

Chapter Two Soochow University Student Dormitory Emergency Process Plan

Dean Cheng approved and passed, 1999
Student Manual amendment amended, 2003
Student Manual amendment amended, 2010
Student Manual amendment amended, 2011
Student Manual amendment amended, 2013

1. For the student dormitories of any possible man-made and natural disasters, it is to build a process procedure and action standard, which can be more effective within short time in order to reduce all personnel, material damages hence this Emergency Process Plan
2. Each group's assignment in the event of emergency for each dormitory is as follows:.

Group	Responsible	Responsibility and Duty	Notes
Commanding Group	Dormitory Counsellor	<ol style="list-style-type: none"> 1. Give order onsite in the dormitory and take control and pre-management. 2. To manage broadcasting 3. Take in charge of speaker and carry it 4. Take in charge of main power control of the dormitory and to decide whether to cut off gas 	Counsellor should take speaker with them in the event of emergency, and give First Aid kit to the leader of Student Housing Life Improvement Unit for them to keep in place and use.
	Administrative Assistant	<ol style="list-style-type: none"> 1. Assisting counsellor 2. Taking over in charge when counsellor is not on shift and contact the other onsite counsellor immediately to ask for assistance. 3. Taking in charge of gate open in the dormitory. 	Administrative assistant should assist counsellor at all time to handle every emergency situation.
	Onsite part-time service staff	<ol style="list-style-type: none"> 1. Initial analysis of event, handling and reporting. 2. Reporting and assisting counsellor. 3. To contact relevant units by telephone call 	
Evacuation Group	Administrative Assistant	<ol style="list-style-type: none"> 1. In charge of initial reaction and handling of emergency situation from each floor. 2. In charge of safety door open on each floor. 3. In charge of boarding students evacuation. 	part-time service staff not on duty should report to their Administrative Assistant immediately, and knock door to notify boarding students to evacuate and maintain in order.
First Aid Group	Student Housing Life Improvement	<ol style="list-style-type: none"> 1. In charge of controlling of the prepared gathering location and directing. 2. In charge of people counting, and provide 	President of Student Housing Life Improvement Unit and its managers are to be first in the

	Unit President · Vice-President	first aid and comfort to people.	prepared gathering location, control and maintain situation and the gathering point, and provide initial first aid care to the injured people.
	Student Housing Life Improvement Unit Managers	1. Assisting president and vice-president. 2. Representatives of the president and vice-president of Student Housing Life Improvement Unit 3. In charge of people counting, and provide first aid and comfort to people.	
Staff Check Group	Student Housing Life Improvement Unit Floor Leader	Assisting of counting people after evacuation and providing comfort to people, have actual boarding students number and report to Commanding and Evacuation groups immediately.	Each Floor Leader should have the boarding students list and should go to prepared gathering point with the person in charge of counting number of people to take control and maintain the situation and in order, and count people promptly.

3. Order of representing from each dormitory staff and mission allocation:

Mission Group	Content of missions	Must-have equipment	Leader	First representative of Leader	Second representative of Leader	Third representative of Leader	Fourth representative of Leader	
Commanding Group	Making decision of emergency situation inside of dormitory and handling	1. torch 2. speaker 3. walkie-talkie 4. Fire extinguisher (when necessary)	Counsellor	First Administrative Assistant	Second Administrative Assistant	Part-time Service staff on duty	Part-time Service staff	
Mission Allocation Group	Execute mission content	Must-have carried equipment	Staff in charge of first floor		Staff in charge of second floor		Staff in charge of third floor	
Evacuation Group	Responsible for opening safety door, and notifying boarding students of emergency	1. torch 2. Fire extinguisher (when necessary)	West side	Group leader : Administrative Assistant Group member :	West side	Group leader : Administrative Assistant Group member :	West side	Group leader : Administrative Assistant Group member :
			East side	Group leader : Administrative Assistant Group member :	East side	Group leader : Administrative Assistant Group member :	East side	Group leader : Administrative Assistant Group member :

	and evacuation						
Mission Allocation Group	Execute mission content	Must-have carried equipment	Group leader	Group leader and representative in the same time	Injured people First Aid Staff (should obtain an international certificate of initial first aid)		
First Aid Group	Provide first aid support and comforting to injured people after evacuation.	Torch. First aid kit.	President of Student Housing Life Improvement Unit	Vice-president of Student Housing Life Improvement Unit			
Mission allocation group	Execute mission content	Must-have carried equipment	Group leader	Representative of group leader	Staff in charge of first floor	Staff in charge of second floor	Staff in charge of third floor
Staff counting group	Counting boarding student number and provide comforting after evacuation	Torch and boarding student list	Vice-president of Student Housing Life Improvement Unit	President of Student Housing Life Improvement Unit	First Floor Leader of Student Housing Life Improvement Unit (or the manager of this area)	Second Floor Leader of Student Housing Life Improvement Unit (or the manager of this area)	Third Floor Leader of Student Housing Life Improvement Unit (or the manager of this area)

4. Execution of assignment important notes:

1. Mission allocation group staff should carry torch with them.
2. Group leader should allocate other group members to support the Evacuation and Emergency Group when sufficient members in Commanding group in order to understand and keep updated information of the current situation, and report to the Group leader of the leader of the Commanding group. Without authorization of the leader of the Commanding group, support members of Commanding group cannot intervene other group leaders' right to give order.
3. Staff who has first aid certificate in the dormitory should be allocated to First Aid group on daily basis. In event of emergency they should join the First Aid group to take action.
4. All members of the Mission Allocation group, when facing and handling events, they should put their personal safety in priority. In the case of condition when there is no concerns of own safety and sufficient time allow, all the members should

execute their own missions. If it may cause or threaten their own safety they should give up missions immediately and evacuate to the prepared gathering point to report to the president of Student Housing Life Improvement Unit and be joined to the group.

5. All the finding and handling of the situation each group should report back to Commanding group immediately and should keep communication channel runs smoothly.

6. In case of accident occurred, all the members of the First Aid group should promptly take basic equipment (torch and first aid kit) with them to outside of the dormitory, to meet students who have been evacuated and to provide first aid support to the injured students.

7. After accident, Staff Counting group should immediately go to part-time service counter to take boarding students list to the safety gathering point and to put the boarding students in teams to count student's number who have been evacuated. Counting action should be done promptly and accurate and should report the number of people counted to Commanding group.

5. Prepared gathering point / location of three dormitories:

1. Rong Hua building : front car park of the Rong Hua building.
2. You Fang building : front car park of the You Fang building.
3. Song Jin building : front slope street of the Song Jin building.
4. Due to limit space gathering point is to be placed in each emptied space of each dormitory. If time allows when needed people are to be taken to school's playground.

6. Notes of handling of each scenario:

scenario	Handling points	notes
Scenario one: X time of X Date, students notify Part-Time Service Counter that here is a fire in xxx room and the fire has spread to the next room and has already caused a large amount of smoke!	<ol style="list-style-type: none"> 1. Part-time staff should handle, make a decision of the situation and fire point and call 119. If situation allows should put off the fire first and people rescue and report to counsellor immediately. 2. Counsellor should use broadcasting system in the dormitory to notify all the people to evacuate toward the safety routes, then switch off the main power, gas and lead some staff to carry with the fire extinguisher to check the target area to check. If situation allows it can be carried out to put off the fire and rescue people first. 	<p>General Caution:</p> <ol style="list-style-type: none"> 1. On the scene of fire should take a low position move, crawl forward if heavy thick smoke. 2. Cover face with a wet towel to avoid choking due to smoke inhalation. 3. Should avoid jumping from window when escape. If necessary go to the top floor as evacuation, wait for the ladder truck to rescue

	<p>3. Part-time service staff are to open safety door each floor. Non-on duty staff is to assist administrative assistant at each floor to knock door to notify other boarding students, and to follow the evacuation route to get out of the building.</p> <p>The president of Student Housing Life Improvement Unit is to carry first aid kit and go to prepared gathering point first to provide first aid to the injured student. Student Housing Life Improvement Unit</p> <p>4. managers should be in each exit door, prepared gathering point to main in order and comfort people.</p> <p>5. Member of the Staff Counting group should promptly take boarding students list to gathering point to count boarding students onsite and report back to the Commanding group.</p>	
<p>Scenario 2: Xx time of xx date at night, blackout in the dormitory</p>	<p>1. part-time staff on duty or the second administrative assistant should immediately open the dormitory's gate and keep it remain open.</p> <p>2. Counsellor should investigate the event to see if it only happens to one building, then use speaker (if time allows, try not to disturb resident) notify each room to open its room and check situation inside of each dormitory and the emergency lights' lighting condition. When complete should contact the other dormitory to keep in touch and ask the Power and Water duty room for the reason for having blackout.</p> <p>3. The president of Student Housing Life Improvement Unit</p> <p>4. and its mangers, administrative assistant, services staff and non-on duty staff are to each floor's room to check their situation and comfort students.</p>	<p>1. Each dormitory is to open the gate in accordance with procedure in event of emergency of Electromagnetic locks.</p> <p>2. During blackout period should increase awareness and reaction to other situation to avoid other safety concerns.</p>

<p>Scenario: Gas and pot alarm goes off, and has spread gas smell. It causes fire and explosion!</p>	<ol style="list-style-type: none"> 1. Counsellor is to use broadcasting system in the dormitory to notify all the people to evacuate and switch off the main power in the dormitory. Then follow the process to handling the events when emergency caused by gas and pot. 2. part-time service staff on duty should immediately open the door of the dormitory, and call Repair Team in the Power/Water duty room, and gas/pot and gas companies. 3. part-time service staff open safety door at each floor. Non-on duty part-time service staff is to assist the Administrative Assistant to knock door each room to notify boarding students and to follow evacuation route to get out of the building. 4. The president of Student Housing Life Improvement Unit is to carry first aid kit and go to prepared gathering point first to provide first aid to the injured students. The managers of Student Housing Life Improvement Unit is to be in the exit door and prepared gathering point to keep evacuation in order and maintain and comfort people. 5. Members of the Staff Counting group should take boarding students list promptly to the gathering point to count people and report back to the Commanding group. 	<p>Safe evacuation distance is 150 meters.</p>
<p>Scenario 4: Xx time in the middle of night, 4.0 earthquake hit.</p>	<ol style="list-style-type: none"> 1. The second Administrative Assistant should open the door of the dormitory immediately and keep it remain open. 2. Counsellor is to use broadcasting system in the dormitory to notify dormitory staff and to evacuate, then to switch off the main power for power and gas if possible. 3. part-time service staff open safety door at each floor. Non-on duty part-time service staff is to assist the Administrative Assistant to knock door each room to notify boarding students and 	<ol style="list-style-type: none"> 1. Each dormitory is to open the gate in accordance with procedure in event of emergency of Electromagnetic locks. 2. In the event of earthquake should pay attention each possible situation that may occur in order to avoid chain reaction due to earthquake and cause serious harm!

	<p>to follow evacuation route to get out of the building.</p> <p>4. The president of Student Housing Life Improvement Unit is to carry first aid kit and go to prepared gathering point first to provide first aid to the injured students. The managers of Student Housing Life Improvement Unit is to be in the exit door and prepared gathering point to keep evacuation in order and maintain and comfort people.</p> <p>5. Members of the Staff Counting group should take boarding students list promptly to the gathering point to count people and report back to the Commanding group.</p>	<p>3. Important notes when evacuate during earthquake: when shaking during earthquake do not run and hide under desk, or stand by other solid items. When it stops shaking can then run to an empty space.</p>
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7. This plan is determined by the Student Housing Centre, reporting to the Dean of the Student's Affairs and have approval to execute. When needs amendment same approach will apply.