



Dar Afia Medical Company  
**Medical Services Department Policies and Procedures**

**MSD-00-07**

**DISASTER PLAN**

Effective date: January 2023



Department : **Medical Services**

Issue Date : 

01	12	22
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Policy Title : **Disaster Plan**

Effective Date : 

01	01	23
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Applied to : **Medical Services Staffs**

Review Date : 

01	01	26
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## 1. Disaster Action Plan

### 1.1 EMERGENCY PHONE NUMBERS

- 1.1.1 FIRE: 998
- 1.1.2 PARAMEDICS: 997
- 1.1.3 AMBULANCE: 997
- 1.1.4 POLICE (Crimes/Robbery): 999
- 1.1.5 TRAFFIC POLICE/TRAFFIC ACCIDENTS: 993

### 1.2 ARAMCO CLINICS

- 1.2.1 TANAJIB: 00-966-13-3783286.
- 1.2.2 RASTANURA: 00-966-13-6784882.
- 1.2.3 DHAHRAN HEALTH CENTER-ER: 00-966-13-8778056
- 1.2.4 RASTANURA AVIATION: 00-966-13-6730150
- 1.2.5 TANAJIB AVIATION: 00-966-13-3783035

### 1.3 EMERGENCY REPORTING AND EVACUATION PROCEDURE

- 1.3.1 Types of emergencies to be reported by site personnel are
  - 1.3.1.1 MEDICAL
  - 1.3.1.2 FIRE
  - 1.3.1.3 SEVERE WEATHER
  - 1.3.1.4 BOMB THREAT
  - 1.3.1.5 CHEMICAL SPIL
  - 1.3.1.6 EXTENDED POWER LOS
  - 1.3.1.7 OTHERS (specify)\_\_\_\_\_
  - 1.3.1.7.1 (e.g., terrorist attack/hostage taking)

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### 1.3.2 EMERGENCY REPORTING INSTRUCTIONS

<b>WHAT TO DO</b>	<b>EXAMPLE OF MESSAGE</b>
DIAL EMERGENCY NUMBER	"I HAVE AN EMERGENCY TO REPORT"
GIVE EXACT LOCATION OF INCIDENT	PROVIDE LOCATION (EXAMPLE: BUILDING NUMBER, ROOM NUMBER, FACILITY, ROAD)
STATE TYPE AND SIZE OF INCIDENT	PROVIDE NATURE OF EMERGENCY (FIRE, EXPLOSION, HOSTILE ACT, BOMB) PROVIDE WIND STRENGTH AND DIRECTION
REPORT ANY INJURIES	PROVIDE NUMBER OF PERSONS HURT AND NEEDING MEDICAL ASSISTANCE.
STATE YOUR NAME AND BADGE NUMBER	" I AM REY JERIC BELLEZA BADGE NUMBER 8020927"
REPEAT ABOVE INFORMATION AND ANSWER ADDITIONAL QUESTIONS. DO NOT HANG UP UNTIL TOLD TO DO SO.	

### 1.3.3 FIRE EMERGENCY

1.3.3.1 When fire is discovered

1.3.3.1.1 Rescue the patient(s)

1.3.3.1.2 Activate the nearest fire alarm (if installed)

1.3.3.1.3 Confine the fire

1.3.3.1.4 Extinguish the fire

1.3.3.2 Notify the local Fire Department by calling 998

1.3.3.3 If the fire alarm is not available, notify the site personnel about the  
fire emergency by the following means (check applicable)

1.3.3.3.1 Voice Communication

1.3.3.3.2 Phone Paging

1.3.3.3.3 Radio

1.3.3.3.4 Other (specify)

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### 1.3.4 EXTENDED POWER LOSS

- 1.3.4.1 In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:
- 1.3.4.2 Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- 1.3.4.3 Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss
- 1.3.4.4 Upon Restoration of heat and power:
- 1.3.4.4.1 Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- 1.3.4.4.2 Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

### 1.3.5 CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: \_\_\_\_\_

Personal Protective Equipment (PPE): \_\_\_\_\_

MSDS: \_\_\_\_\_

Name of Spill Cleanup Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### 1.3.5.1 When a Large Chemical Spill has occurred

- 1.3.5.1.1 Immediately notify the designated official and Emergency Coordinator.

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- 1.3.5.1.2 Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
  - 1.3.5.1.3 Secure the area and alert other site personnel.
  - 1.3.5.1.4 Do not attempt to clean the spill unless trained to do so.
  - 1.3.5.1.5 Attend to injured personnel and call the medical emergency number, if required.
  - 1.3.5.1.6 Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.
- 1.3.5.2 Evacuate building as necessary When a Small Chemical Spill has occurred.
- 1.3.5.2.1 Notify the Emergency Coordinator and/or supervisor (select one).
  - 1.3.5.2.2 If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
  - 1.3.5.2.3 Deal with the spill in accordance with the instructions described in the MSDS.
  - 1.3.5.2.4 Small spills must be handled in a safe manner, while wearing the proper PPE.
  - 1.3.5.2.5 Review the general spill cleanup procedures

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### 1.3.6 TELEPHONE BOMB THREAT CHECKLIST

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 \_\_\_\_\_ CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_  
 Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_ ORIGIN OF CALL: Local \_\_\_\_\_ Long  
 Distanc \_\_\_\_\_

VOICE CHARACTERISTICS	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant
<input type="checkbox"/> Intoxicated	_____
	Other _____
ACCENT	
<input type="checkbox"/> Local	<input type="checkbox"/> Not Local
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region
<input type="checkbox"/> Race	

SPEECH	
<input type="checkbox"/> Fast	<input type="checkbox"/> Slow
<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted
<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal
<input type="checkbox"/> Slurred	_____
	Other _____
MANNER	
<input type="checkbox"/> Calm	<input type="checkbox"/> Angry
<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional
<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing

LANGUAGE	
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Foul	_____
	Other _____
BACKGROUND NOISES	
<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
<input type="checkbox"/> Office	<input type="checkbox"/> Voices
<input type="checkbox"/> Airplanes	<input type="checkbox"/> Street
<input type="checkbox"/> Party	<input type="checkbox"/> Traffic
<input type="checkbox"/> Atmosphere	

### BOMB FACTS

**PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:**

- 2 When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_
- 3 Where is it located? \_\_\_\_\_ Building \_\_\_\_\_ Area \_\_\_\_\_
- 4 What kind of bomb? \_\_\_\_\_
- 5 What kind of package? \_\_\_\_\_
- 6 How do you know so much about the bomb? \_\_\_\_\_
- 7 What is your name and address? \_\_\_\_\_
- 8 If building is occupied, inform caller that detonation could cause injury or death.
- 9 Activate malicious call trace: Hang up phone and do not answer another line.
- 10 Call Security at \_\_\_\_\_ and relay information about call. Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out

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the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately.

### **1.3.7 SEVERE WEATHER AND NATURAL DISASTER**

#### **1.3.7.1 Earthquake**

- 1.3.7.1.1 Stay calm and await instructions from the Emergency Coordinator or the designated official.
- 1.3.7.1.2 Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- 1.3.7.1.3 Assist people with disabilities in finding a safe place.
- 1.3.7.1.4 Evacuate as instructed by the Emergency Coordinator and/or the designated official.

#### **1.3.7.2 Flood**

- 1.3.7.2.1 If indoors
  - a. Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
  - b. Follow the recommended primary or secondary evacuation routes.
- 1.3.7.2.2 If outdoors:
  - a. Climb to high ground and stay there.
  - b. Avoid walking or driving through flood water.
  - c. If car stalls, abandon it immediately and climb to a higher ground.

#### **1.3.7.3 Extreme Heat**

- 1.3.7.3.1 In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to

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maintain a normal temperature, pushing the human body beyond its limits. Severe conditions can induce heat-related illnesses such as heat cramps, heat exhaustion and heat stroke.

1.3.7.3.2 Stay indoors in a cool space as much as possible and limit exposure to the sun.

1.3.7.3.3 If air conditioning is not available, stay on the lowest floor.

1.3.7.3.4 Avoid eating salty foods and drink plenty of water .

1.3.7.3.5 Dress in loose-fitting, lightweight and light-colored clothes.

1.3.7.3.6 Protect your face and head by wearing a wide-brimmed hat.

1.3.7.3.7 Avoid strenuous outdoor work during the warmest part of the day. If you cannot avoid working outdoors, drink plenty of fluids and take frequent breaks.

#### **1.3.7.4 Dust Storms**

1.3.7.4.1 They are more likely to happen during the summer and especially during periods of severe drought. During a dust storm visibility becomes very poor and air quality is greatly reduced to the extent that it can have a negative impact on health.

1.3.7.4.2 Ways to prepare for and protect yourself against a dust storm:

- a. Carry a mask designed to filter out small particulates. Medical masks work well. Carry airtight goggles to protect your eyes.
- b. Carry a supply of water as dust storms most often occur during very hot weather conditions. You may quickly become dehydrated by the dry heat and high winds.
- c. Carry clothing that covers your body, face and head to protect you. In a dust storm, particles of dust and sand can hit your body moving at 75 mph or more.



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- d. Get out of the area: If you see a dust storm approaching and you are in a vehicle, you may be able to outrun the storm. If the storm is catching up with you, stop and prepare for it. Once the storm reaches you, it will only be a matter of seconds before you will not be able to see anything around you.

### **1.3.7.5 Hail**

- 1.3.7.5.1 Hail is precipitation in the form of a chunk of ice that forms inside storm clouds. It begins as tiny ice pellets that collide with water droplets. The water droplets attach themselves to the ice pellets and begin to freeze as strong updraft winds toss the pellets and droplets back up into the upper, colder regions of the cloud. As the attached droplets freeze, the pellets become larger. Hail that is tossed up and down through the cloud many times will create a hailstone. Hailstones can be as large as softballs.
- 1.3.7.5.2 Find shelter. Avoid water, high ground, isolated trees, picnic shelters and open spaces.
- 1.3.7.5.3 Stay indoors and away from windows, glass doors and skylights which can shatter if hit by hailstones.
- 1.3.7.5.4 Avoid using the telephone during a storm, and do not touch metal objects like stoves, radiators, metal pipes and sinks.
- 1.3.7.5.5 Move your vehicle to a sheltered area if possible.

### **1.3.7.6 Triaging and Disaster Response**

- 1.3.7.6.1 Make sure all necessary disaster response equipment are in place and readily available always.
- 1.3.7.6.2 Assess Scene Safety
- 1.3.7.6.3 Activate Disaster Response

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- a) DIAL EMERGENCY NUMBER “I HAVE AN EMERGENCY TO REPORT”
- b) GIVE EXACT LOCATION OF INCIDENT : PROVIDE LOCATION (EXAMPLE: BUILDING NUMBER, ROOM NUMBER, FACILITY, ROAD)
- c) STATE TYPE AND SIZE OF INCIDENT : PROVIDE NATURE OF EMERGENCY (FIRE, EXPLOSION, HOSTILE ACT, BOMB) PROVIDE WIND STRENGTH AND DIRECTION
- d) REPORT ANY INJURIES : PROVIDE NUMBER OF PERSONS HURT AND NEEDING MEDICAL ASSISTANCE.
- e) STATE YOUR NAME AND BADGE NUMBER “ I AM REY JERIC BELLEZA BADGE NUMBER 8020927”
- f) REPEAT ABOVE INFORMATION AND ANSWER ADDITIONAL QUESTIONS. DO NOT HANG UP UNTIL TOLD TO DO SO.

#### 1.3.7.6.4 Use SALT Mass Casualty Triage.

##### a) Global Sorting:

- Action 1: Shout “Everyone who can hear me please move to [designated area] and we will help you” Those who can walk will be assessed last.
- Action 2: Shout “ If you need help, wave your arm or move your leg and we will be there to help you in a few minutes” Those who can wave/purposeful movement will be assessed second
- Action 3: : “Those with obvious life threatening condition will be the 1st priority for assessment”

##### b) Individual Assessment

- c) Life Saving Interventions (LSI) e.g. Control Major hemorrhage, open airway, chest decompression, etc.

##### d) Triage Coding:

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- Label Minimal injuries require minor care or no care if e.g Minor Injuries; Label, Delayed if Serious injuries require care but management can be delayed without increasing morbidity or mortality;
- Label Immediate if with life threatening problems
- High potential for survival e.g. Tension pneumothorax, Exposure to nerve agent,
- Severe shortness of breath or seizures.
- Label, Expectant if unlikely to survive given available resources, very poor survivability even with maximal care in hospital or pre-hospital setting e.g 90% body surface area burn, Multiple trauma, etc
- Label Dead if Patient is not breathing after opening airway. In Children, consider giving two rescue breaths ,If still not breathing must tag as dead
- Tag dead patients to prevent re-triage. Do not move.

e) Treatment/Transport

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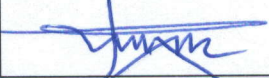

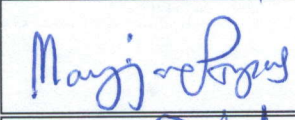
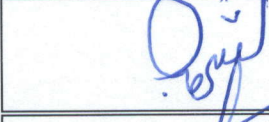

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	Name	Title	Signature
Prepared by	<b>Mr. James Michael Ricaplaza</b>	Medic Supervisor	
Reviewed by	<b>Mr. Ahmad Al Kurdi</b>	Director, Remote Area Clinics	
Reviewed by	<b>Ms. Mary Jane Tupas</b>	Chief Quality Management and Patient Safety	
Reviewed by	<b>Mr. Mustafa Shihab</b>	Chief Administrative Officer	
Reviewed by	<b>Mr. Imad Yassine</b>	Chief Executive Officer	 3.1.23
Approved by	<b>Dr. Hussain Alnezir</b>	Chairman	