

# EMERGENCY EVACUATION PLAN



**AOU**

الجامعة العربية المفتوحة  
Arab Open University  
Bahrain



# Emergency Fire Procedures

Please Follow These Steps:

1



- If you notice a fire or smoke, alert others by activating the **building fire alarm** by breaking the glass of any call point located in the corridors.
- Call extension numbers **123 or 555** (from 8 AM to 8 PM) or extension no. **157** (24 hours) from a safe location.

2



**Confine the fire by closing the doors.**

**(University internal doors are fire rated doors).**

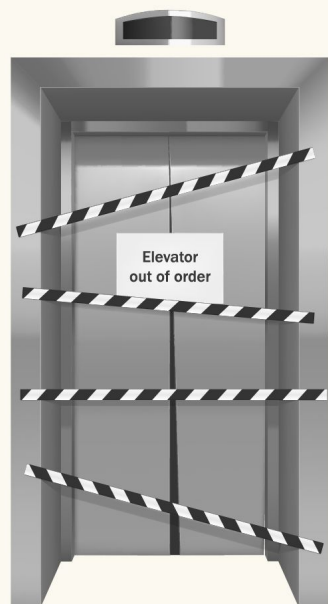
3



**Evacuate immediately.**

**Go to the nearest exit or stairway by following the emergency exit signs.**

**4**



***NEVER use an elevator during a fire emergency.***

**(University elevators are designed to automatically stop at the ground floor in case of fire alarm is activated).**

**5**



***Assemble at the Fire Assembly Point located at carpark exit gate.***

**6**



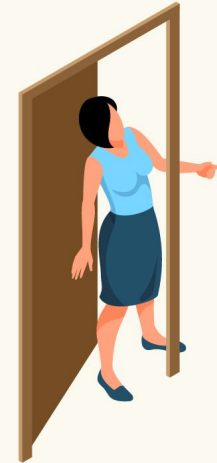
***Remain outside the building until the competent authority or emergency personnel announces that it is safe to re-enter the building.***

# Important Safety Tips During A Fire



## ***Crawl on the floor.***

Heat and smoke rises, so if you stand up during a fire, you could be exposed to 300° Smoke.



## ***Before opening any door, feel the door first.***

If it is hot, don't open the door. If it isn't hot, open it slightly, and if heat or heavy smoke is present, close the door and leave by an alternate exit.



# FIRE EXTINGUISHERS AND THEIR USES



- **Water Extinguisher**

**Used for Class A fires:**

Paper, wood, cloth, rubber, many plastics

**Warning:**

Do not use on live electrical equipment



- **Foam Extinguisher**

**Used for Class B fires:**

Oil and oil-based paint

**Warning:**

Do not use on live electrical equipment



# FIRE EXTINGUISHERS AND THEIR USES



- **Dry Powder Extinguisher**

Used to fight class A + B + C + D fire

Used to fight the following types of fire:

Burning metals (special kind of powder),  
Liquieriable solids, Flammable gases, Energized  
electrical equipment

**Warning:**

Should not be exposed to direct sun light and it  
should not be used in small and closed areas to  
avoid suffocation.



- **Dry Powder Extinguisher**

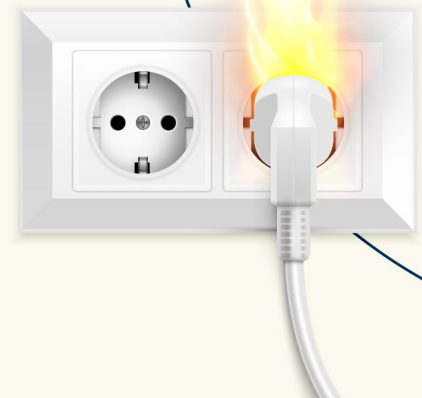
Used to fight class A + B + C fire

Used to fight the following types of fire:

Energized electrical equipment, Flammable gases,  
Ordinary combustibile materials

**Warning:**

The fire extinguisher should not be exposed to  
direct sun light and it should not be used in small  
and closed areas to avoid suffocation.

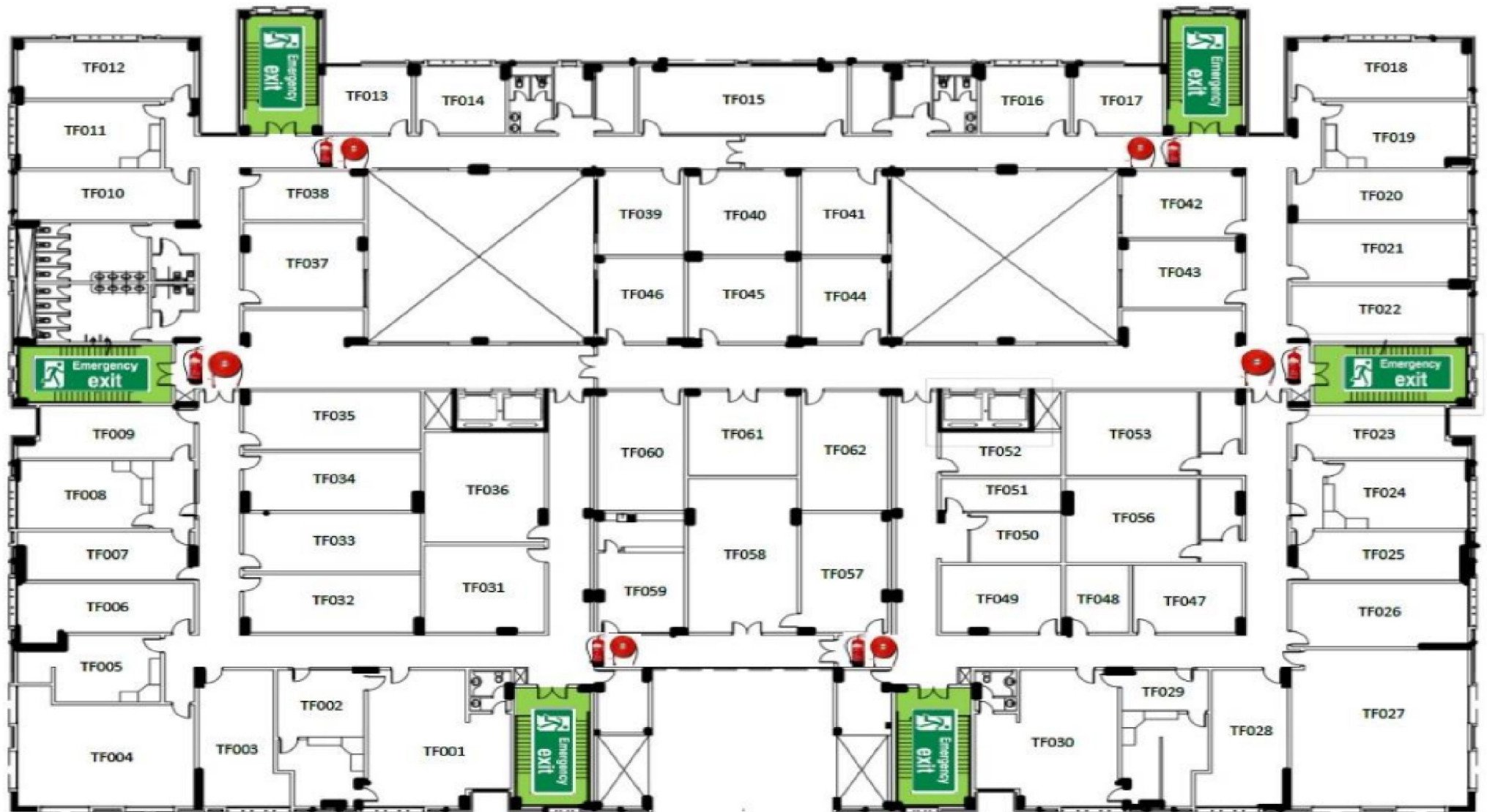


# **AOU Building Emergency Floor Plans**




**Please review the floor plans below showing the locations of emergency exits, fire extinguishers and fire hose reels located at each floor.**



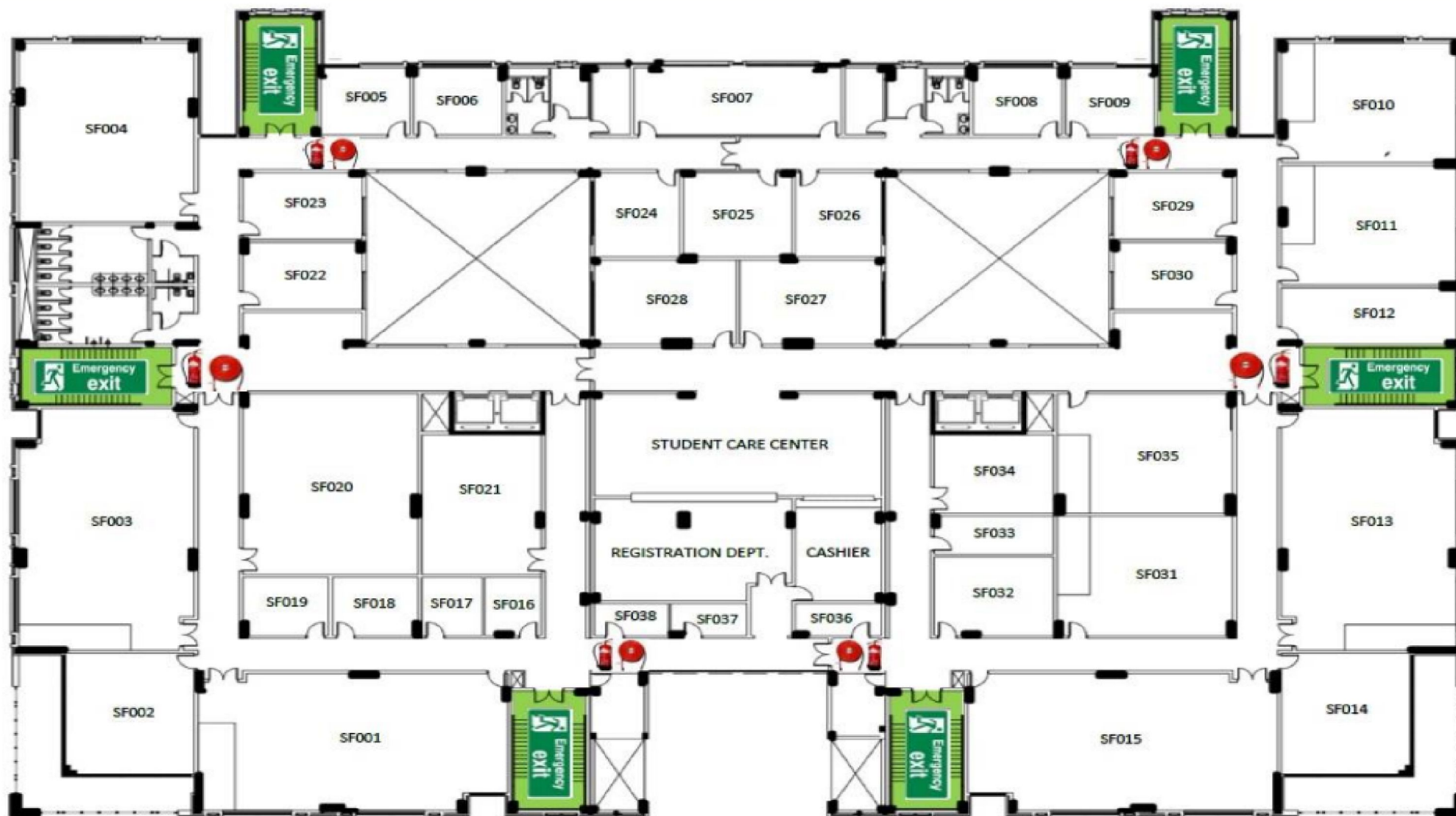







## THIRD FLOOR

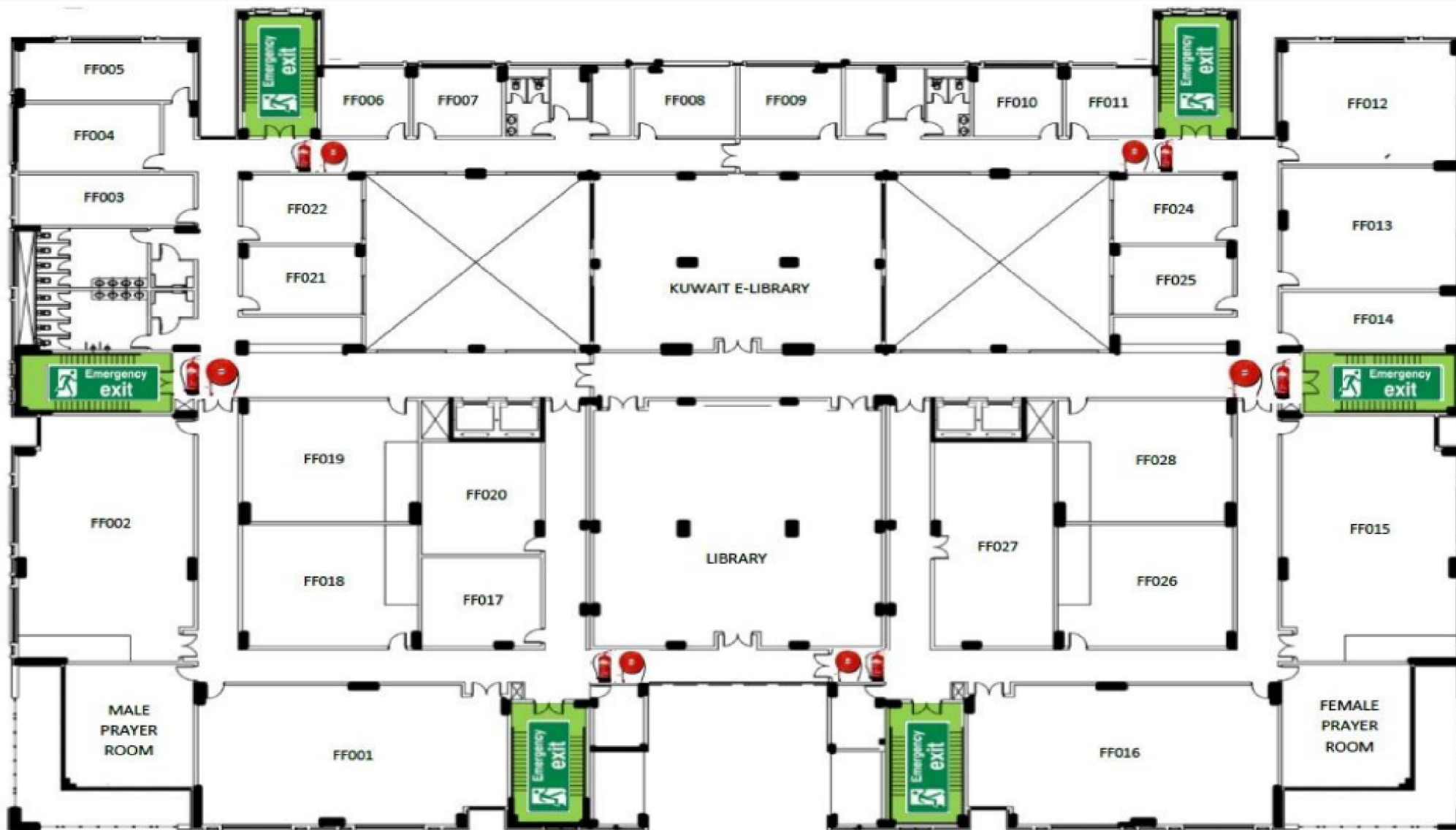
	Emergency Exits
	Fire Extinguisher
	Fire Hose Reel



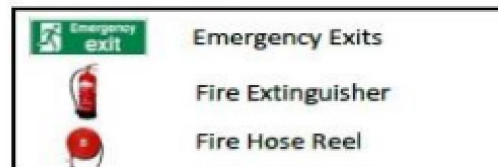


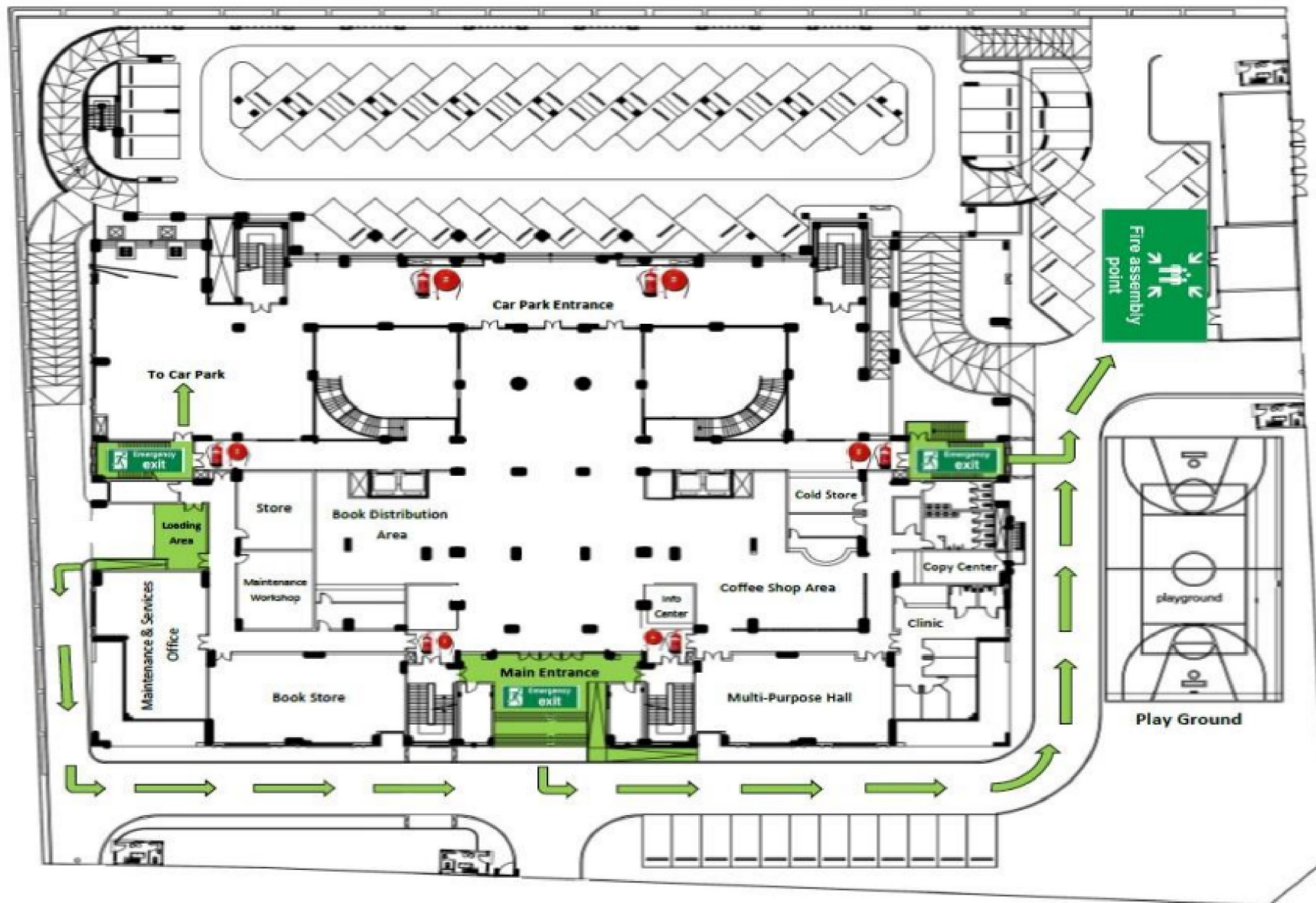
## SECOND FLOOR

	Emergency Exits
	Fire Extinguisher
	Fire Hose Reel




## FIRST FLOOR





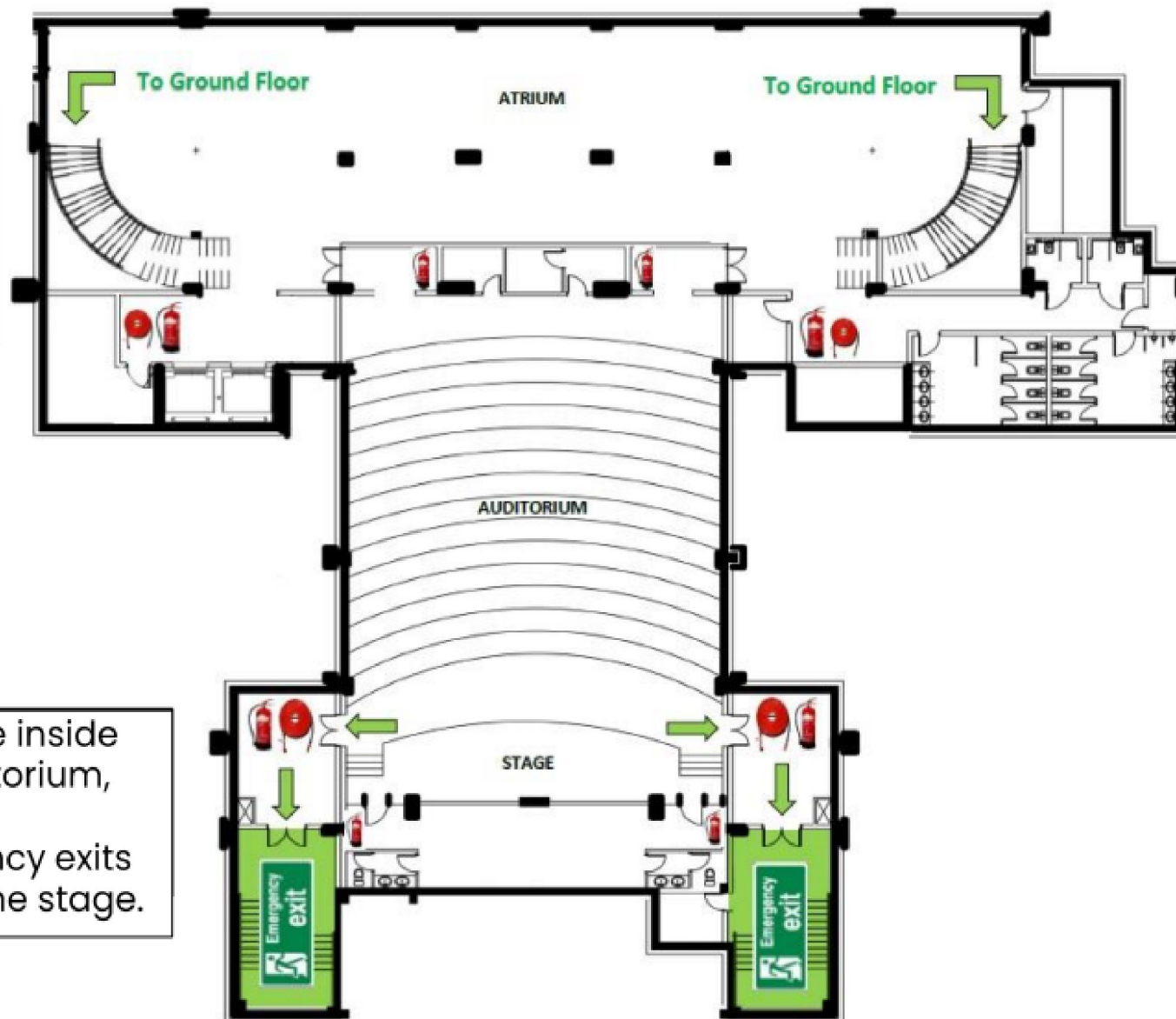
## Ground FLOOR

	Fire Assembly Point
	Emergency Exit
	Fire Extinguisher
	Fire Hose Reel






If you are in the Atrium area, use the curved stairs to go to Ground Floor.

If you are inside the Auditorium, use the emergency exits beside the stage.



## BASEMENT FLOOR

	Emergency Exits
	Fire Extinguisher
	Fire Hose Reel