



IMT  
Business School  
Dubai

# HEALTH & SAFETY MANUAL

**MAY 2022**



## About IMT

Established in 2006 Institute of Management Technology Dubai (IMTD) was envisioned to become a leading institute for research and teaching in the field of management. To make an impact in the region and globally, IMTD was one of the earliest to obtain Commission for Academic Accreditation (CAA) recognition of all its programs from the Ministry of Education UAE. IMTD is an entrepreneurial, modern, research focused institute that is located in the heart of Dubai International Academic City (DIAC). IMTD boasts of a serene campus that has not only the best in class academic infrastructure and learning resources but also provides campus housing and extracurricular facilities for students that enable a world class living and learning experience.

In its continuous pursuit of excellence IMTD recruits qualified faculty from across the world with terminal degrees. Over the years this has enabled IMTD to offer high quality programs at graduate and under graduate levels and also maintain a steady focus on research and publications. The quality of programs at IMTD coupled with the scholarly contributions of the faculty has enabled us to take confident strides towards getting AACSB accreditation.

IMTD has an ever growing network of international partners who bring both academic and cultural diversity to our programs. IMTD students continue to participate in international exchange programs with our partner institutes.

With over 2000 Alumni globally dispersed and engaged in large MNCs and Government bodies, IMTD continues to make a mark in the world of business and society. Over the years our graduates have excelled in the corporate world and many have risen the ranks to become well known leaders in their respective industries. It is a testimony to the uncompromising commitment that IMTD has for student success and the quality of its human capital.

## Vision

IMT Dubai aspires to become a leading university in the region for nurturing high quality professionals in management

## Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies & undertake applied research by engaging in real issues of the corporate and social sector.

## Strategic Goals & Objectives

### **Goal-1: Offer high quality programs relevant to business and Industry in the region.**

**Obj 1a:** To design and deliver portfolio of programs and courses in the areas of business, management and allied fields.

**Obj 1b:** To sensitize students to sustainability, environmental and ethical issues related to business and society.

### **Goal-2: Create conducive and productive environment for student learning and professional development.**

**Obj 2a:** To adopt innovative pedagogical methods that will enrich student learning and experience.

**Obj 2b:** To actively pursue student and faculty mobility with international partner universities.

**Obj 2c:** To develop high quality teaching materials, text books, cases and reference books to augment teaching and learning experience.

**Obj 2d:** To provide IT enabled processes for teaching, learning and related activities.

### **Goal-3: Attain National, Regional and International Recognition for High Quality Academic Programs.**

**Obj 3a:** To benchmark and improve curriculum and academic processes every three years.

**Obj 3b:** To strive and achieve international accreditations for the programs.

### **Goal-4: Foster partnership with industry and government bodies for experiential learning**

**Obj 4a:** To offer executive education programs for professionals and executives.

**Obj 4b:** To engage with industry for collaborative projects and strengthen industry-academia interface.

### **Goal-5: Promote international outreach with recognized universities and institutions.**

**Obj 5a:** To have a diversified mix of students and faculty from different geographical regions.

**Obj 5b:** To create and develop partnership with institutions of repute.

### **Goal-6: Focus on applied business research relevant to industry, business and society.**

**Obj 6a:** To support high quality applied research in corporate and social sector

**Obj 6b:** To encourage faculty and students research publications in conferences and journals.

## Table of Contents

### Content

<b>About IMT</b> .....	3
<b>Mission</b> .....	4
<b>Strategic Goals &amp; Objectives</b> .....	4
I. Purpose and Scope.....	7
II. Health and Safety Policy .....	7
i. Roles and Responsibilities of the EHS Officer .....	8
ii. Roles and Responsibilities of the Maintenance Supervisor .....	8
III. Emergency Procedures .....	9
IV. Common Safety Guidelines.....	10
i. Maintenance of IMTD Assets .....	10
ii. Security Agency.....	10
iii. Safety Equipment and Systems.....	10
iv. Awareness Trainings .....	11
v. Safety Inspections .....	11
vi. Evacuation Plan.....	11
vii. Fire Suppression Equipment .....	12
viii. Fire Prevention.....	13
ix. Fire Emergency Procedures .....	13
x. Fire Mock Drills .....	14
xi. Smoking Policy .....	14
V. Guidelines for Pest Control .....	14
VI. Guidelines for Water Tank Cleaning Process.....	15
VII. Guidelines for Food Hygiene in Dining Hall .....	15
VIII. Life Safety Policy .....	16
i. Medical Emergency.....	18
ii. Psychological Crisis .....	18
iii. Life Safety Equipment and Systems.....	19
iv. Emergency and First Aid Trainings.....	19
IX. Health Services.....	20
X. Covid-19 Guidelines and Safety Protocols .....	22
XI. Emergency Notifications .....	22
Appendices .....	23
<b>Appendix 1 IMTD Health and Safety Inspection Checklist</b> .....	24
<b>Appendix 2 Maintenance Checklist</b> .....	27



<b>Appendix 3 Head of Facilities Inspection Report .....</b>	<b>32</b>
<b>Appendix 4 Temperature Screening Checklist .....</b>	<b>34</b>
<b>Appendix 5 Physical Infrastructure.....</b>	<b>35</b>
Document Change Record.....	38

## I. Purpose and Scope

The IMTD is committed to provide an environment that is healthy, safe and secure for the campus community, and that meet legal requirements of the UAE, the Emirate of Dubai and the DIAC. Protecting the health and safety of employees, students, visitors, and the environment is of primary concern and IMTD takes an active role in identifying and preventing hazards before injuries and illnesses occur.

This manual contains all the policies and procedures related to Health, Safety and Environment. This also provides guidance to community members for appropriate response during an emergency situation that might threaten the physical safety of its students, faculty, staff, the general public, and/or the resources of the Institute.

The scope of this manual encompasses-

- necessary emergency procedures that may be activated during a community or regional crisis, natural calamities to safeguard IMTD personnel, campus and business operations;
- emergency procedures for identified potential risk related to health and safety, premise information, communication and training, individual roles and responsibilities and emergency contact information;
- important requirements related to occupational health and safety to control risks related to health and safety;
- safety processes including but not limited to class rooms, administrative building, hostels, cafeteria, playground and other facilities in the campus;
- legal requirement concerning hazardous chemicals fire prevention, occupational health and safety, handicapped accessibility, and the environment.

This Manual applies to Faculty (Full time, Visiting and part-time), Staff (full time, part-time and contractual), Students, Visitors (All visitors in the campus), and Service providers.

## II. Health and Safety Policy

The Facility Manager is in-charge of monitoring all aspects of health and safety in the campus. He/she along with EHS officer prepares safety plan and reviews it periodically. The main role of the Health and Safety Committee (HSC) [refer to **Section 1C.11** of Policies and Procedures Manual for composition and terms of reference of HSC] to ensure health and safety of the faculty, staff and students in the campus as per the protocols of the Institute and Health Authorities.

The HSC reviews and recommends:

- Long-range and annual planning and budgeting that include routine, preventive, planned and deferred maintenance of all property
- process to integrate the principles of sustainability into all its operations in collaboration with Community Engagement Committee (CEC);

#### i. Roles and Responsibilities of the EHS Officer

The EHS Officer is the main point of contact for health and safety IMTD. His/her responsibilities are to:

- develop, implement, and maintain health and safety regulations to ensure compliance with legal requirements of the UAE, the Emirate of Dubai and the DIAC;
- establish and manage standards and processes to ensure Health and Safety for all stakeholders;
- ensure compliance with Dubai Civil Defense (DCD) and Dubai Municipality (DM) standards;
- ensure that IMTD approved Health & Safety policies, procedures, rules and regulations are adhered to;
- assess and prevent various health and safety risks in the campus;
- coordinate health and safety training for the employees and students;
- maintain EHS records;
- ensure that all accidents are documented, investigated and recommended improvements are implemented;
- ensure that safety inspections are carried out periodically, fire drills are conducted and fire alarms are correctly reported;
- provide regular reports to the Head of Facilities on relevant health and safety activities.

#### ii. Roles and Responsibilities of the Maintenance Supervisor

The maintenance supervisor reports to the facility manager and his/her responsibilities are to:

- maintain general upkeep and cleanliness of all IMTD Facilities and Grounds.
- ensure compliance with DCD and DM standards.
- monitor and oversee the security system and security issues through the outsourced security personnel at IMTD Facilities.
- monitor the landscaping maintenance, water treatment, pest control, food services, security and medical insurance records and liaise with the concerned maintenance personnel as required.
- ensure that regular periodic maintenance of IMTD fire, electrical and mechanical equipment including building maintenance, lift maintenance, fire and safety equipment, municipality required maintenance, water tank cleaning.
- ensure that all maintenance contracts and maintenance checklist records are all complete, accurate and up-to-date.
- ensure regular and periodic maintenance of IMTD assets including lifts, classroom equipment's, lecture hall equipment's, library equipment's and hostel equipment's.



A full time security agency licensed by the DM and the Dubai Police is responsible for campus security 24x7. In addition to being the first responder to any emergency, the security guards maintain crowd control, scene security and law and order in the event of an emergency.

### **III. Emergency Procedures**

Information and guidelines for both on-campus and off-campus community members in the event of an emergency are as follows:

#### **i. Be Prepared**

- Being aware of all of the exit locations for the safest and quickest way out of the building including the locations of secondary exits;
- Be aware of the emergency assembly areas;
- Being aware of the building layouts-evacuation maps are placed throughout the campus premises.

#### **ii. During an Emergency**

- In case of emergency inform and contact EHS Officer at +971 52 525 7641 / +971 52 644 2500
- Emergency contact information is available in the back cover page.

### **Individual Roles and Responsibilities in case of emergency**

#### **i. Employees**

Faculty and Staff are prepared to assess emergency situations and course of action to be taken. Every member of the faculty and staff should read and be familiar with applicable emergency protocols. IMTD faculty members and administrative staff must be prepared to direct students to the assembly areas in the event of an emergency and account for every student.

#### **ii. Students**

Students are prepared to assess emergency situations and course of action to be taken. Students should read and be familiar with applicable emergency protocols. They should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel or when an alarm sounds.

## IV. Common Safety Guidelines

### i. Maintenance of IMTD Assets

The Facility Manager is responsible for all upkeep and maintenance of assets [for details of physical infrastructure refer to **Appendix 5**]. He/she is assisted by the EHS Officer and Maintenance Supervisor to ensure timely maintenance, scheduled repair and replacement of all IMTD assets. The Maintenance Supervisor also monitors the landscaping maintenance, water treatment, pest control, catering services, security and medical insurance records and liaise with the concerned maintenance personnel as required.

The Maintenance Supervisor, under the guidance of the Head of Facilities, ensures that regular periodic maintenance of IMTD facilities and assets are done in order without disrupting IMTD operations. The preventive maintenance includes but not limited to electrical equipment maintenance (including lights, DEWA equipment and generators), office equipment maintenance (including furniture, doors and windows), lift and mechanical equipment maintenance, civil work maintenance (including tiles, walls and ceilings). All periodic maintenance agreements with other suppliers/vendors should be reviewed, monitored, inspected to be complete, accurate and up-to-date.

### ii. Security Agency

The security agency plays a crucial role in protecting life and property at IMTD. Because of its concern for the safety of all its employees and students, IMTD has hired a security agency that provides 24-hour security both in the Institution and residences. This agency is registered with DM and Dubai Police. In addition to being the first responder to any emergency, they establish and maintain crowd control, scene security and law and order in the event of an emergency. IMTD security initiates mutual aid agreements with law enforcement agencies and other emergency service support providers.

### iii. Safety Equipment and Systems

IMTD safety system including fire extinguishers, fire blankets, sprinklers and fire prevention systems that are regularly inspected by authorized agencies approved by the DCD and the DM. The Facility Manager along with the EHS Officer and maintenance team ensures that the fire and safety equipment are maintained as per the fire safety maintenance contract. The fire and safety maintenance is periodically carried out and inspection records are maintained by the EHS Officer.

The EHS Officer ensures that fire and safety equipment including fire extinguishers, fire blanket and evacuation plans are clearly visible and easily accessible. The fire marshal and security at each block are aware of the location of the fire and safety equipment and are trained to use the fire and safety equipment under an emergency situation.

#### iv. Awareness Trainings

Health and safety awareness programs are developed and regularly scheduled for staff and students to promote a safer and healthier environment. Following awareness trainings are conducted:

- The DCD conducts Fire Mock Drill training for all IMTD staff to act in a period of emergency or fire.
- EHS office conducts First Aid and Fire Safety Training through authorized DM and DCD approved trainers.
- The Student Services Office periodically conducts programs/ campaigns on various health risks arising out of alcohol and substance abuse, stress management, and other health and safety issues.

These training courses are DCD approved and covers fire safety and first aid modules.

#### v. Safety Inspections

The EHS Officer conducts monthly inspection as per the EHS Checklist attached in **Appendix 1 Health and Safety Checklist**. The maintenance team conducts monthly maintenance inspection as per the Maintenance Checklist attached in **Appendix 2 Maintenance Checklist**. The EHS Officer and the Maintenance Supervisor submit the periodic checklist to the Facility Manager along with recommended actions.

The Facility Manager conducts quarterly inspection of all facilities for EHS operations and Maintenance issues. The goal is to supervise the inspection done by the facilities personnel and ensure that the recommendation actions based on the previous inspections were carried out. This periodic inspection at IMTD campus reduce accidents and injuries by eliminating safety and health hazards through implementation of safe practices among employees and students by ensuring compliance with the UAE, Dubai and DIAC safety regulations.

Deficiencies concerning unsafe conditions during the inspections are reported in the Maintenance Log Register. These deficiencies in the inspection report are noted and reported to Facility Manager and to the maintenance support team. Any unsafe condition detected by the Facility Manager is reported to the Director.

#### vi. Evacuation Plan

Building evacuations plan is necessary in the event of a natural disaster (hurricane or flood) or other catastrophe (fire, chemical spill, explosion, bomb threat, or hostile intruder). The steps of Building evacuation are as follows:

- Building evacuations occur when an alarm sounds and/or upon notification by emergency personnel (EHS officer/ Maintenance Supervisor/ Hostel Warden/ Security Guard);
- If necessary or if directed to do so by a designated emergency official, activate the building's alarm.
- When the building evacuation alarm is sounded or when told to leave by a designated emergency official, walk quickly to the nearest marked exit and ask others to do the same.
- Use the nearest stairway to exit the building. Do not use lifts during an emergency evacuation. Emergency personnel may use a lift for evacuation after a review of the circumstances.
- Notify others of the emergency. Be aware of people with determination/pregnant women in your area who might require assistance in an emergency evacuation.
- Close doors behind you if you are leaving an empty area, as this can help to slow the spread of fire, smoke, and water.
- Evacuate as quickly as possible but in an orderly manner. Do not push or shove.
- Once outside, move far away from entrance and exit area of the building, allowing others to exit.
- Assemble in your designated assembly area (see bottom of page) and do not return to an evacuated building until advised by emergency personnel. Participants who are not affiliated with IMTD should conduct themselves appropriately or they will be asked to leave if IMTD officials judge them to be disruptive.

The evacuation plans for IMTD buildings are affixed in prominent places.

## vii. Fire Suppression Equipment

IMTD maintains various fire suppression systems that include: fire extinguishers, standpipes, firehose reel, and water pumps which are strategically placed. While readily available, no one is allowed to use a fire extinguisher unless trained to use.

Facility Department maintains AMC for fire and safety equipment with DCD approved agency which includes three-month regular fire equipment maintenance, replacement and warranty of fire suppression equipment. The fire and safety contracts are timely renewed to ensure that IMTD's fire and safety procedures are in compliance with DCD guidelines.

The fire and safety equipment are periodically inspected during the Health and Safety Checklist as attached in **Appendix 1** IMTD Health and Safety Checklist and Maintenance Checklist as attached in **Appendix 2** IMTD Maintenance Checklist.

## viii. Fire Prevention

Many fires are caused by carelessness, electrical equipment near volatile material, electrical equipment tampering, or improper disposal of smoking material. Some substances ignite spontaneously. Substances prone to spontaneous combustion are dust, oily rags, and waste. Good housekeeping can prevent many fires, eliminate most causes of fire, and prevent fire from spreading.

The EHS Officer inspects and report safety concerns such as:

- Obstructed or damaged fire extinguishers, emergency exits or lighting
- Accumulation of rags, trash, or other combustible materials
- Improperly stored combustible materials, such as paint
- Inoperable fire extinguishers related equipment's

Smoking is only permitted in the two designated smoking areas in IMTD. The smoking policy is described in **Section V.xi**.

## ix. Fire Emergency Procedures

The Fire Emergency procedures provides instructions for identifying, preventing, monitoring and addressing fire safety issues at IMTD and is in accordance with the policies and procedures of the DCD.

In case of fire, below guidelines are followed:

1. Do not hesitate to activate a fire alarm if you discover smoke or fire;
2. If a minor fire appears to be controllable, first contact the Hostel Warden/Security Guard/EHS Officer at +971 52 644 2500 / +971 56 486 5503/+971 52 5257641. Then promptly direct the discharge of the fire extinguisher toward the base of the flame;
3. In the case of large fires that do not appear controllable, immediately activate the building's fire alarm system and call 997;
4. Immediately notify the Hostel Warden/Security Guard/EHS Officer at +971 52 644 2500 / +971 56 486 5503/+971 52 5257641 or by activating the building's pull station. Report street address and other information as requested by emergency response personnel.
5. Do not lock doors;
6. Evacuate all staff within the building.
7. Never endanger your personal safety or the safety of another.
8. Know the location of fire extinguishers, fire exits, and pull boxes in your building. (Training and information is available through the HSC.
9. When the building evacuation alarm is sounded, always assume an emergency exists. Walk quickly to the nearest exit and alert others to do the same.

10. When outside, move to a clear area at least 500 feet from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
11. Do not return to an evacuated building unless told to do so by an authorized campus official.
12. Never silence the fire alarm panel.
13. Do not use elevators during a fire alarm.
14. Use caution when entering a fire scene (feel doors for heat prior to opening).
15. If You Can't Exit a Building
  - Remember, smoke is the greatest danger in case of a fire, so stay near the floor where the air is less toxic. Stay below the smoke at all times.
  - Open any of the windows if possible.
  - Cover nose/mouth with a wet cloth.
  - If a door is hot, do not open it; seek an alternate escape route.

#### x. Fire Mock Drills

Fire Drills are carried out twice in a year under the guidance of the EHS officer and in accordance with the policies of DCD. Mock fire drills are conducted through fire and safety training providers and involves the cooperation of all employees and students. The DCD also conducts fire drills in coordination with IMTD Facility Manager. At IMTD assembly points are marked for the fire drills.

#### xi. Smoking Policy

To protect and promote the health, safety, and welfare of its employees, students, and the public, IMTD provides an environment free from exposure to tobacco smoke. Smoking or the use of tobacco products is permitted only in the designated area.

'No Smoking' Signs are appropriately placed and visible throughout the Campus. There are two designated smoking areas. Anyone found smoking in the non-designated area within the campus are subjected to disciplinary action.

### V. Guidelines for Pest Control

Pest control measures are taken frequently to prevent pests and to eradicate if any pest issues occur. The activity is controlled and scheduled by Facility Office with government approved/authorized pest control company:

- All campus residents and staffs are notified in advance via email about scheduled pest control activity for their area.
- Pest control activities are carried out during the weekends or after office hours, in such way so other academic and student life events are not disturbed.
- Safety gear and precautionary guidelines must be strictly followed.

- Once the treatment is done facilities office gives a clearance to use/access these treated areas.

## **VI. Guidelines for Water Tank Cleaning Process**

Water tank facilities are maintained as per quality standards approved and authorized by the DM. Following are the guidelines for water tank cleaning:

- Maintenance team organizes cleaning of Water tanks on quarterly basis.
- Water tank cleaning is organized, when there are least number of residents living on the campus, i.e. during vacation or semester break holidays.

## **VII. Guidelines for Food Hygiene in Dining Hall**

Following are the guidelines for food and hygiene in the Dining Hall:

- Catering vendor offering food services at IMTD campus must be approved and licensed by concerned government authorities in Dubai. Catering vendor must follow hygiene standards while cooking, delivering, serving food.
- All food areas must be cleaned and hygiene should be maintained on a regular basis.
- All personnel concerned in food handling must follow good personal hygiene practices.
- Catering staff must wear appropriate gears while providing services.
- Gas burners are not permitted for cooking food inside the kitchen.
- All foods must be stored in cleaning utensils and care must be taken to comply with temperature control conditions.
- Prevent food wastage and safe disposal of food waste.

## VIII. Life Safety Policy

All medical emergencies should be reported immediately to the EHS Officer at +971 52 5257641. The roles and responsibilities of Life Safety Personnel are as follows:

### Roles and Responsibilities of Life Safety Personnel

Designation	Personnel	Roles & Responsibilities
Initial Responder	EHS Officer/ Security	<ul style="list-style-type: none"> <li>• Inform the internal First Aid Team for medical intervention</li> <li>• Contact Emergency External numbers for serious incidents</li> </ul>
First Aid Team / Medical Response Team	First Aid Certified Personnel/Security	<ul style="list-style-type: none"> <li>• Provide immediate medical support until emergency responders arrive</li> <li>• The EHS officer is the first responders to an emergency event</li> <li>• The EHS Officer immediately reports any emergency events to the Facility Manager/ Head HR and Administration/Director</li> <li>• Ensure all medical equipment are in place and ready for use</li> </ul>
Emergency Response Team	Head of Facilities & Hostel Warden/ Security/Student Services Executive	<ul style="list-style-type: none"> <li>• Reach emergency spot and take charge of situation.</li> <li>• Determine the priorities that will drive the overall Emergency response and guide site / tactical responders.</li> <li>• Activates the campus emergency plan, if needed (lockdown, evacuation or shelter-in-place etc.)</li> <li>• Perform initial assessment of the situation and give appropriate instructions to First Aid Team for further actions.</li> <li>• Arrange for evacuation/lock down of students/ faculty/ staff/ visitors based on the type of emergency.</li> <li>• Liaise with relevant authorities throughout the duration of the emergency and coordinate actions for resources required, rescue, head count, first aid, hospitalization, evacuation etc.</li> <li>• Take a decision of evacuation based on assessment and inform Emergency Response Team for necessary evacuation ensuring evacuation is complete.</li> </ul>



		<ul style="list-style-type: none"> <li>• Ensure staff are equipped with relevant training.</li> <li>• Assess the nature of emergency and initiate suitable actions to control the emergency suitably and activate the emergency response plan.</li> </ul>
Emergency Response Team Lead	Chair of HSC	<ul style="list-style-type: none"> <li>• Ensure that the Emergency Response procedures are reviewed at regular intervals and communicated to the relevant stakeholders.</li> <li>• Ensure that the required emergency exercises are conducted in line with policy requirements.</li> <li>• Ensure that an Emergency Response Team is appointed within the campus and that their roles and responsibilities are clearly communicated to them.</li> <li>• Coordinate emergencies within their respective campus and ensure that the correct reporting and communication processes with relevant stakeholders are established.</li> <li>• Responsible for escalating critical incidents to the Crisis Coordination Team lead.</li> <li>• Responsible for reporting to Management, responsible for public information and liaison with the authorities.</li> </ul>
Director	Overall Health & Safety	<ul style="list-style-type: none"> <li>• Overall ownership of the execution of the Emergency Response Procedure.</li> <li>• Designated as spokesperson; coordinates media briefings and news releases as necessary.</li> <li>• Responsible for the immediate management of the incident, this will involve liaising with campus personnel, emergency response team, emergency services and crisis management silver level.</li> <li>• Dean or Head of Administration will be holding these responsibilities in case the Director was not available during the incident.</li> </ul>
Faculty / Classroom Assistants / Admin Staff/ Global	All	<ul style="list-style-type: none"> <li>• Bring the class attendance sheets</li> <li>• Supervise students during evacuation</li> <li>• Leave the building and report to the predetermined assembly point (in case of</li> </ul>

Services Staff/ Third parties		evacuation) following the Emergency Personnel & Wardens directions. <ul style="list-style-type: none"> <li>Familiarize themselves with the campus procedures for emergencies.</li> </ul>
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## i. Medical Emergency

All medical emergencies should be reported immediately to the First Aid Team / Medical Response Team at every block consisting of First Aid Certified Personnel/Warden/Security Guard who can be contacted at +971 52 644 2500/+971 52 525 7641/+971 52 644 2523. Likewise, when an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance of Security Guard and Hostel Warden is needed.

### Life-Threatening

- If the medical emergency is life threatening (example: apparent heart attack, serious bleeding), call 998 first. After calling 998, First Aid Team / Medical Response Team at every block consisting of the EHS Officer or First Aid Certified Personnel/ Warden/Security Guard should be called immediately to assist and direct emergency responders to the correct location.
- When making the calls, give your name, describe the nature and severity of the medical problem and provide the campus location of the victim.
- Try to answer all of the questions the operator asks you and let them hang-up the phone first. Don't move the victim, but ask for assistance of others as needed to secure the scene. If you or others are certified in CPR, First Aid and able to help, then only try to assist the victim until help arrives. Look for emergency medical ID such on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.

### Non-Life-Threatening

If a medical problem is non-life threatening (example: small cut requiring First Aid), call the First Aid Team / Medical Response Team at every block consisting of the EHS Officer or First Aid Certified Personnel/ Warden/Security Guard and wait until they arrive. The EHS Officer will dispatch a person to the scene and determine what other resources are needed.

## ii. Psychological Crisis

IMTD provides designated qualified counsellor for personal counselling to anyone experiencing mental and psychological issues. If an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate preventive measure should be taken by the EHS Officer/ Security Guard/ Warden present in the block. For such severe cases of psychological stress, immediate medical attention should be rendered by scheduling appointment with Psychologist.

### iii. Life Safety Equipment and Systems

IMTD is committed to safe and secure medical health services to all staff, students and visitors. IMTD Facility Department ensures medical equipment including first aid kit that contains hand sanitizer, elastic bandage, cotton balls, instant cold bag, disposable gloves, rubbing alcohol, gauze pads, adhesive bandages, medical tape, thermometer, tweezers and scissors.

<b>FIRST AID KITS LOCATION</b>			
<b>No.</b>	<b>Location</b>	<b>Immediate Contact Person</b>	<b>Mobile No.</b>
<b>1</b>	Reception	Ms. Maria	+97152-644 2493
<b>2</b>	Academic Ground Floor	Mr. Madhav	+971 50-627 9681
<b>3</b>	BBA Building	Mr. Madhav	+971 50-627 9681
<b>4</b>	Gym	Security	+971 56-486 5503
<b>5</b>	Warden Office	Mr. Jagan	+971 52-644 2500
<b>6</b>	Maintenance Office	Mr. Balamurugan	+971 56-268 4578
<b>7</b>	Maintenance Room	Mr. Balamurugan	+971 56-268 4578

The EHS officer ensures that first aid kits are available at the reception of each block with trained first aid assistant and security staff available during working hours. The EHS Officer and other trained first aid personnel are designated and registered at the reception at every block.

### iv. Emergency and First Aid Trainings

The EHS Officer is responsible for providing emergency and medical trainings covering Basic Life Support, First Aid – Basic Plus CPR, AED, and First Aid to employees and students. These training courses aim to train employees on emergency procedures, disease transmission and Emergency Medical Services (EMS), Sudden Cardiac Arrest, Unresponsive and Breathing—Recovery Position, First Aid Assessment and Basic AED Operation.

These trainings are recognized by Knowledge and Human Development Authority (KHDA), Dubai Health Authority (DHA), Dubai International Academic City(DIAC), Ministry of Health and Prevention (MOHAP), Dubai Municipality (DM) and Dubai Corporation for Ambulance Services (DCAS).

## IX. Health Services

The IMTD is committed to providing an environment that is healthy, safe and secure for the campus community, and that meet UAE legal requirements for health and safety. Protecting the health and safety of employees, students, visitors, and the environment is of primary concern and IMTD takes an active role in identifying hazards before injuries and illnesses occur. All employees and students on IMTD residence visa are provided with health insurance benefits.

IMTD has partnered with Fakeeh University Hospital to provide medical facilities, telehealth and a nurse to handle medical emergencies on the campus. To this effect an in-campus clinic has been set-up with the following facilities:

- First-Aid facility
- On-site availability of a Nurse
- On-call General Practice (GP) Doctor as an when required
- Free tele consultation
- 24x7 Ambulance services
- In-patient and out-patient services
- PCR testing
- Check-ups.

Clinic Facilities include:

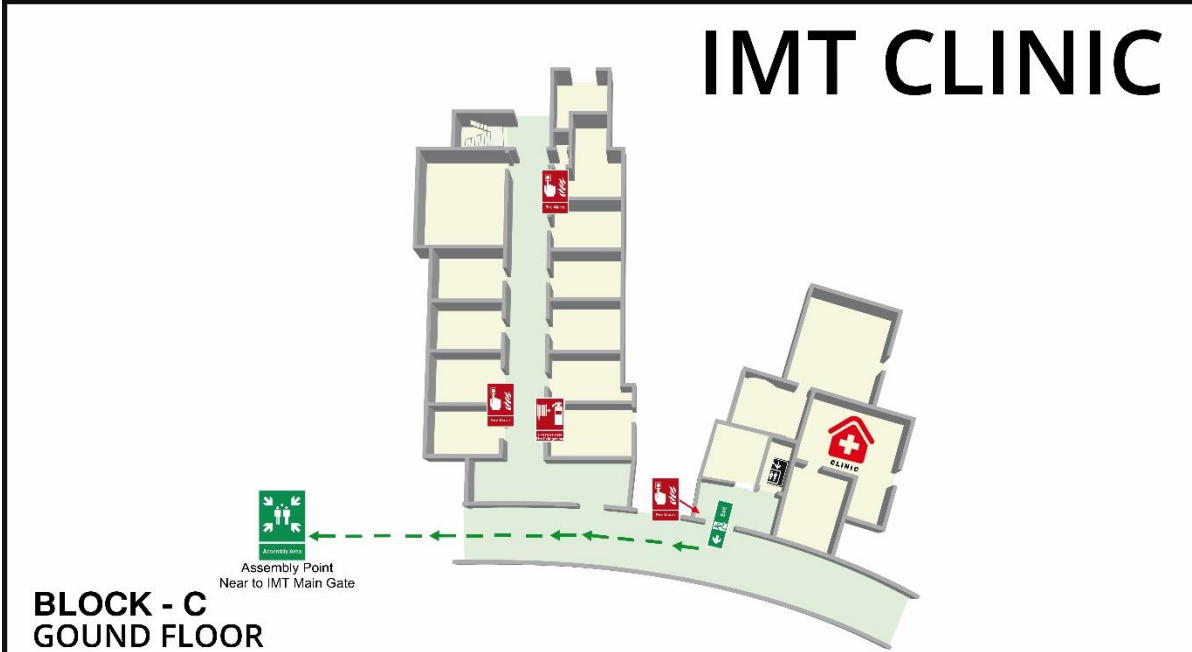
- Patient waiting area
- Patient treatment room
- Isolation room
- Quarantine room
- Toilet
- Pantry.

Available Medical Equipment in the Clinic:






- Manual Ambu bag
- Artery Forceps Stright
- Digital BP Machine IGen 100N
- BURN Kit
- Medical Scale Hm 201 M-Taiwan-Charder
- Instrument Trolley
- Examination Couch-MN-JCC001
- Foot Step Double
- Head Mobiliser Set
- IV Stand
- Instrument Tray Large
- Instrument Tray Medium
- Kidney Tray Medium.

The Location of the Clinic is in the Block-C (Ground floor) as per the Location Map below.

# IMT CLINIC



**BLOCK - C  
GROUND FLOOR**

REMEMBER	تذكر	NOTES:-	ملاحظات:-	SYMBOLS	رموز	KEY PLAN	مفتاح الخريطة	FACILITY	مرافق
 <b>Emergency Contact Numbers</b> <b>Dial</b> اتصل على  <b>997</b> الدفاع الحريق  <b>998</b> الإسعافات  <b>999</b> الشرطة	<ul style="list-style-type: none"> <li>IN CASE OF FIRE OPERATE THE FIRE ALARM AND CALL CIVIL DEFENSE ON 997</li> <li>IF THE FIRE ALARM SOUNDS LEAVE THE BUILDING BY THE FIRE ESCAPE STAIRS, DO NOT USE ELEVATORS</li> <li>PROCEED TO THE ASSEMBLY POINT AREA AT GROUND FLOOR IN FRONT OF BUILDING</li> <li>DO NOT BE EVER HELD TO DO SO BY THE FIRE LEADER OFFICER</li> </ul>	<p><b>YOU ARE HERE</b> أنت هنا</p> <p><b>FIRE EXIT</b> مخرج طوارئ</p> <p><b>FIRE EXIT ROUTE</b> مخرج الحريق الرئيسي</p> <p><b>FIRE EXIT STAIRCASE</b> سلم مخرج الطوارئ</p> <p><b>ELEVATORS</b> مصاعد</p>	<p><b>FIRE HOSE REEL</b> خرطوم إطفاء حريق</p> <p><b>MANUAL FIRE ALARM CALL POINT</b> نقطة إنذار يدوية</p> <p><b>FIRE EXTINGUISHER</b> طفاية الحريق</p> <p><b>ASSEMBLY POINT</b> نقطة التجمع</p>		<p><b>Institute of Management Technology Dubai</b></p> <p><b>Butler Engineering (ME)</b></p> <p>P - +971 439 22 001 E - info@butleme.com W - www.butleme.com</p>				

## X. Covid-19 Guidelines and Safety Protocols

IMTD follows, Covid-19 safety protocols issued by the MoE/ DHA.

## XI. Emergency Notifications

<b>Emergency Contact Information</b>	
Police	<b>999</b>
Ambulance	<b>998</b>
Civil Defense	<b>997</b>
Electricity failure	<b>911</b>
Water Failure	<b>922</b>
Nearby Hospitals	<b>Fakeeh University Hospital Latifa Hospital</b>
Nearby Police Stations	<b>Silicon Oasis, Dubai</b>
Student Services	<b>+971 52 644 2523</b>
EHS Officer(Living on Campus in Staff Accommodation)	<b>+971 52 525 7641</b>
Male Hostel Warden & Female Hostel Warden (Living on Campus in Staff Accommodation)	<b>+971 52 644 2500</b>
IMTD Security	<b>+971 56 486 5503</b>
Mr. Bala Murugan (Maintenance)	<b>+971 56 2684578</b>

# Appendices

## Appendix 1 IMTD Health and Safety Inspection Checklist

### Health and Safety Inspection Checklist

<b>Institution Block:</b>	
<b>Inspection Personnel Name:</b>	
<b>Date of inspection:</b>	
<b>Previous Inspection Date :</b>	

External Areas and Access Areas	YES	NO	Remarks
1. Are paths and access area to the Block free from foreseeable trip/slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do trees/branches appear safe?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is play equipment well maintained and free from sharp edges or rough surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Vehicles On Site Parking</b>			
1. Is there designated parking for visitors, staff and students?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are traffic warning signs and markings clear?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Evacuation</b>			
1. Are Evacuation plan and exits clearly displayed on all the floors?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are exit doors free from internal/external obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are evacuation notices displayed adjacent to alarm call-points and key locations?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Building Issues</b>			
1. Are door mechanisms in good working order?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are facilities for people with disabilities appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are isolation room situated in the Campus	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are floors and floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire System</b>			



1. Fire ( Electrical & Diesel) Pumps working Properly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire Extinguisher Service properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are Smoke Detectors / MCP working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire Sprinklers Leakage/Damages?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All Fire alarm Panel Working Properly?	<input type="checkbox"/>	<input type="checkbox"/>	
6. FM 200 System Working Properly?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Is fire extinguishers, fire alarm, smoke detectors placed in every block?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lighting</b>			
1. Are all exterior lights and power receptacles working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the sign and flag lights working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is internal lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Temperature &amp; Ventilation</b>			
1. Is a reasonable room temperature be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the natural and artificial ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical</b>			
1. Is access to electrical system restricted to authorized persons?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is there a warning sign displayed?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are materials in the electrical cupboard stored in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are portable electrical appliances tested periodically by a competent person?			
<b>First Aid and Medical Provision</b>			
1. Are names of first aiders displayed or known?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are certificates valid?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are first aid boxes adequately stocked?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are arrangements in place for safe disposal of body fluids and sharps?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do staff wear gloves when dealing with body fluids?	<input type="checkbox"/>	<input type="checkbox"/>	

7. Is the health temperature record maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Welfare/ Sanitary Provisions</b>			
1. Are there suitable toilet facilities for male, female and People of Determination?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are suitable washing facilities available?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are the facilities adequately inspected, cleaned, ventilated and lit?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are Sanitizers placed in the washrooms?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Facilities Management</b>			
1. Do all staffs know the Office Location of Facility Department Staff – EHS Officer, Facilities Assistant and Maintenance Assistant?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do office staff report all facilities issues in the Maintenance log register?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are there adequate facilities for the safe storage and disposal of waste?	<input type="checkbox"/>	<input type="checkbox"/>	

\_\_\_\_\_  
Signature of EHS Officer

Date: \_\_\_\_\_

## Appendix 2 Maintenance Checklist

### Maintenance Checklist

<b>Institution Block:</b>	
<b>Inspection Personnel Name:</b>	
<b>Date of inspection:</b>	
<b>Previous Inspection Date :</b>	

Facility Exterior	Acceptable	Unacceptable	Remarks
<b>General</b>			
1. Overall appearance	<input type="checkbox"/>	<input type="checkbox"/>	
2. Concrete drive and parking lots	<input type="checkbox"/>	<input type="checkbox"/>	
3. Concrete sidewalks, steps, and landings	<input type="checkbox"/>	<input type="checkbox"/>	
4. Sign, damaged? Visible?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All drainage/manholes/gully trap condition?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Water fountain working condition?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Scrap yard maintain properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Horticulture</b>			
1. Trees and other plantings, trimmed? Alive?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lawn, mowed? Trimmed? Bare spots? Weeds?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Irrigation lines leakages & Damages?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fertilization and pesticide treatment?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Roof</b>			
1. Visible problems? Loose panels? Sagging gutters?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Recent high Storms? Heavy snows? Heavy rains?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Water tap working? Breakers functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Water tank leakage?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Booster Pump working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
6. FAHU working properly? Any damages & leakages?	<input type="checkbox"/>	<input type="checkbox"/>	

7. Pipe lines any damages & leakages?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Signage board function & clean properly?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Rain water outlet condition?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Exhaust fan working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Decrabond roof tiles condition?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Roof floor tiles condition?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Doors and Windows</b>			
1. Are all doors operating safely? Securely?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Any broken windows?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are all doors locks working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are the automatic openers working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Lighting</b>			
1. Are all exterior lights and power receptacles working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are the sign and flag lights working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
Notes on Facility Exterior:			
Immediate Attention on Facility Exterior:			
<b>Facility Interior</b>	<b>Acceptable</b>	<b>Unaccepta ble</b>	<b>Remarks</b>
<b>General</b>			
1. Carpets, need cleaning? Repair?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Tile floors& walls, need cleaning? Repair?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Windows, dirty? damage? air gap?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Walls, damage? stains? paint damage?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Ceiling tiles? missing? stains?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Furniture?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Indoor Plants are in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Doors and Windows</b>			
1. Doors hinges and door closers working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Latches and panic bars working properly?	<input type="checkbox"/>	<input type="checkbox"/>	

3. Door locks functional?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Window curtains working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical</b>			
1. Are all lights working?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are light switches operating properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are Power sockets/electrical outlets operating properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. All electrical panels working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All sump pumps are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are Emergency & Exit lights working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Are Water heater working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are Toilet Exhaust fan working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are Washing machine working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
10. All Kitchen equipment working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Plumbing</b>			
1. All washroom faucets working properly? Leaking? Broken?	<input type="checkbox"/>	<input type="checkbox"/>	
2. All Kitchen / Pantry faucets working properly? Leaking? Broken?	<input type="checkbox"/>	<input type="checkbox"/>	
3. All sinks drain properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any leakage under the sinks?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All toilets working / flushing /shutting off properly?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Are Water cooler working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Air Conditioning</b>			
1. Seasonal general inspection of heating/cooling system	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are ceiling blowers working? Leaking?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are thermostats working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Any leaks in fluid circulation lines?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Any condensation leaks in conventional system?	<input type="checkbox"/>	<input type="checkbox"/>	

6. FCU filters need cleaning or changing?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Air handling filters need cleaning or changing?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do the diffusers need cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Fire System</b>			
1. Fire (Electrical & Diesel) Pumps working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire Extinguisher service properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are Smoke Detectors / MCP working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire Sprinklers leakage/damages?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All Fire alarm panel working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
6. FM 200 System working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Fire exit doors working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LIFT</b>			
1. General Visual Inspection	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lights are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Emergency hand set are working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Awareness signage displayed?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Lift shaft condition?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Diesel Generator</b>			
1. General Visual Inspection	<input type="checkbox"/>	<input type="checkbox"/>	
2. Battery charging unit terminals connecting properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Room lights are working?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Emergency switch working condition?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fire foam system working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Multipurpose Court</b>			
1. Are all lights working?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fencing net condition?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Pole corner edge cover condition?	<input type="checkbox"/>	<input type="checkbox"/>	

4. Floor surface condition?	<input type="checkbox"/>	<input type="checkbox"/>	
5. All game equipment condition	<input type="checkbox"/>	<input type="checkbox"/>	
<b>GYM</b>			
1. All Equipment working condition?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floor surface condition?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Aware stickers placed?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Wall mirrors loose/damage?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Service Rooms</b>			
1. ETS Room	<input type="checkbox"/>	<input type="checkbox"/>	
2. LV Panel Rooms	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire Pump Room	<input type="checkbox"/>	<input type="checkbox"/>	
4. Irrigation Pump Room	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Garbage Chute/Room</b>			
1. Control panel working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
2. All Shaft Door & Indictors working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Water Sprinkler working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Garbage Room condition?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Garbage Skip working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Student Lounge</b>			
1. Furniture arrangements/damages?	<input type="checkbox"/>	<input type="checkbox"/>	
2. AV System working properly?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Game equipment condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Notes on Facility Interior: Immediate Attention on Facility Interior:			

Signature of Maintenance Supervisor

Date: \_\_\_\_\_

## Appendix 3 Head of Facilities Inspection Report

### Maintenance Supervisor Inspection Report

<b>Institution Block:</b>	
<b>Facility Manager Name:</b>	
<b>Date of inspection:</b>	
<b>Previous Inspection Date :</b>	

### COMMENTS FROM EHS Officer INSPECTION REPORT

<b>Last EHS Officer Inspection Date</b>		
<b>EHS Officer Name:</b>		
<b>EHS Officer Inspection Comments</b>  <b>Overall Comments:</b>	External Areas & Access Areas	
	Vehicles On Site	
	Evacuation	
	Building Issues	
	Fire System	
	Lighting	
	Temperature & Ventilation	
	Electrical	
	First Aid & Medical Provision	
	Welfare/ Sanitary Provisions	
	Facilities Management	
	Any other comments	
<b>EHS Officer Action Plan:</b>		





COMMENTS FROM MAINTENANCE INSPECTION REPORT

<b>Last Maintenance Inspection Date</b>		
<b>Maintenance Personnel Name:</b>		
<b>Maintenance Inspection Comments</b>  <b>Overall Maintenance Inspection Comments</b>	Facility Exterior - General	
	Facility Exterior - Horticulture	
	Facility Exterior - Roof	
	Facility Exterior - Doors and Windows	
	Facility Exterior - Lighting	
	Facility Exterior – Other Comments	
	Facility Interior - General	
	Facility Interior - Doors and Windows	
	Facility Interior - Electrical	
	Facility Interior - Plumbing	
	Facility Interior - Air Conditioning	
	Facility Interior - Fire System	
	Facility Interior - Lift	
	Facility Interior - Diesel Generator	
	Facility Interior - Multipurpose Court	
	Facility Interior - Gym	
	Facility Interior - Service Rooms	
	Facility Interior - Garbage Chute/Room	
	Facility Interior - Student Lounge	
Facility Interior – Other comments		
<b>Overall Maintenance Action Plan</b>		
Head of Facilities Comments		

\_\_\_\_\_

Signature:

Head of Facilities

Date: \_\_\_\_\_

## Appendix 4 Temperature Screening Checklist

### IMTD Guest

Sr.No.	Date	Name	Mobile No.	Temperature	AL HOSN APP	
					YES	NO
1						
2						
3						
4						

### IMTD EMPLOYEE TEMPERATURE CONTROL

Sr.No.	Name	Body Temperature – ....WEEK /....MONTH					AL HOSN APP	
		Sunday	Monday	Tuesday	Wed	Thursday	YES	NO
1								
2								
3								
4								
5								
<b>FACULTY</b>								
1								
2								
3								
4								
5								

## Appendix 5 Physical Infrastructure

The general information about the IMTD campus is given below:

- Campus size – 5 Acres
- Number of Blocks – 8
- Maximum Hostel occupancy for students– 594
- Current occupancy – Approximately 50

<b>1. Class Room Facilities</b>			
<b>Floor</b>	<b>Lecture Hall No.</b>	<b>Seating Capacity</b>	<b>Total Area in Square meters</b>
Ground	1	36	74.70
Ground	2	36	76.50
Ground	3	52	109.23
Ground	4	52	106.66
Ground	5	52	109.23
Ground	6	36	76.50
Ground	7	36	74.70
1st Floor	8	40	74.70
1st Floor	9	40	76.50
1st Floor	10	54	110.51
1st Floor	11	54	109.23
1st Floor	12	54	110.51
1st Floor	13	36	76.50
1st Floor	14	36	74.70
<b>Additional Class Room Building</b>			
Ground	15	30	76.44
Ground	16	30	81.34
Ground	17	30	81.34
Ground	18	30	76.44

<b>2.Student Residential Halls</b>			
<b>Block</b>	<b>Floor</b>	<b>Single Room</b>	<b>Double room</b>
A/Boys	Ground	0	8
	1st	12	9
	2nd	12	9
	3rd	4	13
B/Girls	Ground	0	0
	1st	12	9
	2nd	12	9
	3rd	4	13
C/Boys	Ground	0	8
	1st	12	9
	2nd	12	9
	3rd	4	13
D/Boys	Ground	0	0
	1st	12	9
	2nd	12	9
	3rd	4	13
E/Boys	Ground	0	0
	1st	0	0
	2nd	0	23
	3rd	0	26
	4th	0	26
	5th		26
<b>Total No. of Room</b>		<b>112</b>	<b>241</b>
<b>Total No. of Beds</b>		<b>112</b>	<b>482</b>
<b>Total No. of Occupancy capacity</b>		<b>594</b>	

<b>3.Other Facilities for Students, Faculty and Staff</b>		
<b>Sr.No.</b>	<b>Type of Facilities</b>	<b>Number</b>
1	Tutorials / Study Room	6
2	Auditorium with AV Control room	1 (250 - 280 Seats)
3	Library	1 (120 Seats)
4	Faculty Office Room (1st Floor)	19
5	Big Cabin for HOD/Staff (1st Floor)	7
6	Big Cabin for HOD/Staff G Floor)	3+1
7	Meeting Room	1
8	Conference Room	1
9	Server Room	1
10	Male Prayer Room	2
11	Female Prayer Room	1
12	People of Determination Toilet	4
13	Total Parking in Campus	229
14	People of Determination Parking in Campus	4
15	Bus Parking	4
16	Multipurpose Court	1
17	Fitness Centre	1
18	Music Room	1
19	First Aid Treatment Room and Nursing Facility	1
20	Amphitheatre with Oval shaped ground	1
21	Storage Room for Hazardous Material	1
22	Maintenance Workshop Room	1
23	IMT Staff & Guest Accommodation (One BHK 4 + Studio 11)	15
24	Fire assembly points	2
25	Laundry, Washing machines and Pantry facilities on each floor residence blocks	21

## Document Change Record

Version: **May 2022**Date of Approval of the BoG: 27<sup>th</sup> May 2022

Sl.no	Change summary	Section	Page no. of previous version- October 2021	Page no. of current version- May 2022
1	Elaborated Health Services and Clinic Facilities in the Campus along with Location Map of the Clinic.	Section IX	20	20



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