Training:**

- o Content: Includes detailed explanations of emergency procedures and policies, including how to use emergency equipment (fire extinguishers, first aid Kits, alarms).
- o Methods: Lectures, presentations, educational sessions organized regularly to ensure everyone understands emergency procedures.

#### **2. Practical Training:**

- o Content: Train individuals on how to use emergency equipment and apply evacuation procedures practically.
- o Methods: On-site training sessions, realistic emergency simulations to apply procedures directly.

#### **3. Evacuation Drills:**

- o Content: Conduct periodic evacuation drills to simulate emergency situations and ensure everyone knows how to act.
- o Methods: Regular drills involving all floors and facilities in the center, focusing on using exits and quick evacuation.

#### **4. Emergency Tests:**

- o Content: Evaluate individuals and teams through simulated emergency scenarios.
- o Methods: Practical tests of equipment, complex emergency scenarios, performance assessment reports.

### **Procedures:**

#### **1. Preparation and Organization:**

- o Schedule training and drills based on availability and schedules of individuals.
- o Prepare locations and distribute necessary equipment for training.

#### **2. Conducting Training:**

- o Perform theoretical and practical training according to the prepared plans.
- o Document feedback and observations from participants to improve programs.

#### **3. Review and Evaluation:**

- o Assess the effectiveness of training and drills by collecting feedback and analyzing results.
- o Make improvements to plans and procedures based on the evaluation.

#### **4. Updating and Development:**

- o Update emergency plans and training based on changes in the center or recommendations from drills.
- o Organize additional training sessions if necessary.





## Ninth: Communications

### Internal Emergency Numbers:

#### 1. Internal Emergency Number:

- o Phone Number: 110
- o Description: Use this number to report any emergency within the center and to receive immediate support from internal emergency teams.

#### 2. Emergency Team Leader:

- o Name: Nasser Al-Burji
- o Phone Number: 9131819010
- o Description: Contact the Emergency Team Leader to coordinate evacuation operations and handle emergency situations in the building.

#### 3. Emergency Coordinator:

- o Name: Abdul Rahim Qurawat
- o Phone Number: 0913181905
- o Description: Contact the Emergency Coordinator for general guidance and instructions during emergencies, and to report issues or delays.

### External Emergency Numbers:

#### 1. Civil Defense:

- o Phone Number: 190
- o Additional Phones: 0920923786 / 0214448111
- o Description: Use this number to contact Civil Defense for support in major emergencies such as fires and collapses.

#### 2. Rapid Response Ambulance:

- o Phone Number: 191
- o Additional Phones: 0214623366 / 0234623365 / 0214620695
- o Description: Contact Rapid Response Ambulance for urgent medical services and patient transport.

#### 3. Tripoli Medical Center:

- o Additional Phones: 0214603701 / 0214623312
- o Description: Use these numbers to contact Tripoli Medical Center for emergency medical care.

#### 4. Tripoli Central Hospital:

- o Additional Phones: 0213605009 / 0213605030
- o Description: Contact Tripoli Central Hospital for emergency medical care and treatment.

#### 5. Accident Hospital:

- o Additional Phones: 0214901951 / 0214902130 / 0214900665
- o Description: Use these numbers for emergency services at the Accident Hospital.

## 6. Rescue Department:

- o Phone Number: 193
- o Description: Contact the Rescue Department to report general emergencies and receive support.

## 7. Tripoli Security Directorate:

- o Additional Phones: 0214631809 / 0214631808 / 0214631807
- o Description: Use these numbers to communicate with the Tripoli Security Directorate to report security incidents and emergencies.

### How to Contact:

#### 1. Internal Contact:

- o Verify Information: Ensure you clearly know the emergency details (location, type of emergency, number of affected individuals).
- o Appropriate Number: Call the appropriate internal number for the event. Use the internal emergency number (110) to report general emergencies within the center.
- o Reporting and Guidance: Provide accurate details and follow the internal emergency team's guidance.

#### 2. External Contact:

- o Determine Emergency Type: Identify the type of emergency when contacting external emergency numbers (e.g., fire, medical incidents, security).
- o Fast Contact: Use specified numbers for external agencies such as Civil Defense, Rapid Response Ambulance, and hospitals.
- o Details: Provide accurate details about the emergency location, type of incident, and number of affected individuals.

## Tenth: Reviewing and Updating the Emergency Manual



### 1. Designating Reviewers:

- o Emergency Coordinator: Abdul Rahim Qurawat
- o Emergency Team Leader: Nasser Al-Burji
- o Other Emergency Teams: Evacuation Supervisors and Emergency Team Members
- o Board Members

### 2. Role of Board Members:

- o Monitoring and Evaluation:
  - Verification: Review and assess the performance of emergency teams during drills and emergencies.
  - Reports: Receive periodic reports on the effectiveness of the manual and procedures from the Emergency Coordinator and Emergency Team Leader.
- o Participation in Reviews:
  - Review Meetings: Participate in review meetings of the manual and drills to ensure compliance with the highest standards.
  - Comprehensive Assessment: Provide a comprehensive assessment of required changes based on review and drill results.

### 3. Periodic Review:

- o Schedule: Review the emergency manual annually or after each major emergency.
- o Process: Review all sections of the manual, including roles, procedures, equipment, and contact numbers to ensure accuracy and updates.

### 4. Making Adjustments:

- o Required Changes: Based on review results, changes in the building, updates in emergency teams, or changes in equipment.
- o Documentation: Document all changes made and ensure that updated copies of the manual are distributed to all relevant parties.

### 5. Organizing Training and Drills:

- o Training: Organize simulated emergency drills such as fires, evacuations, and first aid to assess the effectiveness of the manual and procedures.
- o Evaluation: Assess individual performance during drills and document any necessary improvements in the manual based on results.
- o Performance Monitoring: Engage Board Members in monitoring and evaluating drill performance to ensure objectives are met.

### 6. Communication and Distribution:

- o Informing Individuals: Inform all relevant individuals of updates via email or meetings to ensure awareness of changes.
- o Distributing Copies: Distribute updated copies of the manual in prominent locations within the center and ensure all individuals have the latest version.

### 7. Documenting Reviews:

- o Review Records: Maintain a detailed record of all manual reviews, including review dates, participants, and changes made.
- o Documentation: Document changes in the updated version of the manual and update records.

### 8. Evaluating Effectiveness:

- o Performance Review: After each emergency or drill, review the effectiveness of the emergency manual and procedures.
- o Feedback: Collect feedback from participants in emergencies and drills to improve the manual and procedures.
- o Performance Monitoring: Review by Board Members to assess the effectiveness of procedures and make decisions regarding necessary changes.

### 9. Preparing a Report:

- o Review Report: Prepare a report including review results, changes, and any recommendations for improving the manual.
- o Distribution: Distribute the report to relevant individuals, departments, and Board Members for follow-up on recommendations.