BAHRIA UNIVERSITY
ISLAMABAD



BU HEALTH, SAFETY AND ENVIRONMENT POLICY

RECORD OF AMENDMENTS

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Note: Amendments are to be recorded, cross-checked and their incorporation in the document authenticated (with name, designation, and signatures).

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CHAPTER 1
INTRODUCTION TO SAFETY POLICY

1.1 Safety Policy. Maintaining high standards of Health, Safety and Environment (HSE) is an integral part of campus life at Bahria University. All employees, students, and contractors shall remain vigilant, adhere to safe working practices, and comply with the controls prescribed in this Policy. Every individual has a legal and moral responsibility to report unsafe conditions and contribute towards continuous improvement.

1.2 Policy Statement. Bahria University is committed to providing a safe and secure environment for its students, staff, and visitors through effective safety systems, procedures, and practices. Achieving this objective requires active participation at all levels. All members of BUHO and Campuses/Units are responsible for compliance within their Areas of Responsibility (AOR), with particular accountability resting on senior leadership to ensure safe conduct of all activities.

1.3 Policy Framework. This Policy applies to all premises, operations, and activities under the University's control. It establishes the framework within which responsibilities are assigned and implemented. Campus Management, through respective Heads of Departments (HODs), shall ensure compliance and enforcement at all tiers.

1.4 Aim. To ensure the safety of all individuals at Bahria University while safeguarding University assets through a structured and effective HSE framework.

1.5 Preamble. Safety is a collective responsibility and can only be achieved through coordinated effort. This Policy defines roles and responsibilities for implementation while encouraging continuous feedback to further strengthen safety practices.

1.6 Applicability. The HSE Policy shall be applicable to the following:

a. Bahria University Head Office (BUHO)
b. All Campuses of Bahria University and Constituent Units (CUs)
c. Business Incubation Centers/ Offices of Research, Innovation & Commercialization (ORIC), Islamabad.
d. Institute of Professional Psychology (IPP), Karachi.
e. National Institutes of Maritime Affairs (NIMA), Islamabad and Karachi.

1.7 Conflict in Orders. The contents of this policy shall not supersede any orders or instructions issued from time to time by BUHO or the Campus Administration. Any conflict or discrepancy observed may be referred to the Safety Dte for clarification.

1.8 Understanding Safety. Fatalities are often the cumulative result of sustained negligence across multiple tiers of administration. Managers at all levels must actively oversee all activities within their AOR with due regard to safety. Effective safety can only be achieved through vigilant monitoring and enforcement. The objective is to pre-empt any untoward occurrence.

1.9 Occurrence. An unplanned event or series of events that results in, or has the potential to result in, injury, death, or material damage. Good safety management can prevent incidents from occurring. It covers any safety-related event, including incidents, accidents, near misses, and hazardous conditions.

1.10 Reporting an Occurrence. Campuses/ CUs are to use discretion while deciding about reporting an occurrence to BUHO (Safety Department) depending on the severity and likeliness of recurrence of the incidence through the quickest possible means. Initial information can be passed through a phone call followed by the **Occurrence Report Performa** at **Annex A**.

1.11 Investigating an Occurrence. An occurrence is to be thoroughly investigated to assess the root cause depending on the severity and probability of recurrence. The summary and lessons learnt may be forwarded to other campuses to adopt safety measures as deemed appropriate.

1.12 Risk Management Process. Risk management is a step-by-step process for controlling health, safety and environmental risks caused by various hazards in the workplace. Everyone is to look around their workplace to detect and counter these risks to avoid an accident. The below-given diagram depicts the steps to carry out effective risk management.



Diagram: Risk Management Process Flow Chart

1.13 Steps of Risk Management. The steps of risk management are as follows:

a. **Identify the Risk.** Although safety is the concern of every individual,

those associated with HSE have greater responsibility to go around the entire campus area, find what may cause harm to men and material and manage it till it is either removed or brought to safe limits. The process of risk identification is given below:

(1) How people are working and the equipment being used.

(2) Whether the material/ equipment being used are safe.

(3) What safe or unsafe work practices exist.

(4) The general state of work premises.

(5) Note the non-routine work being undertaken, such as maintenance, installation of machinery /equipment.

(6) Note the hazards to health, such as manual handling, use of chemicals and causes of work-related stress.

(7) For each hazard, note how employees, contractors, visitors, or students might be harmed.

b. **Analyzing and Evaluating the Risk.** Risk analysis identifies the causes and potential impacts of risk, qualitatively. Once you have identified the hazards, decide how likely is it that someone could be harmed and how serious it could be. This is assessing the level of risk. While risk evaluation is when you define the seriousness of the risk in relation to other risks. It is the quantitative part of the risk assessment. It is always advisable to use the Risk Assessment Matrix given at Annex B to assess the risk.

c. **Measures to Control the Risks.** See what measures to control the risk are already in place. A successful risk assessment must check existing controls and consider if you need to do more. The hierarchy starts with the controls perceived to be most effective and moves down to those considered least effective; it flows as follows:



In addition, consider the following:

(1) Can the hazard be removed altogether?

(2) If not, how can the risk be controlled so that harm is reduced?

(3) If you think further controls are required, consider the

following:

(a) Can the job be redesigned?

(b) Identify/ implement practical measures to work safely.

(c) Ensure workers are wearing personal protective equipment.

(d) Put the identified controls in place.

d. **Monitor and Review.** The review is a continual process. Experts from outside should be invited periodically to review the risk management measures for improvement in the system. They should also be reviewed if:

(1) They may no longer be effective.

(2) There are changes in the workplace that could lead to new risks such as changes to staff, the process or equipment used.

(3) When problems have been spotted or there have been any accidents or near misses.

1.14 Safety Check-List. The Safety Check-Lists have been enclosed at Annex C to this policy for implementation and compliance. The same shall be used as a reference during Safety Audits of respective campuses/ CUs.

1.15 Reference Publications. The following publications are hereby promulgated as reference documents. These publications are available on the internet and can be downloaded for implementation as and where required.

a. **Building Code of Pakistan Fire Safety Provisions – 2016.** The manual **Building Code of Pakistan Fire Safety Provisions – 2016** promulgated by Pakistan Engineering Council, Govt of Pakistan is to be taken as a guideline reference for construction of buildings, fire and disaster management planning and execution including high rise buildings.

b. **Day Care Centers.** The book "**Guidelines and Standards for Day Care Centers"** published by the Govt of Punjab is to be taken as guideline reference for managing daycare centers at BU Campuses.

c. **Energy Conservation Building Code of Pakistan (Energy Provisions-2023) (ECBC-2023)**, issued by NEECA and notified vide SRO 461(I)/2024. This code, or an equivalent or higher standard approved by the Rector, is the minimum energy-efficiency standard for the design, construction and renovation of University buildings.

1.16 Feedback. Feedback is a very important tool not only for improving the safety environment of the university but it makes the safety policy, instructions and SOPs more practical and relevant. It is therefore urged upon all safety managers to extend the feedback system down to the grassroot level.

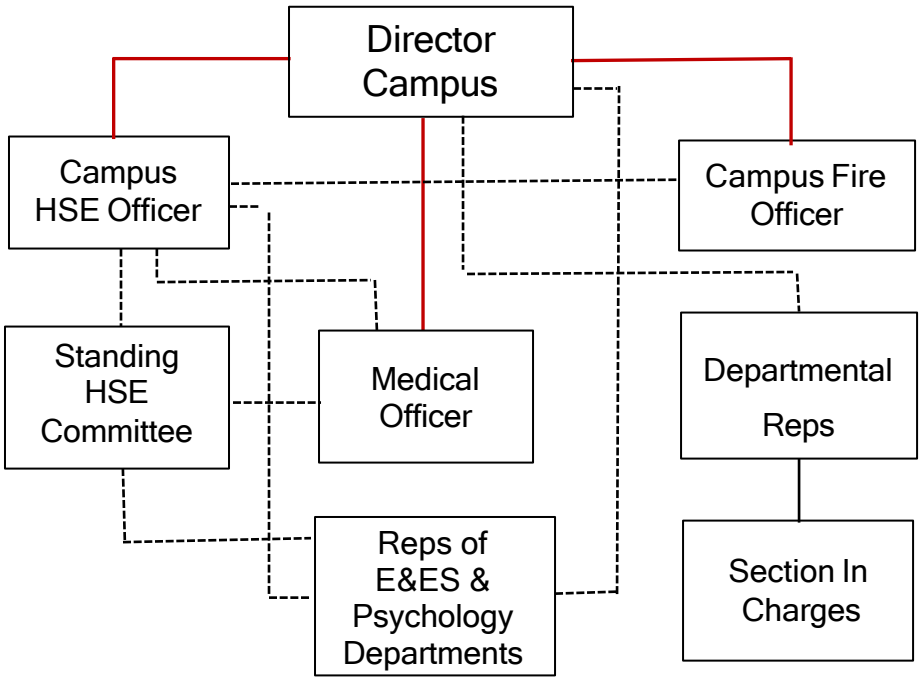
CHAPTER 2

ORGANIZATION AND MANAGEMENT

2.1 **HSE Organization.** All campuses/ CUs of Bahria University are to have an effective Health, Safety and Environment (HSE) organization. The overall responsibility rests with the Director Campus, however, all Directors, HODs and departmental officers shall be responsible for their Area of Responsibility.

2.2 **HSE Management Hierarchy.** The existing management hierarchy of BU's various campuses is be used for addressing HSE issues. The HSE Officer of each campus/ CU is to be taken in the loop. The HSE organization flow chart is given below:

HSE ORGANISATION



Legend

Administrative

Linkage Functional ——

Linkage ---------

2.3 **HSE Officer.** All Campuses/ CUs are to designate a suitably qualified officer as HSE Officer. It is recommended that professional HSE certifications/ First Aid / Fire Safety and Emergency Response training be considered as mandatory requirements for appointment as an HSE Officer. The HSE Officer is to work directly under Director Campus.

2.4 **Standing HSE Committee.** In order to involve all stake holders into HSE affairs, each campus is to have a Standing HSE Committee. Representation from all departments is to be ensured. The structure of the committee is as follows:

Departments	Status
HSE Officer	President
Rep of E & ES Department	Permanent Member
DD (Tech)	Permanent Member
DD (A&C)	Permanent Member
Medical Officer	Permanent Member
Departmental Reps	Members

2.5 **Fire Officer.** All campuses and constituent units of Bahria University are to designate a suitably qualified officer as Fire Officer. The Fire Officer is to work directly under the Director Campus.

2.6 **Section In-charges and Onus of Responsibility.** The term "Section-In Charge" has been used to refer to those in charge of a certain section e.g. offices, labs, workshops, transport, library etc. This term also applies to Heads of Departments, Heads of Sections and those who lead units within the University Management hierarchy in their relevant AOR.

2.7 **Risk Assessment.** The Standing HSE committee in coordination with each department is to carry out risk assessment of the premises to identify any compromise to the safety of men and material and is to take corrective measures accordingly.

2.8 **Reporting Channel.** Each section-In Charge shall report any HSE compromise observed within his AOR to the campus HSE officer. However, if the matter is of urgent nature (e.g. fire, injury etc.) he is to immediately report the matter to the relevant department.

2.9 **Scrutiny of Civil Works.** All civil works are to be scrutinized for safety by the campuses for safety aspects prior approval.

2.10 DUTIES / RESPONSIBILITIES

2.10.1 Duties – Deputy Director HSE - BUHO

a. Supervise the work of HSE department at BUHO.
b. Oversee the safety of all campuses/ CUs of Bahria University.
c. Supervise work of Standing HSE Committee of Campuses/ CUs.
d. Promulgate Health, Safety and Environment Policy and keep it up to

date.

e. Ensure instructions promulgated in HSE Policy are followed at each Campus/ CU.

f. Issue Safety Check List/ SOPs for each stream of work being conducted at various Campuses/CUs to prevent an unsafe act.

g. Conduct Safety Audits/ Reviews as and when required and follow up the observations.

j. To serve as link between Director Admin (Safety & Security) and various Campuses/ CUs on HSE issues.

k. Develop HSE feedback system from various Campuses/ CUs on safety matters.

l. Analyze HSE related occurrences, incidence and near miss situations and propose preventive measures.

m. Any other task related to HSE assigned by Director Admin (Safety & Security), BUHO.

2.10.2 **Standing Health, Safety and Environment Committee**. The duties of Standing Health, Safety and Environment Committee are given below:

a. The committee shall be responsible to develop and implement HSE standards at the campus.

b. The committee is to conduct HSE audit at regular intervals.

c. Hold meetings to discuss the safety issues at the campus on regular basis. The minutes of the meetings are to be recorded and progress monitored in subsequent meetings.

d. The important issues requiring attention of BUHO are to be forwarded to Safety Directorate at BUHO.

2.10.3 **Campus Administration.** All Deans, HODs and Departmental Heads are responsible to their respective Director Campus for the safety within their AOR. While doing so they have to pay attention to the following aspects:

a. Ensure that the instructions, Standard Operating Procedures (SOPs), HSE Check-Lists promulgated by the Administration are strictly followed.

b. Ensure that facilities and equipment provided meet requirements of a safe working environment for activities being conducted.

c. The SOPs should be revised where required to ensure compliance with applicable rules and regulations.

d. Ensure areas under their management are following the HSE policy.

e. Ensure that thorough Risk Assessment and Management is carried out for all activities taking place within their AOR. The same shall be part of the HSE Audit conducted from time to time.

f. Ensure that Section-In Charges have been nominated for all spaces in their departments and no space have been left un-allocated. The duties of Section in Charge are given in the ensuing paragraphs.

2.10.4 **Faculty and Staff.** Faculty and Staff of each department is responsible for the following:

a. Implement the University HSE policies and check-lists in their AOR.

b. Promptly report unsafe conditions, hazards, injuries and illnesses to the relevant office in addition to HOD.

c. Ensure participation of students/ staff in HSE training and drills.

d. Promote HSE awareness in their AOR.

2.10.5 **Section In-Charges.** The term "Section-In Charge" has been used to refer to those in charge of a certain section e.g. labs, workshops, transport, library etc. The responsibilities of the Section-In charges are as follows:

a. To undertake risk assessment of AOR and report the same to the Departmental Head. Ensure that suitable remedial measures are undertaken in consultation with Campus HSE Officer.

b. To ensure that all aspects of HSE are looked after in the light of instructions promulgated by the BUHO/ Campus HSE Officer.

c. Ensure that Buddy System is enforced and updated frequently to accommodate changes caused by joining and leaving of employees and students. He is also to ensure that the people under his AOR are familiar with buddy system, emergency escape routes and muster areas.

d. To ensure that all staff receive HSE training at regular intervals. The campus HSE exercise can be utilized for training of staff.

e. To liaise with the campus HSE officer on all HSE matters.

f. Proactively monitor waste and ensure it is stored away from buildings within designated premises.

2.10.6 **Senior Medical Officer (SMO).** SMO of each campus is to ensure following:

a. The University campus is safe guarded against spread of infectious diseases.

b. The Campus Sick Bay is adequately equipped to meet emergencies.

c. The hygienic conditions at the campus are well maintained.

d. Ambulances are readily available for emergency use.

e. Liaison with nearby medical facilities.

f. Record of recurring cases, cases requiring follow up is maintained and shared with Campus administration.

g. Maintain high standard of potable water through regular testing.

2.10.7 **Human Resources Managers.** HR Managers are to ensure that the commitment to HSE is written in each employee's job description.

2.10.8 **Campus HSE Officer.** Roles/ tasks of are given below:

a. Carry out risk assessment of respective campus.

b. Maintain close liaison with all stake holders.

c. Increase HSE awareness as described in para 2.10

d. Carry out analysis of occurrences at campus and promulgate corrective measures. The analysis may also be shared with BUHO and other campuses to increase safety awareness.

e. Promulgate instructions to improve HSE.

f. Ensure guidelines/ instructions are adhered to in letter and spirit.

g. Arrange HSE training through Corporate Social Responsibility (CSR).

h. Conduct HSE audit and follow up observations till they are adequately addressed.

j. Hold quarterly HSE meetings and forward minutes to Director Campus/ BUHO.

k. Conduct HSE review as and when deemed appropriate.

2.10.9 **Deputy Director (Technical).** DD (Tech) of the campus is responsible for the following w.r.t HSE:

a. Ensure implementation of high standards of HSE provisions.

b. All fire alarms and fire/ smoke/ gas leakage detection systems are maintained in accordance with the relevant standards.

c. All firefighting systems are tested periodically, preferably over the weekend so that campus activities are not hindered.

d. Emergency lighting, escape lighting and signage are maintained and tested in accordance with the relevant standard.

e. All firefighting equipment including fixed installations are subjected to a maintenance programme in accordance with the manufacturer guidelines.

f. Conduct preventive maintenance of all machinery/ appliances and maintain record.

g. Ensure safety of electric cables by managing load at distribution board.

2.10.10 **Director/ Deputy/ Assistant Director (Admin & Coordination).** Director/ Deputy/ Assistant Director (Admin & Coordination) is responsible for the following with respect to HSE at the campus:

a. Ensure that the entire campus is free of slip, trip and fall conditions.

b. Ensure that the buildings are well maintained.

c. Means of escape are maintained as per required standards given at **Safety Check-List** at **Annex C** of this policy.

d. Ensure that all the passages are clear of obstructions.

e. Nothing is stowed under the stairs.

f. All rooms are numbered. Numbering may indicate the building and floor e.g NC101/ FF 101 (New Construction or First Floor Room No. 1).

g. Designate emergency muster areas and mark them with paint.

2.10.11 **Duties relevant to Staff and Students**. All staff/ students have responsibility to comply with HSE Policy. This will include, but not limited to:

a. Observing all instructions, information and training intended to secure high standard of HSE at the campus. They are to co-operate with the University staff on all matters relevant to HSE.

b. Reporting any obvious defects or short-comings in the University HSE provisions, arrangements or procedures.

2.11 **HSE Audit.** The respective Standing HSE Committee is to conduct HSE audit of various buildings and department on regular basis and forward report to Director Campus.

2.12 **Work Permit and Conduct of Contractors.** Any work involving safety and fire risk must be supervised by relevant staff. The concerned department is to obtain a work permit from the campus/ CU Fire Officer before starting the work. The contractors are to ensure that an appropriate level of safety provision is observed. Contractors will also be required to be made aware of the firefighting facilities close to the work site.

2.13 **HSE Awareness through Community Support Programme.** BU shall develop structured community engagement programmes. This includes:

a. Public access to selected university resources.

b. Training programs for local communities.

c. Collaboration on waste management, biodiversity conservation, climate resilience) with NGOs, universities, and government bodies with operational framework.

2.14 **Promoting HSE at Campus.** All out efforts be made to promote HSE culture at campuses. Some traditional ways are suggested here, however, innovative ideas can be adopted to achieve the aim:

a. Posters
b. Seminars
c. Workshops
d. Reviews
e. Short Courses/ Training

2.14.1 Students may also be actively involved in organized awareness campaigns covering all aspects of HSE. This may include presentations, arranging awareness stalls, distribution of pamphlets, and participation in discussion desks.

2.14.2 Awareness regarding hand washing, hygiene practices, cleanliness of washrooms, and risk management can be enhanced through display of short informational videos at prominent locations on campus, as moving visuals tend to attract more attention compared to static printed banners.

2.14.3 **Safety Bulletins**. BUHO shall be responsible for obtaining Safety Bulletins from NHQ and ensuring their timely dissemination to all Campuses and Constituent Units (CUs) for general awareness/ information. (**Authority**: **BU-HO/Admin/2026/L/1356 dated 23 July 26)**

2.15 **Administration of Persons with Disabilities (PWDs).** BUHO and campuses/ CUs are to maintain list of PWDs and plan to facilitate them in studying

and working in their Area of Responsibility (AOR). BU shall track enrolment, retention, and performance of all PWDs. The **Rights of PWDs Act** is enclosed at **Annex D**. Salient points are summarized below:

a. **Ease of access.** BUHO and campuses are to provide ease of access to public buildings, medical centers, recreational facilities, Masjid, hostel gymnasium etc. Streets and roads to be appropriately modified to give easy access to these facilities. New buildings and vehicles shall be designed to provide easy access to these facilities. All infrastructure in this regard e.g., washrooms, ramps etc shall be **standardized across all campuses.**

b. **Parking Slots Reserved.** BUHO and campuses are to provide reserved parking slots for PWDs and ensure that these parking slots are not used by others.

c. **Accessible Toilets.** Accessible toilets have been specially designed to better accommodate people with physical disabilities. PWDs with reduced mobility find them useful, as a higher toilet bowl makes it easier for them to stand up. For example, toilets may not be able to fit a wheelchair, and transferring between the wheelchair and the toilet seat may pose a challenge. Accessible toilets are designed to address these issues by providing more space and bars for users to grab and hold during transfers, and space for an assistant if necessary. BUHO and campuses are to provide sufficient numbers of accessible toilets in their AOR.



d. **Priority Seats.** Priority seats in BU vehicles may be reserved for PWDs to use transport with an equal degree of access and comfort as other people.

2.16 Following additional points are to be paid special attention and implemented in letter and spirit (**Ref: Rights of PWDs Act,** enclosed at **Annex D)**.

a. Equity and non-discrimination of PWDs.
b. Right to privacy.
c. Women, children, elderly people and transgender PWDs.
d. Ease of access and mobility.

e. Protection from abusive, violent and discriminatory behavior.
f. Equity in education and employment.
g. Equity in health and medical rehabilitation services.
h. Access to justice.
i. Participation in sports, cultural and recreational activities.
j. Protection of PWDs in risk and disaster situations.

2.17 **Reasonable Accommodation.** BU shall provide reasonable accommodation, with adequate funding, to students, faculty and staff with disabilities, including a significant and long-term mental health difficulty under para 8.3(c).

a. Students request accommodation through the Disability Coordinator under Student Handbook para 9.15, and employees through the campus HR office.
b. The Campus Accessibility Committee shall decide each request within 30 days; an applicant may ask the Director Campus to review a refusal.
c. The University shall meet the cost of accommodation, including writers, typists, assistive devices and adapted workstations.
d. Each year the Treasurer shall allocate a budget line for accommodation at each campus, and the Committee shall report requests, accommodations granted and spending to the Standing HSE Committee.

CHAPTER 3

FIREFIGHTING

3.1 Fire Hazard. Fire is the most common safety risk and a vital threat to the University activities. An outbreak of even a small fire creates panic besides being a risk to both life, property, damage to the environment, and can compromise normal campus activities. A fire hazard can thus be understood as anything which significantly increases the likelihood of a fire occurring, intensifies a fire spread, or increases the potential harm a fire could cause. It includes anything which impedes the function of fire protection material or equipment, as well as anything that inhibits fire safe behavior. For instance, an obstruction which impedes safe evacuation and a malfunctioning sprinkler system would both be considered fire hazards. This is because a facility's level of risk factors in both the probability that a fire will occur and the severity of the potential harm that could be caused by a fire increase in both the given situations.

3.2 Firefighting Concept within Bahria University. All campuses/ CUs of Bahria University are to prepare and equip themselves to fight fire by carrying out initial attack and containment of the fire with focus on immediate enforcement of Evacuation Plan. If the fire is not immediately extinguished, PN/ Civil Fire Brigades are to be called forthwith.

3.3 External Agencies Coordination. In case of any emergency, coordination with relevant external agencies shall be ensured promptly, including **Civil Fire Brigade, Snorkel Services, Bomb Disposal Squad (BDS)** and other emergency response agencies, as required. (**Authority: BU-HO/Admin/2026/L/1130 dated 02 Jan 26)**

3.4 Risk Assessment. All departments should conduct fire risk assessment of their AOR as per procedure given at Chapter 1 of this policy in consultation with campus safety organization. Subsequently, firefighting, emergency evacuation. plans should be prepared.

3.5 Layout Plan of Buildings. A folder containing Building Layout Plans of all the buildings within the AOR is also to be kept with the relevant Campus Director/ DD Admin office for ready use in case of an HSE/ Security related emergency. Moreover, the layout plan of each building is to be displayed prominently at the entrance of building for ease of conduct of emergency evacuation and firefighting. Emergency exit signs/ escape route stickers/ posters are also to be displayed in all buildings (floor wise). (**Authority: BU-HO/Admin/2024/L/750 dated 06 May 24)**

3.6 Fire Audit. Standing HSE Committee of the respective campus shall conduct fire audit of the entire campus on regular basis. (**Authority**: **BU-HO/Admin/2026/L/1148 dated 22 Jan 26)**

3.7 External Audit. It is advisable to arrange an external audit of the entire campus from time to time for firefighting and emergency evacuation.

3.8 Combustible Material. The impact of dangerous substances, when exposed to fire, can create a hostile and unpredictable environment. When such substances are stored and used within the University premises, particular attention is required for safe use and storage. Students and employees should be given exposure to dangerous substances in an appropriately controlled, supervised, and safe environment.

3.9 Use of Wood and other Inflammable Materials. The use of wood, being an inflammable material, is to be discouraged. Some of the common examples are as follows:

a. **Wooden Flooring.** Wooden flooring (where installed) are to be gradually replaced with ceramic tiles (being non-combustible and completely safe) in all campuses and constituent units.

b. **Wooden Partitioning.** In some recent fire incidences, wooden partitioning added much to the fire. It is, therefore, recommended that aluminum and glass be used in partitions wherever required.

c. **Wooden/ PVC Paneling/ False Ceiling.** The wooden/ PVC paneling and false ceiling not only add to the fire but also conceal the actual condition of the wall/ roof. At times worn-out electrical wire, connections, seepages, cracks, wasp nest, etc go undetected. The situation is revealed only when the matter has aggravated beyond economical repairs. It is, therefore, necessary to keep the walls and roofs in their original form. Use of wooden/ PVC paneling and false ceiling is, therefore, to be discouraged.

d. **Carpets.** Carpets are not only a fire hazard but a source of bacteria causing illness. Their use as flooring is not safe. The carpets in use should gradually be replaced with vinyl flooring or ceramic tiles.

e. **Packing Materials.** It has been observed that the packing materials of newly purchased equipment are stored in offices/ labs for perceived future use. However, it is a fire hazard and should either be removed or kept in properly designated stores.

f. **Weeding out of old Records.** Each department should pass specific instructions for weeding out old records like correspondence, research papers, thesis etc. at regular intervals. The same needs to be implemented in letter and spirit. The offices' racks and cabinets should never be overburdened with such records. Digital archiving is a good option to replace paper records.

g. **Solid Waste Disposal.** Each campus/ CU should have an effective

solid waste disposal plan. External waste containers and refuse bins are potential fire hazards. Fires often occur in such receptacles and where they are placed near a building. To ensure that this risk is eliminated, all such receptacles must be placed at a minimum distance of 6 meters from a building. In all cases, no receptacles should be placed directly adjacent to or below any window, door, or other openings of a building. The waste dumps should be kept well away from the fire high-risk areas like transformers, HT/LT rooms, generators, etc.

3.10 Gas Leakage Safety Instructions for Kitchens/ Cafés/ Hostels etc

a. Gas leakage incidents have caused serious accidents in educational institutions and underscore the critical importance of strict compliance with gas safety measures.

b. Gas is highly flammable and may accumulate in enclosed areas. Leakage from **LPG cylinders** or **Sui Gas (Natural Gas) pipelines** can lead to fire outbreaks, explosions, suffocation, and fatal injuries.

c. All Campuses/ CUs are to sensitize all, including the students residing in private hostels, to strictly avoid the use of gas heaters in rooms and to remove gas cylinders from rooms or other unventilated areas. Students should also ensure that private hostels have adequate safety arrangements before selecting accommodation. **Detailed Safety Instructions** regarding the **use of LPG cylinders and natural gas lines** are placed at **Annex E**.

d. Campuses/ CUs are to remain aware of the safety conditions of nearby private hostels and advise students accordingly. Students residing in hostels not maintained by the University are also to be counselled by their respective mentors on adherence to necessary safety precautions. (**Authority: BU-HO/Admin/2026/L/1204 dated 05 Mar 26**)

3.11 Dangerous Conditions (Fire Safety). Very often, during the course of firefighting, firefighters are exposed to dangerous conditions. Utmost care needs to be taken to safeguard the firefighters from such conditions such as burning, choking, falling or trapping in isolated spaces. It is the duty of each and every one present on the scene to keep a vigilant lookout and assist in firefighting efforts.

3.12 Unwanted Fire Alarm Signals (UFAS). Unwanted fire alarm signals are result of activation of the fire warning system by any effect other than fire. Such signals ultimately harm the University's core business and also create complacency, as well as eroding user confidence. Deputy Director (Tech)/ Maintenance Officer is to ensure that the fire alarm system is maintained very well at all times to avoid UFAS.

3.13 'Action in Case of Fire' Display. '**Action in case of Fire**' notices are to be

displayed at various points at conspicuous places on the premises. All employees are required to be familiar with these actions.

3.14 Fire Warning System. Fire Warning Systems are to be maintained and tested frequently. Any defect is to be rectified expeditiously. Records of maintenance is to be maintained by technical/ firefighting staff.

3.15 Duties of Firefighting Officer

a. Raise effective firefighting organizations to effectively fight fire in his AOR.

b. Undertake fire risk assessment of his AOR.

c. Ensure all firefighting assets are maintained through Technical Department by conducting daily and weekly inspections.

d. All fire/ smoke detectors are periodically tested and serviced.

e. Conduct regular fire exercises by choosing high fire risk scenarios.

f. To sign Work Permit Performa for hazardous work undertaken by contractors after satisfying himself for safety arrangements.

g. To ensure all the staff working in his AOR get adequate firefighting training to maintain competence.

h. Maintain close liaison with local firefighting organizations.

i. Ensure all fire incidents are thoroughly investigated, and necessary preventive measures are taken.

j. Ensure that new members of staff are given instructions and training on firefighting and emergency procedures in consultation with the University Safety Officer.

k. Ensure posting of appropriate warning fire signs/ notices and report deficiencies in the buildings.

l. Draw attention of the section in charge/ Head of Department/ Director Campus and Standing HSE Committee of any deficiency/ safety risk observed within his AOR.

m. Ensure that adequate records are maintained in relation to:

(1) Fire Alarm testing (weekly).
(2) Fire Alarm maintenance (weekly).
(3) Electrical portable appliance tests (weekly).
(4) Staff fire safety training (weekly).

3.16 AOR Firefighting Officer BUIC. Bahria University Head Office (BUHO) building falls under the AOR of Firefighting Officer of BUIC in addition to E-8 Campus.

3.17 Composition of Firefighting Teams. The **Guidelines for Calculating the Number of Firefighters** is given at **Annex F** to this policy. The composition of various firefighting teams at the campus shall be as follows:

a. **Central Firefighting Team.** Each campus and constituent unit shall

maintain a **central firefighting team**. This team shall consist of Fire Officer and his staff. They shall be responsible for the maintenance of central firefighting equipment. They shall be responsible for firefighting at places like heating, ventilation, and air conditioning (HVACs) rooms, generator rooms, cafeteria, etc. Also, they are to augment Building Firefighting Team in case of fire inside a building. This team shall supervise the maintenance of equipment installed in buildings through Building Firefighting Teams.

b. **Building Firefighting Teams.** The in-charge of each building shall be the **firefighting supervisor** for that building. Each department housed in the building is to nominate at least one staff to form part of the building firefighting team so that the building firefighting team has at least one member for each floor from the department. The team shall be responsible for fighting fire, maintain firefighting equipment and conduct of emergency evacuation in their respective buildings.

3.18 Fire Fighting Equipment. Firefighting equipment is to be placed within fire exit routes and adjacent to some specific high risks' areas, such as computer servers, electrical transformers, etc. The extinguishers are to be operated by competent persons only when it is safe to do so without obstructing the escape route. Under no circumstances should a fire be confronted without first raising the alarm. All employees are to familiarize themselves with the extinguishers provided within their premises and the fire classification that may influence their use. Where any firefighting equipment has been used or is deemed unsatisfactory, the Fire Officer should ask for a replacement.

3.19 Types of Fire and Recommended Fire Extinguishers. In Pakistan, we follow the United Kingdom's **Classification of Fire**. The same is placed at **Annex G** to this policy along with the recommended type of fire extinguishers.

3.20 Maintenance Responsibility. All the firefighting equipment on board is to be in the charge of the technical department of each campus/constituent unit. The equipment is to be maintained in full working condition at all times. Any defect arising in the said equipment is to be rectified on priority.

3.21 Maintenance of Portable Fire Extinguishers. In addition to the prevalent practices of handling and maintaining portable fire extinguishers, following instructions are to be complied:

a. In addition to the standard markings, weight when empty and when filled should be written on each portable fire extinguisher separated with slant sign. Example 20/25 kg.

b. They should be inspected daily to check pressure (CO_2 and Altron), un-interrupted access and cleanliness by the department where it is placed.

c. The Dry Chemical powder portable cylinders need to be thoroughly shaken once in a month to safeguard against hardening of dry chemical.

d. They should be inspected monthly by the campus central fighting staff for weight, wear and tears etc.

e. Gas or dry chemicals should not be refilled unless reduction in pressure/ weight is observed.

f. The date for recharge should be extended by one year after the weight and general condition is found correct. There is no need to discharge the cylinder and refill again each year.

3.22 Fire Extinguishing Ball. The fire extinguishing ball is lightweight firefighting equipment and requires no training. It can be installed in a room or can be thrown into a fire, and it will be self-activated within 3 to 5 seconds. It is environmentally friendly, non-toxic powder, safe for people in the vicinity and requires no inspection and maintenance. It normally has a shelf-life span of 5 years. It requires minimal training, no pins and no moving or mechanical parts. It has impulsive noise that raises a fire-alarm. It is effective in an area of 20 square meters. It may be noted that the subject ball will extinguish the fire immediately, however, the chances of re-ignition of fire shall remain there till the seat of fire is properly extinguished.

3.23 Fire Extinguishing Balls Installation. It is recommended that the fire extinguishing balls be installed in all high fire risk areas. Owing to low cost, some fire extinguishing balls can be kept in ready use lockers for use in open spaces and other locations.

3.24 Fire Pumps. At least two fire main pumps are to be readily available to fight fire in all campuses. Out of them one has to be diesel driven for use without electricity.

3.25 Fire Hose Reels. Fire Hose reels shown in **Figure A**, consist of a length of non-kinking tubing and is fire-fighting equipment designed to be used by any member of the general public especially inside the buildings. The fire hoses shown at **Figure B** are suitable for use outside the buildings. In certain cases, the fire hoses (**Fig B**) may be installed inside buildings. They are to be provided with fire hose reels in addition as shown in **Fig A**.

Fire Hose Reel (Fig-A)



Fire Hoses (Fig-B)



3.26 Alternate Power Supply to Fire Main Pumps. All fire pumps are to be provided alternate power supply with changeover switch. The location of breaker switch is to be written inside the pump room.

3.27 Display of Fire and Emergency Services Contact Numbers. The telephone numbers of Pakistan Navy and civil fire and emergency services are to be displayed at the entrance of each floor of the building. These numbers are to be frequently checked and updated.

3.28 **High Fire Risk Areas.** Special attention is to be paid to high fire risk areas like server rooms, battery banks, HVAC compartments, diesel generators rooms, transformer rooms, fuel storage etc. Clear cut written SOPs are to be issued by the departmental officer for Standard Operating Procedures and safeties. Safety guidelines are given at **Safety Check List** at **Annex C** to this policy.

3.29 **Fire and Rescue Vehicle.** All campuses are to ensure that all types of fire and rescue vehicles including **fire engines with snorkels** have unobstructed access to all buildings and high fire risk areas.

3.30 **Laboratories Safeties.** General laboratory safeties are given at **Safety Check List** at **Annex C** to this policy; however, lab specific safety instructions be issued and displayed clearly by respective departments.

3.31 **Server Rooms Safeties.** Server rooms and their associated battery banks are high fire risk areas. They normally have additional firefighting system. These areas deserve special attention to prevent fire.

CHAPTER 4

EMERGENCY EVACUATION

4.1 **Emergency Evacuation Plan and Drills.** The management of each campus is to ensure that a comprehensive emergency evacuation plan is prepared and enforced. The contents of the emergency evacuation plan are discussed in detail in the ensuing paragraphs. The emergency evacuation drill should be conducted in collaboration with the local fire brigade and rescue agencies at least once in six months during semesters involving all staff and students. The drills should be avoided during times, such as exams and conferences, however, consideration should be given to ensuring advantage is taken of peak occupancy times. Since constant disaster readiness is essential, all employees should be trained and put through evacuation drills to ensure that the process will proceed smoothly in the event of an actual emergency. The detailed instructions are given in the **Safety Check-List** at **Annex C** to this Policy. (**Authority: BU-HO/Admin/2025/L/1085 dated 21 Nov 25)**

4.1.1 Periodic Mock Exercises. The Safety Department shall conduct periodic mock exercises to evaluate operational preparedness of staff. These exercises may include:

a. Communication checks
b. Testing of evacuation procedures
c. Coordination with external response agencies

4.1.2 During such exercises, entry and exit gates may be temporarily closed to simulate emergency conditions. The Sick Bay/ medical team and other relevant agencies may also be involved to ensure effective emergency response and coordination.

4.2 **List of Occupants.** Departments are to forward floor-wise occupancy plans for their departments to Deputy Director (Admin & Coord), campus firefighting officer, and building in-charges. The list is to be kept up to date to absorb changes at least once in six months.

4.3 **Buddy System.** The buddy system is a procedure in which two individuals are paired together for mutual safety in a hazardous situation. The "buddies", operate together as a single unit so that they can monitor and help each other during disasters. Every individual working or studying at BU is to be formally organized in Buddy System at various tiers of administration. All HODs, DDs and departmental heads shall be responsible to prepare Buddy lists and keep them up to date. In case of an emergency, it will be their responsibility to conduct Buddy Check in the Muster Area and report any discrepancy.

4.4 **In-charge Emergency Evacuation.** Bahria University campuses and constituent units are equipped to fight small-scale fires. The large-scale fire involving evacuations shall be handled by PN/ civil fire brigades. Therefore, the campus firefighting officer is to act as the in-charge of the emergency evacuation.

4.5 **Access to Buildings.** It may be ensured that the road access to buildings is

clear of obstructions, wide and high enough to allow fire and rescue vehicles (e.g. snorkel machine) to operate freely. The dimensions of the said vehicles can be obtained from respective fire and rescue services.

4.6 **Special People Rescue.** Special People or people with special needs or people requiring special assistance should be paired with at least two persons capable of rendering assistance in an emergency evacuation. All those clearing the area are to pay special attention to the safe and timely exit of all such people and render assistance where possible.

4.7 **Exit Routes.** All exit routes are to be indicated by signage. To ensure exit route passage is not compromised, no equipment or materials may be placed or stored within any exit route or stair enclosure. All exits must be maintained clear, free from any obstruction and all exit doors require to be easily and immediately openable from the direction of travel. Corridors and stairways that form part of escape routes should be kept clear and hazard-free at all times. Items that may be a source of fuel or ignition should not be located within escape routes. Detailed instructions are given at **Safety Check List** at **Annex C** to this policy.

4.8 **Emergency Muster Area(s).** All campuses and constituent units of Bahria University are to designate a suitable muster area to be used for gathering people after the evacuation of the building in event of fire, earthquake, or any other emergency. Depending on the number of occupants, the layout of the building(s), and availability of free space, there can be more than one muster area for one building. In case of fire, the rooftops can also be used to access emergency egress, therefore, all the doors leading to the rooftops are to be kept open. While designating the muster area following aspects be given consideration:

a. Have easy access from the concerned building(s).

b. The access should be free of obstructions, slips, trips and falls.

c. Should be well clear of buildings to avoid debris falling.

d. Should be clear of the access route of the fire tenders and emergency vehicles and fire/ emergency handlers.

e. Large enough to accommodate all personnel of the building(s).

f. Have lighting arrangements for any emergency at night.

4.9 **Calling Numbers for Assistance.** The internal and external emergency numbers should be displayed on every floor at conspicuous spaces. Anyone reporting the fire or other emergency should first call the University emergency numbers. If the situation is getting out of control, call the nearest Fire Brigade.

4.10 **Actions on Receiving Fire/ Emergency Alarm and Earthquake.** Detailed instructions on emergency evacuation are given in the **Safety Checklist** given at **Annex C** to this policy. However, some important points are summarized as follows:

a. Everyone **must** evacuate the building by way of the safest and closest exit or stairway.

b. **Never** ignore or assume the alarm is false or the result of a test.

c. **Never** use an elevator to exit during a fire alarm activation.

d. Once outside the building, **move away from the building**. Assemble at the designated muster area.

e. **Do not obstruct** the access to the building where the fire fighters and fire engines/ snorkels will be operating.

f. If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. **Do not remain in or near the hazard zone**.

g. Once outside, never re-enter the building until you are told to do so by the University administration.

h. Assist those who need help, but do not put yourself at risk attempting to rescue trapped or injured victims.

i. Note location of trapped and injured victims and notify firefighters.

J. Walk calmly but quickly to the nearest emergency exit.

k. Keep to the right side of corridors and stairwells as you exit and avoid congregating at any exit point.

l. Proceed directly to your designated muster area.

m. Remain in the muster area until roll call is taken and buddy check is completed.

4.11 **Use of Lifts**. The use of lifts during a fire, earthquake and other emergencies is strictly prohibited. They may be used only after the risk assessment has been done and its use is considered safe. Campuses are also to examine the feasibility of installing emergency escape chutes, wherever deemed essential.

4.12 **Emergency Evacuation – Day Care Centres.** The daycare centres at all campuses are to be run in accordance with the instructions given in article 1.16b Chapter 1 of Safety Policy. Some of the salient points are given here.

j. In charge Day Care Centre must establish emergency rules and procedures, including an evacuation plan and escape routes to be used in the case of fire, earthquake and other emergencies.

k. The evacuation plan must be posted at each designated play room exit and each exit from the day care centre.

l. The plan should provide for the following points:

(1) Shelter of children during an emergency including shelter in place at the day care centre and shelter at locations away from the day care centre premises.

(2) A method for staff to contact parents as soon as possible when an emergency situation arises.

(5) A current list of emergency telephone numbers, Sick Bay, etc.

(6) The specific evacuation duties of each staff member.

(7) The location of a safe muster area which must be outside the day care center and known to the children and staff.

(8) The route to the muster area should be cleared of people to avoid

caught in stampede.

m. The in-charge day care centre must carry out an emergency evacuation drill at least once in six months.

n. The emergency plan is to be approved by the Director Campus.

o. The in-charge day care center shall review the emergency plan at least annually and update the plan as needed.

p. Each review and update of the emergency plan shall be documented in writing.

4.13 <u>Emergency Evacuation Training</u>. Training on emergency evacuation has been covered in **Chapter 5**.

CHAPTER 5

TRAINING

5.1 Training Organization. The Health, Safety and Environment (HSE) officer of each campus/ constituent unit shall be responsible for the training of safety, firefighting and emergency evacuation. He is to organize HSE training within campus. However, departmental officers shall remain responsible for organizing and conduct training within their departments. Equipment-specific training shall be arranged by the respective HOD/ departmental officers who receive training from the original equipment manufacturer (OEM). Training and exercises involving more than one department like emergency evacuation etc. are to be coordinated with Director Campus through HSE officer.

5.2 Scope of Training. The concept of providing safety and firefighting training is to have enough number of qualified firefighters in each department and on each floor of various buildings/ facilities. The training should primarily be focused on the following two types of personnel:

a. **Train the Trainer.** Training by those who have already been trained e.g. ex PN personnel, with a view to producing trainers. In addition, all officers/ senior staff who are detailed to attend any HSE related workshop/ seminar and or organized campaigns may also be tasked to arrange in-house training sessions for their respective staff. Participation of BU personnel in such events is to be encouraged, with enhanced representation from all cadres of staff.

b. **Training to Novices.** The aim is to produce as many trained fire fighters as possible to fight the fire effectively.

5.3 Training Facilities. To avail quality formal HSE training, the local sources are to be explored for each campus. For firefighting, the National Institute of Fire Technology (NIFT) is recommended for Islamabad campuses, while for Karachi, NBCD School at PNS KARSAZ and Federal Civil Defence Training Institute are recommended. Necessary liaison with the institutions is to be done by the respective Campuses.

5.4 Role of Students Support Centre. The platform of Students Support Centre for conduct of training be considered at campus level. Allocation of credit hours for HSE training may also be considered.

5.5 HSE Training - Faculty and Staff. BU shall promote continuous improvement in Health, Safety, and Environment (HSE) performance through appropriate training and awareness programs. Professional training courses, including IOSH and NEBOSH certifications, are recommended to enhance the competency and safety awareness of faculty and staff. The arrangement of internal training programs falls within the mandate of the HR Directorate, BUHO. Annual training requirements may be forwarded to HR Dte well in advance to facilitate effective planning, coordination, and implementation. (**Authority: LPDC Letter BU-HO/IO/2026/L/1457 dated 6 Mar 2026**)

5.6 Professional HSE certifications/ First Aid / Fire Safety and Emergency Response training, and a minimum of 3–5 years of relevant HSE experience be considered as mandatory requirements for appointment as an HSE Officer.

5.7 **Weekly Fire Exercise and Lectures.** All Campus Safety and Firefighting Officers are to conduct the subject training in a manner that every person in the University receives formal training in this regard.

5.8 **Emergency Evacuation Drills.** The emergency evacuation and firefighting drills are to be conducted once in six months by the campus administration. The drills are to be coordinated with the campus schedule of events. The following points are to be considered while planning the drills:

a. All staff, faculty and students of the building are to be involved.

b. The time of maximum occupancy is to be chosen. However, the drills should not be scheduled during exams and other major activities of the campus.

c. Pakistan Navy/ civil fire and rescue agencies along with rescue vehicles are to be involved.

d. Actual fire and rescue machinery are to be used.

e. Different buildings are to be selected each time with every possible scenario.

f. The agencies involved be asked to forward observations on the drills for improvement in the campus safety, fire drills and equipment.

5.9 **Documentation of Training.** Every training imparted to the staff/ faculty is to be documented for future utilization in safety and firefighting efforts.

CHAPTER 6

ENVIRONMENT PROTECTION

6.1 **Importance.** Environment plays an important role in healthy living and the existence of human life. Planet Earth is a home for different living species. We all are dependent on the environment for food, air, water, and other needs. This chapter aims to formulate and implement policies that improve the environment at various BU Campuses/ CUs. An attempt has been made to raise the level of understanding about the environment putting in place a framework where everyone joins hands to produce a healthy environment not only at BU but in other places.

6.2 **BU Environment Policy (Climate Action and Carbon Management).** The Environment Policy sets the high-level objectives for the Environmental Management Plan which shall encompass following:

a. Develop and implement a **Climate Action Plan**.

b. Measure and report **GHG emissions (Scope 1, 2 and 3)**.

c. Establish **carbon reduction targets**, including long-term net-zero commitments.

d. Annual energy audits shall be conducted with defined efficiency benchmarks.

e. Renewable energy adoption be tracked through measurable KPIs.

f. Regular updating of data on webpage (e.g. **CORE-CF** webpage).

g. Develop effective material management (from raw to waste).

h. Increase awareness of environmental responsibility among staff, students and visitors.

i. Have an environmental management system that ensures the University complies with national environmental standards.

j. Ensure that every new building, extension and renovation of University premises, including work done through contractors, meets the energy-efficiency code at para 1.15(c). The Directorate of Planning and Development shall certify compliance before design approval and keep the record.

k. Maintain the premises in an environmentally sensitive way, having regard to the protection of natural habitats and local wildlife.

l. Promote and encourage sustainable forms of mass travel by staff and students to reduce carbon emission.

m. Constantly improve BU's environmental performance.

6.3 **Organization.** The Director of respective campus shall be responsible for the preparation, implementation and audit of the Environment Management Plan (EMP). HODs Earth & Environment Sciences (E&ES) shall render help to all campuses in the city in preparation of EMP as given below. However, the implementation remains responsibility of each campus. Similar help is to be provided to all BU setups coming up in future as well:

a. BUKC, BUHSCK E&ES department Karachi

b. BUIC E-8 & H-11, BUHSCI, BULC E&ES department Islamabad

6.4 **ENVIRONMENTAL MANAGEMENT PLAN (EMP)**. This Environment Management Plan (EMP) establishes a mechanism for delivering on the aims and objectives of BU's Environmental Policy**.** EMP assigns and defines the roles and responsibilities of management to meet the requirements for maintaining environmental quality. Each Campus/ CU is to formulate EMP of its own and implement it. The expertise of faculty members (E&ES deptt) may be utilized to promote effective planning and implementation. Incentive may be considered for the subject work. The flow chart of Environment Management Policy is given below:

Flow Chart of Environmental Policy



6.5 **Purpose of the EMP**

a. Promote healthy environment through implementation of environment standards and procedures.

b. Prevent workplace illnesses caused by poor environment.

c. Avoid property losses or damage.

d. Protect the environment by reducing adverse impacts.

e. To highlight the environmental aspects of university operations and manage the impact of those aspects.

f. To ensure continuous improvement loop is established and maintained.

6.6 **Components of the EMP.** Main components of EMP include following:

a. **Organizational Structure.** The EMP has to function under the supervision of Director Campus. The HOD E&ES Islamabad/ Karachi is to advise Director Campuses/ CUs on environment issues.

b. **Monitoring Requirements.** The EMP has many components spread over wide range of activities falling under the management ambit of different departments. Each department is responsible of its part of environment protection efforts. However, the overall monitoring responsibility shall rest with E&ES department. Standing HSE committee meetings are appropriate forum to discuss and resolve various environmental issues.

c. **Training Requirements**. All the areas of this plan assign roles and responsibilities to personnel employed in different sections of administration and faculty. E&ES department is to identify the training needs and arrange courses at campus level. BUHO is to be kept informed on conduct of the training. Any training requirement requiring assistance/ approval of BUHO be forwarded accordingly. Proposed training programmes are as follows:

Training Required	Target Trainees	Suggested Frequency
Chemical Hygiene Training	Students & staff working in laboratories	Initial and Annual
Waste Management Training	All administrative personnel, faculty & students, lower staff	Initial and Annual
Lab Ventilation Training		Initial and Annual
Safety Orientation and Right-To-Know Training	For individuals who don't work with chemicals (potential affectees)	Initial and Annual

d. **Communication and Documentation**. All activities in and outside the campus falling under the ambit of promoting environment safety are to be recorded on paper and electronic documents as evidence. All procedural/ documentation revisions are to be communicated to respective E&ES department under intimation to Safety directorate at BUHO.

6.7 **Scope**. The scope of the EMP will focus on the following categories:

a. Waste Water/ Storm Water Management.

b. Solid Waste Management.

c. Noise & Air Monitoring and Management Options.

d. Green Energy.

6.8 **Water Management**

a. Water consumption shall be measured and the annual consumption (m^3/year) shall be recorded and posted on the relevant page.

b. The University shall also develop water sustainability dashboards for internal reporting.

6.9 **Waste/ Storm Water Management**. The purpose of the adopted procedure is

to provide guidelines and simplify the process to quantification and proper disposal of wastewater wherever and whenever arising during the BU project's construction and operation phase.

6.10 **Waste Water Minimization and Re-use**. The under mentioned points are to be taken into consideration to reduce and re-use the waste water at campus. However, they are not exhaustive; new and innovative ideas may also be explored.

a. A thorough inspection of the campus to identify spots where better management can reduce the use of water.

b. Installation of metering system at key water consumption points to evaluate/ reduce water consumption. Readings from the meters to be taken on quarterly basis.

c. During construction, extensive management schemes are to be formulated for conservation of water.

d. Rain/ storm water harvesting mechanisms to be installed for collection and storage of rain water for further non-potable uses (laundry, washroom, maintenance of green areas etc).

e. Used water from wuzoo at Masjid/ prayer sites can be treated and used for maintaining greenery at the campus.

f. Installation of water sprinklers for gardening purposes.

g. Use of solar geysers instead of gas dependent geysers for water heating purposes during winters.

h. The sewage water be collected in septic tanks, treated and used for plantation (recycling and reuse). Wastewater treatment efficiency shall be monitored.

j. Display of small size posters /notices for water conservation at key point of usage.

6.11 **Septic Tanks**. Septic tanks decompose sewage through bacterial activity before draining water to main lines. All Campuses/ CUs are to plan to ensure sewage is treated through septic tanks before discharge to main lines. Hazardous effluent shall be treated, or collected for licensed disposal, before any discharge. The construction of septic tanks is to be made mandatory in all new/under construction buildings at BU.

6.12 **Solid Waste Management Plan**. Waste management is a critical component of management's operating policies. The purpose of this procedure is to provide guidelines for sustainable approach and to avoid any residuals which can negatively impact the campus environment. This includes waste of under construction building also. The components of waste management to be employed by respective BU units include:

a. Each campus shall track total waste (**Organic, Inorganic and Toxic**) generated, recycled and sent to landfill.

b. Landfill diversion targets shall be established.

c. BU shall strengthen **3R** (**Reduce, Reuse, Recycle**) programs with measurable KPIs.

d. Proper handling, sorting, collection and storage in dedicated bins based on waste type.

e. Delivery to respective city district management's waste collectors.

f. Waste Recyclers (for paper, plastic, glass).

g. Provide waste awareness and publicize waste reduction.

6.13 **Principles of Solid Waste Management**. Basic principles of solid waste management are as follows:

a. Eliminate waste production whenever and wherever possible. Use the material only for its intended purpose.

b. Reuse where possible.

c. Dispose waste through properly designed waste disposal facility.

d. Storage and safe handling.

6.14 **Instructions for Solid Waste Disposal**:

a. All non-construction wastes awaiting disposal shall be kept in closed containers. Care must be taken to prevent wastes giving rise to secondary environmental problems, such as odors or soil/ groundwater contamination through rainwater leakage.

b. All bins are to be emptied as many times in a day as required.

c. In no case waste is to be left in the bins overnight.

d. All bins are to be sleeved with bio degradable plastic bags as far as possible.

e. The kitchen waste bins should be small in size to avoid accumulation of wet waste and are to be frequently emptied.

f. **Hazardous Waste.** Hazardous waste means chemical, laboratory, infectious and biomedical waste, sharps, electronic waste, batteries and used oil. At each Campus/CU it shall be segregated at source in labelled containers and stored securely with spill containment. It shall be handed only to transporters and disposal facilities licensed by the competent authority; infectious waste shall be treated before disposal and electronic waste sent to certified recyclers. A register with consignment notes and disposal certificates shall be kept for five years. The Director Campus shall name an owner for each source, including each laboratory and the medical centre.

g. The medical Centre waste is classified as:

(1) Non-risk waste includes paper and cardboard, packaging, food waste, and aerosols and the likewise items. This type of waste may be disposed as per guidelines given above.

(2) Risk waste means infectious waste. This type of waste is to sealed with tape in bio degradable plastic bags before disposal.

h. Waste storage containers, general housekeeping and the provision of adequate resources should be inspected daily by the respective departments.

j. All workers handling wastes shall properly be trained on waste handling and

use proper PPE.

k. Waste of under construction buildings are to regularly cleared.

l. The waste disposal activity normally involves cement and sand dust which is hazardous for health. Such waste is to be cleared after the campus has been closed or on weekends. In no case students are to be exposed to such environment.

m. Use of asbestos in construction is prohibited.

6.15 Developing Effective Material Management (from Raw to Waste).
These points may be considered to reduce waste material production in campuses:

a. Implementation electronic documentation at all campuses (on OAS).

b. Use of both sides of paper.

c. Use of recycled paper (low quality) as and where required.

6.16 Use of Polyethene Shopping Bags. The adverse effects of polythene shopping bags have much been debated in the recent past resulting in ban on their use. All BU campuses/ CUs are to ensure that the subject restriction is observed. Alternates to polyethene shopping bags are to be encouraged for use.

6.17 Combating Plastic Pollution in BU. Bahria University is committed to promoting environmental sustainability and reducing environmental hazards associated with plastic waste. From 15 April 2024, single-use plastic items, including plastic bottles, polythene bags and straws, and disposable plates, cups, cutlery and crockery, are banned on every Campus/CU and shall be replaced with reusable or biodegradable alternatives. In this regard, the University has undertaken an initiative to eliminate the use of Single-Use Plastic across all its Campuses and Constituent Units.

6.17.1 All Campuses/ CUs shall ensure strict adherence to the prescribed guidelines and take necessary measures to discourage the use of single-use plastic within University premises in accordance with the HSE Policy objectives.

6.17.2 Comprehensive guidelines for implementation have been promulgated in the form of a **Directive on Combating Plastic Pollution**, vide BUHO Letter No. (**Authority: BU-HO/Admin/2024/L/672 dated 01 Jan 24**), for compliance by all concerned.

6.17.3 Action Plan. The Directive on Combating Plastic Pollution shall be reissued as the University's action plan to reduce plastic waste on campus. For each sub-phase it shall state the items banned, the date from which the ban applies, the officer responsible at each Campus/CU, the alternatives to be provided and the method of monitoring. Contractors, cafeteria vendors and suppliers shall be bound by these bans through their contracts and shall pass them to their own suppliers. The Director Admin (Safety and Security) shall report progress each year to the Standing HSE Committee.

6.18 Improving Noise Quality at Campus. All campuses are to study the noise levels in and around the campus and suggest ways for improvement. The sampling may be done once in a year for regular monitoring. In-door noise levels are also to be included in the study. Services of E&ES department may be sought where required. E&ES departments shall be responsible for monitoring noise levels at all BU campuses.

6.19 **Plantation.** There are a number of ways plants can reduce noise. One way is through sound absorption. Plant parts such as stems, leaves, branches, wood, etc. absorb sound. Rough bark and thick, fleshy leaves are particularly effective at absorbing sound due to their dynamic surface area. Indoor/ outdoor plantation be encouraged to achieve better noise levels. Plant factors that affect sound absorption:

a. Number of plants (the more the better)
b. Size of the plant(s)
c. Surface area of the leaves and of the plants themselves.

6.20 **Pollution Control Technology Management.** This aspect is applicable to the areas like construction sites and experimentation laboratories using noxious chemicals, dust and biological agents. For this, exhaust hoods, local exhaust ventilation system, scrubbers and other engineering controls may be employed.

6.20.1 **Prevention of Marine Pollution.** BU is committed to preventing and reducing marine pollution of all kinds, in particular pollution from land-based activities. Every Campus/CU, and in particular those in Karachi, shall:

a. prevent untreated sewage, wastewater and hazardous effluent from reaching drains, nullahs, rivers or the sea (paras 6.9 to 6.11);
b. control storm-water runoff from campuses and construction sites so that sediment, oil, chemicals and litter do not enter water bodies;
c. stop plastic and other solid waste from entering drains and water bodies (paras 6.12 to 6.17);
d. store fuel, oil and chemicals with secondary containment and keep spill kits; and
e. require contractors and suppliers on University premises to comply with this para.

The Earth and Environment Sciences departments shall monitor implementation, and the Director Campus shall report any spill or discharge to the Standing HSE Committee within three days.

6.21 **Reducing Environmental Foot Prints**. This significantly important aspect needs to be covered through following options:

a. BU shall define sustainable commuting targets. Monitoring systems shall track:

(1) Vehicle usage.

(2) Carbon emissions from transport.

(3) University-owned vehicle movement (via digital applications).

b. **Mass Transit/ Optimize Shuttle Service**. All campuses/ CUs are to promote means of mass transit and discourage use of private vehicles. BU shall also promote use of e-vehicles.

c. **Renewable Energy**. All campuses are to work out the option of utilizing solar energy not only to cut the cost but to minimize carbon emissions. The campuses be gradually shifted to the solar energy.

d. **Annual Environmental Audits**. Calculation of environmental footprints, cost benefit analysis be conducted by E&ES department and EMP be revised accordingly. Annual environmental audits of units be conducted annually.

6.22 **Roles and Responsibilities**. Each Campus/ CU shall be responsible to formulate and implement their EMP. Help from Department of Earth and Environment Sciences (E&ES) may be sought as and when required. E&ES department shall be responsible to monitor the implementation.

6.23 **Director Quality Assurance**. All campuses are to forward environmental data to BUHO as and when required. Director Quality Assurance at BUHO shall be responsible for obtaining Green Matrix certification from Environment Protection Agency (EPA) for all campuses, with the Head of the Center of Excellence for Core Finance supporting data consolidation, reporting coordination, and internal follow-ups across campuses.

6.24 **Director Campus/ CU HODs** are responsible for following:

a. Implementation of BU HSE policy.

b. Developing various plans and SOPs as per environment policy.

c. Monitoring implementation of policy parameters as per environment policy.

d. Resource management.

e. Providing sufficient funding for implementation and enforcement of Environment Policy.

f. Designating authority/ area of responsibility to E&ES coordinator.

6.25 Sustainability Governance. A Sustainability Committee shall be established. The BU Administration shall periodically review this policy in collaboration with the Center of Research Excellence Core Finance. The CORE-CF shall support:

a. Climate governance.

b. Financial planning for sustainability.

c. Institutional coordination.

6.25 **SDG Alignment, Monitoring & Reporting.** BU shall align its policies and operations with the UN Sustainable Development Goals (SDGs). A Sustainable Report (Waste, Emissions etc) shall be developed by the Core Climate Finance (CORE-CF) and Institutional processes shall support accountability in environmental and social performance. The BU shall track:

a. Impact/ Outcomes of events organized by BU as per UN SDGs.

b. Cross-sector collaborations (MOUs etc).

6.26 **Local Environment Coordinator.** The HoDs of E&ES at Islamabad and Karachi are responsible for implementation of Environment Policy and act as consultant and coordinator on environmental issue of all campuses/ CUs located in these two cities. Duties are as follows:

a. Facilitating and monitoring local implementation of this policy.

b. Providing technical assistance for the development and implementation of

environment programs.

c. Provide help to prepare environmental plans at various campuses/ CUs.

d. Monitoring the implementation of environment policy at various campuses/ CUs spread over various locations in the city.

e. Obtaining NOC from Environment Protection Authority (EPA) for each building/ campus.

6.27 **Potable Water Testing.** Provision of High-quality potable water shall be ensured at all campuses at all times. Water samples from all potable water outlets/ RO plants shall be tested monthly through laboratories and/ or TDS/ PH meters to confirm fitness for human consumption. In case of unsatisfactory results, corrective measures shall be taken and re-testing shall be conducted immediately thereafter. The departments of E&ES at Karachi & Islamabad campuses shall be responsible for testing all potable water dispenser points at various BU campuses in the city through Senior Medical Officers of each campus. The labs at these departments are to be fully equipped to enable them to conduct water tests of all ranges. The Lahore Campus is to utilize local resources for testing potable water.

CHAPTER 7

HEALTH

7.1 **Importance.** The health policy is decisions, plans, and actions undertaken to achieve specific health care goals within a society. Health care is a basic human need. Sickness is undesirable. It generates drag not only in one's own life but in the lives of his/ her associates. It is essential for the students and staff of BU to stay healthy as it reduces the chances of falling behind the class and missing curriculum targets. It can have an adverse effect not only on the students but on the family as well. The health policy for BU is hereby formulated to provide a healthy environment at all campuses. Leading causes of preventable death worldwide include hypertension, smoking, malnutrition, STDs, obesity, physical inactivity, alcohol, indoor air pollution, unsafe water, and poor sanitation etc.

7.2 **Objective.** The overall objective of BU's Health Policy is to create conditions required for achieving a safe and healthy environment at all campuses.

7.3 **Policy Framework.** The ensuing paragraphs give the framework required to achieve the objective. The policy charts out areas of responsibilities, activities, infrastructure, and training required to achieve a healthy environment. The keyword to success of this policy remains active participation of all stakeholders.

7.4 **Organization.** At BUHO level, Admin, Safety & Security Directorate shall implement the health safety policy and keep the contents up to date. At campus level the organization of health safety shall work under Director Campus.

7.5 PREVENTION

7.5.1 **Preventive Measures.** The preventive measures are the first and foremost steps taken to achieve the goal. If these measures are well adopted, the efforts and costs required for a cure will decrease substantially.

7.5.2 **Administrative.** The role of campus administration in achieving a healthy environment cannot be overemphasized. The undermentioned preventive measures fall under the administrative domain of each Campus/ CU:

7.5.3 **Precautions Against Spread of Communicable Diseases.** All the campuses/ CUs are to formulate and implement SOPs for prevention of communicable diseases like COVID, dengue, etc. While doing so, the instructions of HEC and government health agencies are to be followed. **HEC Guidelines on Precautions against COVID** is given at **Annex H** and that of **Dengue Fever** is given at **Annex I** respectively. Some of the ways in which communicable diseases spread are by:

a. Physical contact with an infected person, such as through touch (staphylococcus), sexual intercourse (gonorrhea, HIV), fecal/oral transmission (hepatitis A), or droplets (influenza, TB).

b. Contact with a contaminated surface or object (Norwalk virus), food (salmonella, E. coli), blood (HIV, hepatitis B), or water (cholera).

c. Bites from insects or animals capable of transmitting the disease (mosquito malaria and yellow fever; flea: plague)

d. Travel through the air, such as tuberculosis or measles.

7.5.4 **Awareness through Lectures.** Lectures be planned and conducted specially for

lower staff because their exposure to communicable diseases is more.

7.5.5 **Solid Waste Disposal.** The unclean environment very often is the source of the spread of diseases. The timely and efficient disposal of solid waste is a valuable contribution to preventing disease. Chapter 6 contains guidelines on the solid waste management plan. Each campus is to develop and implement its plan in light of these guidelines.

7.5.6 **Clamping the Source of Disease Spread**. Malaria and dengue are amongst the main dangers of stagnant water, which can become a breeding ground for the mosquitoes that transmit these diseases. Water stagnation for as little as six days can completely change bacterial community composition and increase cell count. The stagnant water is either to be cleared or sprayed with insecticide to prevent spread of diseases.

7.5.7 **Food Quality.** According to WHO statistics, over 200 diseases are caused by eating food contaminated with bacteria, viruses, parasites or chemical substances such as heavy metals. The administration of each campus is to organize the inspection of food activity in the most judicious way to achieve high standards of health safety. Following is to be borne in mind while handling food at various stages at the campus:

a. Food services shall provide healthy, affordable, and sustainable food options, including vegetarian choices.

b. Procurement shall prioritize local/ sustainable food sources.

c. Initiatives shall be introduced to alleviate student hunger, including subsidized meals where feasible.

d. BU shall also monitor food waste (kg/year and per capita).

e. Foodborne diseases are caused by contamination of food and occur at any stage of the food production, delivery and consumption chain.

f. Diseases can result from environmental contamination including pollution in water, soil or air, as well as unsafe food storage and processing.

g. Food borne diseases encompass a wide range of illnesses from diarrhea and gastrointestinal issues to cancer etc.

7.5.8 **Food Handlers.** Illnesses that can be passed on through food includes Hepatitis A and diarrhea. Food handlers have an overall responsibility for doing whatever is possible to make sure that they do not make food unsafe or unsuitable for human consumption. Food handlers also have specific responsibilities related to their own health and hygiene.

7.5.9 **Provision of Food at Low Price.** Many of the students visiting sickbays at various campuses report low blood pressure and sugar. It has been observed that many students cannot afford expensive food items served at campus canteens/ cafeterias. Provision of good quality food items at low prices can significantly improve students' health issues.

7.5.10 **Testing of Potable Water.** Samples from all sources of potable water are to be regularly tested. Where discrepancies are observed, necessary measures are to be taken to ensure that safe drinking water is available at the campus. For testing of samples, labs at E&ES departments are to be utilized.

7.5.11 **Conditions of University Administered/ Private Hostels.** Campuses are to remain aware of the condition of university administered and private hostels in their vicinity (if their students decide to reside there) and advise students accordingly in the interest of personal safety. Students living in hostels not maintained by the university are to be counselled by their respective mentors on adherence to requisite safety precautions. **Check list** on **Hostel Hygiene** (campuses managed hostels) is placed at **Annex J**. (**Authority: BU-HO/Admin/2024/L/711 dated 08 Mar 24)**

7.5.12 **Drug, Tobacco and Alcohol Prevention & Control**. BU is committed to providing a safe, disciplined, and healthy academic environment to all students, employees, contractors and visitors. In accordance with the HEC Policy, BU follows a zero-tolerance policy against the use, possession, sale, distribution, or facilitation of:

a. All kinds of recreational drugs or narcotics and psychoactive substances.
b. Tobacco (cigarettes, vaping, e-cigarettes, smokeless tobacco, gutka etc)
c. Alcoholic drinks or intoxicating substances.

7.5.12.1 Smoke-Free Campus. All University premises, including buildings, hostels, transport and grounds, and all University-organized activities are smoke-free, and no smoking area shall be designated. No student, employee, contractor, vendor or visitor shall smoke, vape or use any tobacco or nicotine product there. Each Director Campus shall display no-smoking signs and name an officer to enforce this para. Breaches are dealt with under Student Handbook para 1.30 for students, chapter 6 of the HR Policy Manual for employees and the contract for contractors and vendors; visitors who do not comply shall be asked to leave.

7.5.13 The Student Handbook on Drug, Tobacco and Alcohol Prevention & Control-2026 is applicable to all students of BU at Islamabad, Karachi, and Lahore campuses, including all university premises such as hostels, transport, and all university-organized activities whether on campus or off campus. (**Authority: BU-HO/Admin/2026/L/1230 dated 02 April 26**)

7.5.14 **Healthy Sports Activities.** In students, sports inculcate a healthy lifestyle. Sports help in preventing obesity and in encouraging healthy eating habits. Regular sports and physical activity help prevent communicable and non-communicable diseases. All campuses/CUs are to promote indoor and outdoor sports activities.

7.5.15 **Regular Check-Ups**. Common screening can be arranged for students and staff of Bahria University by arranging medical camps through teaching hospitals and philanthropic organizations.

7.5.16 **Good Personal Hygiene**. Good personal hygiene involves keeping all parts of the body clean and healthy. It is important for maintaining both physical and mental health. In people with poor personal hygiene, the body provides an ideal environment for germs to grow, leaving it vulnerable to infection. Other conditions may be prevented or the risk minimized by practicing good personal hygiene. Some common examples are scabies, pubic lice, head lice, body lice, diarrhea, athlete's foot, ringworm, pinworms, swimmer's ear, hot tub rash etc. Guideline on better **Personal Hygiene** is given at **Annex K** to this policy.

7.5.17 **Physical Activity and Nutrition.** In the current era, mostly people don't know about right choices of food. Physical inactivity and unlimited use of fast food are endangering our nation and especially youth / young generation and are more frequently

suffering in metabolic and heart related diseases. In this regard, Medical Centers are too frequently arranging free medical camp for university employees and students in which height, weight, BMI, blood pressure and sugar check test with medical officer consultation over general health issues.

7.5.18 **Obesity/ Overweight.** Our new generation especially and majority of us living a sedentary life style with eating habits of mostly high calorie fast foods in daily routine which is creating more health-related issues or metabolic disorders like Diabetes, obesity, heart diseases etc. Regular interaction with students is therefore required to make them aware about food, diet, nutrition and obesity.

7.5.19 **Controlling Heart Disease.** Hypertension is one of the most common problem found in young generation due to unhealthy life style and food habits. Medical Care Center tries to spread knowledge among university employees and students through health.

7.6 HEALTH CARE FACILITIES

7.6.1 **Campus Health Safety Organization.** All BU sickbays are to offer standard health care facilities available in the respective premises, which includes first aid/ emergency medical assistance to all students, faculty members & staff. In this regard, proper setup of medical care with necessary equipment, medicines & ambulance be ensured in all BU Campuses along with qualified Medical Officer and paramedical staff. SMO of sickbay should preferably be qualified in Family Medicine, which may be employed through the civil sector.

7.6.2 **Essentials of Health Care Services at Campus Sickbay**.

a. General Medicine/ surgical consultation and treatment in emergency cases only.

b. First aid management (medical / surgical).

a. Nebulization.

b. Random blood sugar testing with glucometer.

c. Dressing / stitching minor cut wound stitched / ensuring homeostasis in case of bleeding from nose / deep wounds.

d. Stabilizing emergency patients and urgent evacuation to nearby hospitals for further treatment

e. Patient counselling

f. Faculty and staff sick leave assessment and process for approval by higher authority.

j. Facilitate faculty and staff for their health-related issues, hospital admissions, specialist referral and counselling.

k. Facilitate health insurance officer.

l. All CUs to provide emergency medication (pharmacy services) to all reporting patients in emergency as advised by Medical Officer.

m. All CUs to arrange standardized well equipped ambulance along with the

driver.

n. Students, faculty members and employees can consult medical staff to seek any routine medical advice but patient will procure medicines from own resources.

p. In case of emergencies, DD (A&C) is to facilitate & provide manpower to sickbay for taking patients to hospital.

7.6.3 **Training:** Director Campuses are to formulate and quarterly schedule lectures/ demonstrations on general hygiene, personal hygiene, medical safety, first aid and other related issues, by the SMO in their respective campuses.

7.6.4 **Sickbay Staff**: Each sickbay of BU Campuses should have appropriate medical staff as per local requirement. As a general principle, following staff is to be available. Their duties and responsibilities are elaborated at **Annex K**:

S No.	Designation	No	Remarks
a.	SMO	01	MBBS/ Family Medicine qualified medical practitioner
b.	In-charge Sickbay	01	Chief/ PO Med (Retd) - Ex-Naval Person
c.	Medical Technician	01	LMT/MT-1 (Retd)
d.	Aya/ Nurse	01	-
e.	N/ Qasid	01	-

7.6.5 **Medical Stores and Equipment**: To have good medicines and surgical instruments, quotations shall be invited from pharmacies on a yearly Rate Running Contract basis through advertisement in the newspapers. The vendor who offers maximum rebate shall be accorded the yearly contract with the approval of the DG Campus. Procurement Officer is to undertake the said process. All the medicines purchased shall be taken on charge by the Medical Officer. Medicines be purchased as per ceilings mentioned in Bahria University Statutes. Approvals shall be obtained on file by the Medical Officer. Monthly return of all medicines procured and issued be rendered to Director Campus by the Medical Officer.

7.6.6 **Ambulance.** The sickbay of the campuses is required to have a well- equipped ambulance and medical equipment / other miscellaneous items.

7.6.7 **SICKBAY – SOPs:** Undermentioned SOPs/Guidelines for sick bay are attached as **Annex L**:

a. SOPs for Sickbay reception (Patient focused).
b. SOPs for Sickbay staff dealing with the patients.
c. SOPs for Patients treatment/ dealing during working hours.
d. SOPs for Triage of patient in mass causalities/ disaster.
e. SOPs for Intravenous and intramuscular injections.

f. SOPs for Brought in dead.
g. SOPs for Patients treatment/ dealing during non-working hours.
h. SOPs for ambulance handling.

CHAPTER 8

MENTAL HEALTH POLICY

8.1 **Mental Health.** Mental health is an integral part of any individual's functioning. It includes emotional, psychological, and social well-being. Mental health affects how we think, feel, and act and help determine how we handle stress, relate to others, and make choices. University life can represent a key transitional period and important milestone for many students. It brings with it several new experiences that can sometimes be challenging, and complex. BU commits to provide care to all its students, staff, and faculty and aims to promote mental health and wellbeing. In line with this idea, BU has a safe, non-judgmental and supportive environment for all students, staff and faculty.

8.2 **Definition of Mental Health Difficulties.** Mental health, as defined by WHO is "a state of well-being in which the individual realizes his or her own abilities, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution to his or her community". The primary focus of this document is those students, staff and faculty who may experience mental health difficulties in the course of their affiliation with BU. This term 'mental health difficulty' is used for the purpose of this document to describe students, staff and faculty who experience:

a. A temporary, but difficult response to stress or external pressures, a painful event, physical illness or symptoms of substance use etc. This response is likely to affect other areas of the individual's life.

b. A long-term mental health condition which may have a significant impact on their day-to-day life.

8.3 **Key Points.** BU is committed to support any student, staff and faculty experiencing mental health difficulties. However, as they are adults who have responsibility for their own actions and choices, the student, staff and faculty have the right to decline any support offered or to act upon any advice given. Three key points may be particularly helpful when supporting students, staff, and faculty with mental health difficulties:

a. While listening to someone sharing their mental health difficulty, it is good practice to be empathic and respect the information provided by the individual to describe their mental health difficulty.

b. People with mental health difficulties have the same rights and responsibilities as other people.

c. Those with a significant and long-term mental health difficulty fall within the definition of disability. They may require reasonable adjustments to allow them fair and equal participation in the learning process.

8.4 **Purpose of the Policy.** To support the mental health of students, staff and faculty, BU mental health policy aims to:

a. Provide clear framework which shall ensure a consistent approach towards students, staff and faculty and their mental health needs.

b. Outline the support available to students, staff and faculty within the university regarding mental health issues.

8.5 **Scope and Limitations.** This policy covers all students, staff and faculty and addresses their mental health needs and outlines the protocol to be followed in this regard. The university's mental health facilities offer counseling, psychotherapy, assessment, and crisis services.

8.6 **Physical and Mental Health Support Available (Umeed-e-Nau Center).** Umeed-e-Nau at IPP, BUKC and BUIC provide counseling and psychotherapy services for a wide range of mental health difficulties and conditions. These services are both preventive and curative in scope and are confidential. They offer face-to-face or via online means on one-to-one as well as group basis.

8.7 **RECOGNIZING MENTAL HEALTH DIFFICULTIES**

a. **Possible Indicators of Mental Health Difficulties.** Everyone's experience of a mental health difficulty may be unique and different. Therefore, the signs and indicators for individuals experiencing a mental health difficulty vary.

b. **General Signs to Look Out.** The indicators below do not directly mean that the student, staff and faculty have a mental health difficulty. The indicators are only placed as reference to start a dialogue with the student, staff and faculty to understand the issue. This will allow the concerned authorities to offer support and take appropriate actions. Some general signs to look out for may include:

Behavior Changes	Cognitive Changes	Physical Changes
Withdrawal	Lack of concentration	Panic attacks
Changes in attendance	Mood swings	Noticeable weight gain/ loss
Deteriorating academic performance	Loss of Confidence	Low energy
Acting out of character	Irritability	Decline in personal hygiene
Incongruent responses to situations	Feeling overwhelmed	Sleep disturbances

c. Any individual who is concerned about the mental health of a student, staff and faculty shall contact the respective authority/HOD/Cluster Head/Class Advisor/Clinical In-charge of mental health services for advice. This conversation does not necessarily require the student staff and faculty's identity to be disclosed.

8.8 **Role of BU Faculty and Staff in Taking Action.** Not everyone who experiences a mental health difficulty poses a risk to themselves or others. However, on occasion, a student may require urgent or emergency attention due to threats of harm to themselves or others.

8.9 **Return to Study.** Following a period of absence from the BU for the

purposes of recuperation due to a mental health difficulty, the student, staff and faculty shall be supported to resume their responsibilities. If a student, staff and faculty indicates that within the past week, they have attended a crisis mental health assessment and were not admitted to hospital or if a student, staff and faculty indicates to any member of BU that they have recently (within 1 month approximately) returned from a hospital stay (voluntary or involuntary) due to mental health difficulty, it is required to provide the student, staff and faculty with contact details of the Umeed-e-Nau Center and to also inform Umeed-e-Nau Center.

8.10 **Data Maintenance and Confidentiality.** Information/data of all students, staff and faculty opting for mental health services shall be maintained by Clinical In charges of Umeed-e-Nau and Well-Being Center. Case details shall only be shared with relevant authorities on need basis while ensuring maintenance of confidentiality.

8.11 **Data Linkage with Medical Center.** At times, the students, staff, and faculty do not opt for the mental health services directly. Rather, they go to the medical office with apparent medical complaints. In case it is suspected or confirmed that any student, staff, and faculty coming to the medical office has a possible mental health difficulty, the Medical Officer shall contact the Clinical In charge Umeed-e-Nau/ Well-Being Center to share the information.

8.12 **Data Analysis.** Data analysis of all the BU students, staff, and faculty cases handled at Umeed-e-Nau and Well-Being Center shall be done on annual basis by respective Clinical In charge to identify factors leading to mental health difficulties. Based on the annual analysis, preventive and curative measures may be suggested to the concerned authorities.

ANNEX A

OCCURRENCE REPORTING PERFORMA

CAMPUS NAME: _____

DATE AND TIME OF INCIDENT: _____

INCIDENT DETAILS:

_____

_____

_____

_____

NATURE AND EXTENT OF INJURY OR PROPERTY DAMAGE:

_____

_____

_____

_____

NAME(S) OF PERSON(S) INJURED:

_____

_____

_____

KEY CONTRIBUTING CAUSES

_____

_____

_____

_____

ACTION TAKEN TO PREVENT SIMILAR ACCIDENTS IN THE FURTURE:

_____

_____

_____

_____

_____

_____

RECOMMENDATION

_____

_____

_____

_____

Rank & Name: _____ Appointment:_____

ANNEX B

RISK ASSESSMENT MATRIX

A Risk Assessment Matrix, also known as a Probability and Severity risk matrix, is designed to help you minimize the probability of potential risk to optimize project performance. The risk matrix is a way to increase the visibility of risks based on multiplying the likelihood that an event will occur by the impact the event will have on the organization.

Risk = Probability X Severity

RISK MATRIX						
PROBABILITY →	Very Likely - 5	5	10	15	20	25
	Likely - 4	4	8	12	16	20
	Possible - 3	3	6	9	12	15
	Unlikely - 2	2	4	6	8	10
	Very Unlikely - 1	1	2	3	4	5
		1	*2*	*3*	*4*	*5*
		Negligible	*Slight*	*Moderate*	*High*	*Very High*
		SEVERITY →				

Risk	Risk Level	Action
1 to 6	Low Risk	May be acceptable but review task to see if risk can be reduced further
8 to 12	Medium Risk	Task should only be undertaken with appropriate management authorization after consultation with specialist personnel and
15 to 25	High Risk	Task must not proceed. It should be redefined or further control measures put in place to reduce risk.

ANNEX C

SAFETY CHECK LISTS

Campus Safety Check-off list			
Important		**No Inflammable material is to be placed in the office spaces**	
		No slip, trip and fall situation should exist in the entire area of responsibility	
		No smoking or vaping anywhere on University premises (para 7.5.12)	
Items		**Instructions**	**Remarks**
Building	Building In charge	Building in charge shall be responsible for safety of the building	
	Grills	All windows on first floor and above are to be installed with grills	
	General Appearance	Should be well maintained. No cracks should be visible in or outside the building	
	Lighting	The building should be well lit in the outside surrounding area at night. Motion detector lights are recommended	
	Walkway obstructions	The walkways should be free of obstructions, pointed objects, slip trip and head hitting obstacles	
	Tripping hazard	Carpets, rugs, mats etc. do not present trip hazard	
	Water leakages	Water leakages in the roof and walls should be tested during rain and repaired accordingly	
	Building structure	Floors, walls, ceilings, rooftops, pipework etc. are in good condition & free from dirt/dust/rust	
	Rooftops	Should be clean and free from rain water pooling, vegetation, cracks etc.	
	Fire Hazards	Look for fire hazards inside and in immediate vicinity of the building	
	Seepage	No seepage in the building should be ensured	
Electrical	Electrical Wiring	Wires and electrical fittings should not be loose, exposed or worn out	
	Knowledge	Everyone should know the location of main distribution box/boxes to be switched in an emergency situation	
	Overloading	Make sure the electrical load is not too much for the circuit	

	Unplug appliances	Unplug appliances when not in use to save energy and minimize the risk of shock and fire.	
	Extension wires	Make sure the extension wires are in good condition and are not overloaded	
		Use of extension wires should be minimized. Proper covered wiring should be rigged when requirement is of permanent nature	
		Do not run extension wires through high-traffic areas, under carpets or across doorways or where chairs can roll over them	
		Keep extension wires close to a wall to avoid trip hazards	
	Lightening arrestors	Should be checked for continuity, earthing and resistance. Record to be maintained by building in charge	
	Electrical fittings	Only approved electrical items be installed	
	Tripping of Circuit Breaker	If the circuit breaker trips, immediately check the cause. In case it trips again and again then report the matter to the concerned authority	
	LT Panel Room	Distribution panel room should be kept locked when not in use	
		Distribution panel room should not be used as store	
	Unusual Noise	If an equipment or machine is making unusual sounds, emitting smoke or sparks, or the surface feels abnormally hot, do not ignore the signs and report the matter immediately	
	Transformer Maintenance	Keep the breathing holes in the silica gel breather clean to ensure proper breathing action at all times.	
		If your electrical transformer has oil filling bushing, make sure that the oil is filled up to the correct level.	
		Replace the silica gel, where applicable, if its color changes to pink.	
		Report any leakage in the transformer as soon as it is detected.	
Office	Office in charge	Senior most occupying the office shall be responsible for the safety of the office space	
	Office equipment	As per authorization	
	Inventory control	List of items authorized for the office be displayed	

	Cabinets and shelves	No irrelevant materials, documents, drawings, etc. are placed	
	Passages	Walk passages in the office should not be obstructed	
	Air passage	All office spaces are to be well ventilated	
	Visibility	No place in the entire building should provide hideout	
	Lightening	All office spaces should be well lit	
	Exposed Flame	No exposed flame (like in some gas heaters) be allowed	
	Hangings and displays	Only authorized items are displayed. Religious, political recreational etc. material should not be displayed	
	Cabinets and shelves	Not overloaded with stuff	
	Desks and tables	No irrelevant materials, documents, drawings, etc. are placed	
	Drawers	No excess pieces of equipment, documents, etc.	
	Storage area	Storage area is defined	
	Stowage	Nothing should be stowed under the tables, benches and over the cupboards	
	Standards for disposal	Standards for eliminating unnecessary items and record should exist and followed	
	Classified record sorting	Space marked for classified record with lock and key	
	Tools and equipment	Locations of tools and equipment are clear and well organized	
	Labeling	Labels to indicate locations, containers, boxes, shelves & stored items	
	Racks and cabinets	Racks, cabinets and shelves are kept clean	
	Machines and tools	Machines, equipment and tools are kept clean	
	Stored items	Stored items, materials and products labelled and kept clean	
	Lighting	Lighting is enough and all lighting is free from dust	
	Ventilation	Good movement of air exists through the room (limits the spread of viruses)	
	Pest control	Pest control exists and effective	
	Cleaning tools	Cleaning tools and materials are easily accessible	
	Cleaning responsibilities	Cleaning assignments are defined and are being followed	
	General condition	Fire extinguishers should be checked for cleanliness, labeling, visibility, safety seal	

Firefighting	Tagging	Fire extinguishers are tagged with the last date of inspection (not more than 12 months)	
	Knowledge of firefighting equipment	All personnel working in the office should have up to date knowledge of safety equipment	
	Fire protection system	Detection, alarm, sprinkler, pump and hose subsystems is tested periodically	
	Training & Exercise	Date of last firefighting and emergency evacuation exercise be displayed at the entrance door	
	Heaters	Portable, electric heaters are not operated within 3 feet (91.4 cm) of any combustible materials	
	Fire Connections	The firefighting connections are visible and accessible	
		Couplings or swivels are not damaged and rotate smoothly	
		Plugs, caps or frangible disks are in place and undamaged	
	Fire Extinguishers	Fire extinguishers are inspected annually, and tagged and dated by a person possessing a SFD certificate to perform such work	
		Portable fire extinguishers are installed in conspicuous locations where they will be readily accessible and immediately available for use	
		Portable fire extinguishers are not obstructed or obscured from view	
		Hand-held portable fire extinguishers, not housed in cabinets, are installed on hangers or brackets	
		Hand-held portable fire extinguishers are properly mounted with the top of the extinguisher not more than 5 feet above the floor when up to 40 lbs. or not more than 3 ½ feet above the floor if over 40 lbs., and the bottom at least 4 inches above the floor	
		Cooking equipment involving solid fuels or vegetable or animal oils and fats are protected by a Class K rated portable extinguisher	
		Portable fire extinguishers are provided for cooking area and where flammable or combustible liquids are stored, used or dispensed	
	Storage of Combustible material	Storage of combustible materials in buildings are orderly and stacks are stable	
		Combustible rubbish storage should not produce conditions that will create a nuisance or a hazard to the public health, safety or welfare	
	Assembly Area	Assembly areas are marked	
		There is signage on doors of Assembly Areas or directional signage indicating the location of all other means of egress to assembly area	
		Assembly areas include rooftops	

Emergency Evacuation	Procedure & Route	Evacuation procedures and routes are posted at appropriate places	
		Exit route is illuminated	
		The door to the roof from the stairwell is unlocked	
		Exits are continuous from the point of entry into the exit to the exit discharge	
		All exit doors in the path of exit route are self-closing	
		Exit doors are readily opened from the inside	
		Mirrors are not placed on exit doors	
		Mirrors are not placed in or adjacent to any exit in such a manner as to confuse the direction of exit	
		Hangings and draperies are not placed over exit doors	
		Access to exit doesn't require travel through high hazard area	
		Flammable and combustible liquids, when stored, are in a location away from exits, doorways, stairways and other areas that might obstruct egress	
		Any exit doors to the exterior that could be blocked, (ex. alleyway) have a sign stating "FIRE DOOR DO NOT BLOCK" in not less than 1-inch letters permanently near or on the fire door(s)	
	Emergency Alarm	Emergency alarm is in good condition	
	Emergency numbers	Emergency services numbers are posted at appropriate places	
	Training & Drill	Emergency training drills are conducted on a regular basis	
		All personnel working in the office should have up to date knowledge of emergency exit routes	
		Emergency exit signs should be illuminated and visible even at night	
	Stairways	Any interior exit stairways and ramps do not continue below the level of exit area, or an approved barrier is provided at the level of exit area to prevent persons unintentionally continuing into levels below the exit area	
		Stairways that continue to the roof are marked at street and floor levels with a sign indicating that the stairway continues to the roof	
		Exit route direction is provided in stairways, corridors, halls, lifts, lobbies, rooms	
		Stairways are in good condition with handrails and non-slip non- trip tread	
		Stairways are not used as storage	

Kitchen Hygiene	Premises	Kitchens and cooking places/area are to be cleaned regularly and kept dry so as to maintain high hygiene standards	
		Hygiene and safety standards are to be maintained in preparation processes of eatables	
		Appropriate measures be ensured for not letting the water to accumulate so as to avoid breeding of dengue mosquito larva and other associated insects.	
		The premises is to be cleaned and dried before closing for the next day	
		Garbage is to be dumped and disposed of using polythene bags at designated places	
		No food item is to be prepared in open space without proper covering to avoid flies/insects and dust	
		Food items kept overnight or for prolonged period are to be stowed in closed containers and if required are to be refrigerated	
		Necessary fumigation/pesticide controlroutine is to be implemented so as to eradicate insects, flies and rodents.	
	Firefighting	Firefighting equipment has to be provided and checked regularly	
		Fire blanket is to be provided to each cooking facility	
	Cooking staff	Chefs/ cooks / waiters/ salesmen are to wear hand gloves and head gears while serving and preparing food items. Their personal hygiene is to be ensured	
		Personal hygiene of food handlers to include their nails, dress and lab tests to certify that they do not have any communicable disease.	
		Staff to have easy access to toilet and shower to maintain personal hygiene. Soap should be readily available for use after every visit to toilet	

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ANNEX D

RIGHTS OF PERSONS WITH DISABILITY (PWDS) ACT - 2020

(AS PASSED BY THE NATIONAL ASSEMBLY)

Bill

to promote, protect and effectively ensure the rights and inclusion of persons with disabilities in the communities in line with the Islamic Injunctions and provisions of the Constitution of the Islamic Republic of Pakistan to advance efforts for recognition of their respect and dignity in the society;

WHEREAS it is expedient to put in place legal and institutional framework to protect the rights of **persons with disabilities** in general and women, children and the elderly in particular, as called for by the United Nations Convention on the Rights of Persons with Disabilities, as well as other human rights treaties and conventions to which Pakistan is a state party;

It is hereby enacted as follows: -

PART I

PRELIMINARY

l. Short title, extent and commencement. - (l) This Act may be called the ICT Rights of Persons with Disability Act, 2020'

(2) It shall extend to the whole of the Islamabad Capital Territory (ICT).

(3) It shall come into force at once.

2. Definitions. - In this Act, unless there is anything repugnant in the subject or contest, -

(a) **"access"** means meaningful and effective access to various physical and intangible means made suitable to fulfill special needs of persons with disabilities;

(b) **"barriers"** means physical, social, psychological, communication, information, legal or attitudinal hurdles in the way to access to infrastructure and services meant for general public;

(c) **"Constitution"** means the Constitution of the Islamic Republic of Pakistan;

(d) **"Council"** means the Council on Rights of Persons with Disabilities constituted under this Act;

(e) **"Court"** means the Special Disability Court established under

section 32;

(f) **"disability"** means a long term physical or mental condition that limits a person's movements, senses or activities and shall include physical, mental, intellectual and developmental disorders or sensory impairments which in interaction with participate fully and effectively in day to day performance and interaction with others on an equal basis;

(g) "**discrimination on the basis of disability**" means any distinction, exclusion or restriction on the basis of disability which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise, on an equal basis with others of all human rights and fundamental freedoms in the political, economic, social. denial of reasonable accommodation;

(h) "**equality before law**" includes principles of quality on equitable basis thal persons with disability shall have in line with the Constitution and international covenants in which Pakistan is a party;

(i) **"freedom of movement"** shall have the same meaning as expressed in Article 1 5of the Constitution;

(j) **"Fund"** means the funds established under section 28;

(k) **"independent living"** means environment to live with freedom, self-control. choice and self-determination in everyday life;

(l) **"misconduct"** shall have the same meaning as defined in the Government Servants (Efficiency and Discipline) Rules, 1973.

(m) **"mobility"** means the possible independent for persons with disabilities with access to quality mobility aids, devices, assistive technologies and forms of assistance and intermediaries, including by making them available at affordable cost; and

(n) **"reasonable accommodation"** means necessary and appropriate modification where needed in a particular case, to ensure that the persons with disabilities enjoy or exercise on an equal basis with others of all human rights and fundamental freedoms at home, workplace and in social life.

PART II

RIGHTS OF PERSONS WITH DISABILITIES

3. Equality and non-discrimination of persons with disability. - (l) The government shall ensure that every person with disability shall have a right to be

respected for his individual

dignity and lead a decent life with equal opportunity to participate in educational. social, economic, cultural and all other activities in the society without any discrimination.

(2) No person or institution, whether public or private, shall discriminate against persons with disabilities or violate their rights or restrict benefits in any manner.

(3) The government shall take all necessary legal and administrative steps including appropriate changes in the existing laws, to ensure that every person with disabilities enjoy a life inclusive of the right of equality guaranteed under the Constitution and that such person' disability shall not be used by any person or institution to restrain or restrict him from enjoying his rights unless there is a reasonable cause that not restricting such person may cause him harm or letting him perform something may be out of his physical or mental capacity.

(4) In view of restricted access of the persons with disabilities to means of earning their livelihood independently, the government shall take extraordinary steps to ensure their effective inclusiveness in the society through suitable education, skill development, training and placement against appropriate positions in the government departments and entities in the private sector according to the allocated quota.

(5) No person with disability shall be a subject of any research without his willingness or consent without any pressure and such research shall be through using accessible modes, means and formats of communication.

4. Equality before law. - (l) The government shall ensure that the persons with disabilities are treated equally like persons without such disabilities and that they are not discriminated in exercise of their rights.

(2) It shall be ensured that such persons have legal capacity to enjoy their rights and if they need support to exercise legal capacity such support is provided to them free of cost.

5. Right to privacy. - (l) Every person with disabilities shall have right to privacy as available to all citizens regardless of his living in a private home, rehabilitation centre, hostel or any private or public accommodation.

(2) No person with disabilities regardless of place of residence or living arrangements shall be subjected to arbitrary or unlawful interference with his privacy of person, family, home and communication or correspondence. Such persons shall have the right to the protection of the law against any illegal interference and attack against their person, family, property and reputation.

6. Women, children, elderly people and transgender with disabilities. (1) In view of the extraordinary vulnerability of women, children, senior citizens and transgender with disabilities, the government shall in prescribed manner take special measures to ensure that such women, children, senior citizens and transgenders with disabilities are given full protection under law in enjoying their rights.

(2) The government as well as the private sector shall in the prescribed manners take necessary measures to ensure development, advancement and empowerment of women, children, senior citizens and transgender with disabilities.

7. Ease of access and mobility. - (1) The government as well as the private sector shall take necessary measures towards allowing ease of access to the persons with disabilities to public buildings, hospitals, recreational facilities, public transport, streets and roads for which the old buildings and vehicles shall be appropriately modified and new buildings and vehicles shall be built conforming to appropriate standards in conformity with guidelines developed by the Council:

Provided that the government shall ensure accessible washrooms, toilets and bathrooms with all the facilities and necessary accessories.

(2) The Council shall develop a guideline on removing barriers and obstacles to -access in buildings, roads, mode of transportation, housing, hospitals, schools, workplaces, communication and information related services, recreational spaces, parks and also public washrooms and get those implemented by the concerned authorities and persons both to public and private sectors.

(3) The Council shall develop a set of minimum standards and scope of access and related signage that each department, authority, entity and major enterprise shall put in place to ensure necessary access of persons with disabilities.

(4) The government shall implement policies and programs to promote the personal mobility of persons with disabilities at affordable cost or free.

(5) The government shall ensure special seats in all means of transport for persons with disabilities and allot parking space exclusively for persons with disabilities at all public and private places.

(6) The Council shall develop and enforce guidelines allowing persons with disabilities to have full and appropriate access to all forms of mass communication including information technology to enjoy freedom of speech and freedom of information. A national relay system may be established to standardize mechanism understandable consistently across the country.

8. Protection from abusive, violent and intolerant discriminatory behavior. - (l) The government shall take all possible steps to protect persons with disabilities from all forms of abuse, violence and exploitation at the hands of any person, institution or authority.

(2) Whenever an act of abuse, violence and intolerant discriminatory behavior is committed against any person with disability and the information of such act is communicated to the Council or any law enforcement agency, the concerned agency on receipt of such information shall immediately take necessary action to investigate and curb such act and to take appropriate measures under law to lodge the victim of abuse, violence or intolerance, to a safe place for protected housing. NC' cost shall be recovered from such victim for lodging in safe place in such situation.

(3) Notwithstanding the provisions of any law for the time being in force, an act of physical violence against a person with disability causing even a minor injury shall be deemed as grievous injury and shall be treated as an act of violence under section 335 of the Pakistan Penal Code, 1860 (Act XLV of 1860) and shall attract punishment accordingly. Other situation of aggravated abuse and violence shall also be deemed to have more gravity than in case of a person without disabilities.

(4) In case of need for legal aid such aid shall be made available to such affected person at public expense or prevent its occurrence, as the case may be, or pass such order as deemed fit for the protection of such person with disability.

9. Equity in education. - (1) The government shall take all necessary measures to ensure that persons with disabilities are afforded equal rights to access government as well as private educational institutions and shall be provided with appropriate facilities in their education without any discrimination.

(2) The government shall provide free pre-primary to higher education to persons with disabilities.

(3) The government shall take necessary measures to establish special educational institutions for persons with moderate to severe disabilities to cater to their special needs, in addition to making other institutions reasonably equipped and staffed to provide appropriate facilities for inclusive education to such persons in those general educational institutions.

(4) Persons with disabilities shall not be denied admission into any educational institution, whether state owned or private, on ground of their disabilities.

(5) It shall be illegal for an institution and its staff members to discriminate against or abuse or otherwise violate rights of a person with disability at his place of education for which both the institution and such violating person shall be punished.

(6) The government shall ensure inclusive education focusing on personality, development, creativity and strengthening of physical and mental capabilities of persons with disabilities.

(7) Reasonable and appropriate accommodation shall be provided to persons with disabilities in educational institutions including hostels, where applicable.

(8) The government shall establish adequate dedicated and general facilities for teacher training with a view to train adequate number of specially trained teachers equipped with - skills to teach students with various disabilities.

(9) The government shall ensure that all persons with disabilities are given full access to all modes and means of education including but not limited to vocational training, online education distance learning and adult education.

10. Equity in the employment. - (l) No person, institution, organization or entity, whether public or private, shall discriminate against a person on the ground of disability in the matters of employment, promotion, career development and enjoying fruits of his employment.

(2) The employer shall ensure the provision of reasonable accommodation including necessary assistive aid and equipment which a person with disabilities would reasonably require to perform his duties.

(3) The government shall reserve an employment quota as prescribed by the Federal Government to be periodically reviewed, at various levels for persons with disabilities in

government departments, institutions, entities and corporate entities owned and managed by the government and the concerned department shall implement the allocated quota.

(4) The government shall take necessary steps to encourage private enterprises to employ persons with disabilities through incentives for which the government shall prepare long term inclusion plans and allocate necessary resources.

(5) The terms and conditions of employment shall not be less favorable for persons with disabilities as compared with those offered to other persons appointed against same or similar positions.

(6) An establishment which does not employ persons with disabilities as required by sub- section (3) shall pay into the Fund each month the sum of money it would have. paid as salary or wages to a person with disabilities had he been employed. In the event of non-payment or non- compliance, the matter shall be brought before an arbitration council to be established for the purpose by the Council.

1l. Equity in health and medical rehabilitation services. -(l) The government shall ensure barrier free access to necessary public health services and infrastructure to persons with disabilities without any discrimination and without any cost to such persons.

(2) The Council shall devise plans to provide special health insurance to persons with disabilities to ensure free medical coverage to such persons.

(3) The government shall encourage private sector health services providers through appropriate incentives to provide quality services to persons with disabilities at affordable rates or free.

(4) Special health service for early identification and intervention of disabilities and medical services especially designed to prevent disability shall be implemented.

(5) The government shall initiate with the help of medical and scientific community, research to identify causes of various disabilities and make efforts to create awareness In public to adopt practices that help prevent disabilities from happening.

(6) The government shall in respect of person with disabilities undertake initiatives to promote support and implement community-based rehabilitation and research initiatives at the community level.

12. Right to live independently in community. - (1) The persons with disabilities shall have equal right to live independently in the community. Such persons shall be provided with all necessary facilities by the government without discrimination to enable them to live independently.

(2) The government shall take necessary preventive measures to ensure that persons with disabilities are not excluded or segregated from the community on basis of their disability and that their access to communal facilities and services is restriction free.

(3) The government may also take necessary measures to enable the person with disabilities to have access to a range of in-house, residential and other community support services including personal assistance service necessary to support living and inclusion in community.

13. Right of living. - (1) Every person with disability shall have right to a decent place of living of his choice and no person shall discriminate against a person with disability by way of refusing to rent him or sell to a place of living because of him being a person with disability.

(2) The government shall evolve a policy towards fair and affordable housing for persons with disabilities in government owned, sponsored or assisted projects and also in the private housing schemes. The authorities approving establishment of new housing schemes and plans shall ensure that appropriate number of affordable housing units are included in each such scheme or plan.

(3) The government may set up and maintain decent housing facilities for the persons with disabilities who do not have a place to live and need a decent temporary shelter. The Council shall with the help from the authorities of the Federal Capital, civil society organizations and society at large assist to arrange temporary shelter for such persons.

14. Right to home and family. - (1) No person with disability especially a child or adult or senior citizen shall be separated from his family on the grounds of disability unless a court of law requires him to be so separated in his best interest.

(2) Where the immediate family of person with disability is unable to cater a person with disability, especially a child with disabilities, the Court shall make effort to place such person at a setup suitable for his safe living.

(3) All persons with disabilities shall have the right to marry a person of their own choice and raise their family without any discrimination.

(4) No person with disability shall be subjected to any medical procedure leading to infertility and forced sterilization shall be a non-compoundable offence.

(5) The government shall provide free services regarding reproductive health especially to women with disabilities.

15. Freedom of expression and information. - (l) The government shall ensure that persons with disabilities have full and equitable rights regarding freedom of speech, right to expression and information and effective measures shall be taken for their such rights to be enjoyed.

(2) The Council shall take necessary measures to convey the voice of persons with disabilities and their organizations across the governments, civil society and international community.

(3) The Council shall encourage the state and private run electronic and print media to promote awareness on the rights of persons with disabilities through public service messages and programming inclusive for all types of disabilities.

(4) The government may provide advertisements to publications dedicated for persons with disabilities.

(5) The government shall ensure that all websites hosted by Pakistani website service providers are accessible for persons with disabilities.

16. Right of political participation. - (l) Persons with disabilities shall have full right to participate in the political activity in the country including exercising right of vote and right to be elected to an elected body.

(2) The Election Commission of Pakistan shall ensure that each polling station is accessible to persons with disabilities and necessary arrangements are made for them to cast their votes confidentially and without any difficulty. Any act by any person to cause restriction on exercise of right of vote by a person with disability shall be deemed as forceful obstruction as defined in the Elections Act, 2017 (XXXIII of 2017) and shall be prosecuted and punished accordingly.

(3) 'The Council shall, with the help of the Election Commission of Pakistan, educate political parties on the issues and problems of the persons with disabilities.

(4) The Election Commission of Pakistan shall be mandated to develop voter's accessibility mechanism for persons with disabilities such as brail voting paper etc.

17. Access to justice. - The government shall ensure that persons with disabilities are provided with assistance, including sign language interpreters and attendants to access to the justice system.

18. Right to own property. - Persons with disabilities shall not be denied the right to own, sell or inherit property.

19. Participation in sports, cultural and recreational activities. (1) The government shall ensure that no person is discriminated against in participation of any sports, . games, cultural and recreational activities on ground of his disability. Assistive devices, equipment and latest technology shall be made available for their inclusion in sports, cultural, recreational and leisure activities. One seat for persons with disabilities in the sports board shall be ensured and the government shall ensure linkages of the monitoring mechanism for para Olympics and special Olympics sports association.

(2) Access to cultural materials, programs and activities shall be provided in accessible and appropriate formats to persons with disabilities.

(3) Barrier-free and discrimination-free access to media programs, films, theaters, parks, stadiums, play grounds, beaches and other places of leisure, recreation, sports and cultural activities shall be provided to such persons with disabilities.

(4) The government shall facilitate participation of persons with disabilities in scouting, art classes, outdoor camps, hunting, tourism and adventure activities and shall also help to develop and utilize their artistic, creative and intellectual capabilities. (5) The government shall ensure that talent-enhancing abilities in both public and private schools including sports activities are developed.

(6) The government shall ensure that courses and activities are designed to promote arts and culture to enhance talent of persons with disabilities.

(7) The government shall take steps so that access to cultural materials, programs and activities in accessible and appropriate formats to persons with disabilities are ensured.

20. Protection of persons with disabilities in risk and disaster situation. (l) Persons with disabilities shall be given top priority in providing suitable protection and safety in situations of risk and natural disaster and shall immediately be removed from such areas and moved to a safe place on priority.

(2) In situations of armed conflict, the police, civil armed forces and the armed forces shall take appropriate measures on priority to ensure safety, protection and removal of such persons.

(3). All authorities engaged in reconstruction activity subsequent to any situation of armed conflict, humanitarian emergencies or natural disaster shall ensure that persons with disabilities are accorded priority in reconstructing their institutions, homes and other facilities and restoring services.

(4) The Council shall keep a close coordination with the disaster management authorities for protection and removal to safety and keep record of such persons caught in such situation and ensure early rehabilitation.

(5) Needs and concerns of persons with disabilities should be included in disaster risk reduction.

PART III
ADMINISTRATION OF RIGHTS

21. Strengthening and reconstitution of the National Council for the Rehabilitation of Disabled Persons. (l) The National Council for the Rehabilitation of Disabled Persons constituted under the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981 (XL of 1981) shall stand reconstituted as the Council on Rights of Persons
with Disabilities and shall consist of-

	Minister —in-Charge;	Chairperson
	Secretary of the Division allocated with business of this Act;	Vice Chairperson

	Two members from the Senate, one each from government and the opposition;	Members
	Two members from the National Assembly one each from government and the opposition;	Members
	One representative from Ministry of Information, Broadcasting, National History and Literary Heritage not below the rank of Joint Secretary;	Member
	One representative from Ministry of Finance, Revenue and Economic Affairs not below the rank of Joint Secretary;	Member
	One representative from the Division allocated with business of education not blow the level of Joint Secretary;	Member
	One representative from the Division allocated with the business of poverty alleviation and social safety not below the rank of Joint Secretary;	Member
	An officer not below the rank of a Joint Secretary of the Division to which business of this Act stands allocated;	Member
	Chairman, Capital Development Authority (CDA);	Member
	Chief Executive or Head of National Institute of Rehabilitation Medicine (NIRM)	Member
	Three persons with disability	Member

(2) Member at clause (i) of sub-section (1) shall also act as Secretary of the Council.

(3) The Council may co-opt any person as a member.

(4) The government functionaries represented in the Council shall hold their memberships on ex officio basis. The tenure of the members shall be three years.

(5) The Council shall meet at-least quarterly and the quorum of each meeting shall be one- fourth of the total number of the composition of the Council.

22. Functions of the Council. - (l) The Council shall have the responsibility to achieve and implement objectives of this Act and to assist the government in developing legal and institutional frame work.

(2) The Council shall be the executive authority to implement this Act, to develop a legal and social environment and to help persons with disabilities to have the protection of law in enjoying their fundamental rights.

(3) The Council shall, with the help of other authorities and persons, take all possible measures to protect persons with disabilities from discrimination, exploitation, torture, inhuman or degrading treatment on the hands of any one including their families and caregivers.

(4) The Council shall coordinate implementation of the principles of relevant

convention at provincial and lower administrative levels through providing technical assistance to various organs of the provincial legislatures and governments in developing appropriate legal and institutional frameworks in their jurisdictions and making them achieve the objective of protection and enforcement of rights.

(5) The Council shall evaluate the effectiveness of laws and policies and assess the implementation of laws and policies at the national level and recommend to the government any changes required in the policies, laws and practices.

(6) The Council shall conduct or cause to conduct research on the status of persons with disabilities and matters related to the promotion and protection of their rights.

(7) The Council shall put into place an institutional mechanism to regularly monitor performance of various departments and organizations in the government and issue a performance score card to each such entity and organization at least once in every three years. Similarly, the Council shall devise and maintain score cards for private entities that seek such evaluation and assessment. Such performance audits shall be conducted by third party professionals and the employees of the Council.

(8) The Council shall assess its own performance in creating legal and social environment in the country and issue an annual status report at the end of every calendar year to present its report to the Parliament through Minister-in-charge.

(9) The Council shall be responsible to monitor the activities of private and community-based organizations to ensure that required standards of service are maintained. The Council may enforce an institutional mechanism for effective, efficacious and transparent functions of such organizations and may impose restrictions on organizations not meeting the objective criteria laid down by it.

(10) The Council shall have the powers to address individual and collective complaints of violations of human rights of persons with disabilities.

23. Registration of persons with disabilities. - (l) Any person with disability desirous of being employed or otherwise rehabilitated may have his name registered in the register maintained by the Council or its designated office in such form and in such manner as may be prescribed by the Council.

(2) The Council shall, if it thinks necessary, cause each person with disability registered under sub-section (I) to be assessed as to the nature of his functional disability and also as to his aptitude and the nature of work he is fit to do by a medical officer authorized by it or by such assessing board as it may appoint having at least one medical officer and the medical officer or, as the case may be, the assessing board shall submit its report to the Council in such form as may be prescribed by the Council.

(3) If the person with disability is considered by the Council fit to work, he shall be informed indicating the nature of work for which he may be employed or the trade or vocation in which he may be trained and an endorsement to that effect shall be made against his name in the register.

(4) If the person with disability is not considered by the Council fit to work,

he shall be informed accordingly for an endorsement to that effect being made against his name in the register and the Council shall take such measures for his rehabilitation as it thinks fit.

(5) If a person is declared by the Council not to be a disabled person, his name shall be struck off from the register.

24. Establishments to employ persons with disabilities. - (l) Not less than one percent of the total number of persons employed by an establishment at any time shall be persons whose names have been registered with the Council or its designated office of the area in which such establishment is located and against whose names in the register maintained under section 23 an endorsement exists to the effect that they are fit to work.

(2) The persons with disabilities employed against any post in pursuance of sub-section (l) shall be entitled to the terms and conditions which are not less favorable than those of the other persons employed by the establishment against similar posts.

(3) When calculating the percentage of the posts in an establishment for the purposes of employment of persons with disabilities, the fraction of 0.5 and above shall count as a whole number.

25. Establishment to pay to the Fund. - An establishment which does not employ a person with disability as required by section 24 shall pay into the Fund each month the sum of money it would have paid as salary or wages to a disabled person had he been employed.

26. Dissolution of the Council.- On the commencement of this Act, the council formed under the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981 (XL of i 981) shall stand dissolved and on such dissolution all assets, rights, powers, authorities and privileges and property, movable and immovable, cash and bank balance, reserve funds, investments and all other interests and rights in, or arising out of such property and all debts, liabilities and obligations of whatever kind of the dissolved council subsisting immediately before its dissolution shall stand transferred to and vest in the Council.

27. Governmental authorities and other persons to assist the Council. - (]) All the functionaries of the government shall extend full and effective cooperation to the Council in ensuring the enforcement of this Act and other laws for protecting the rights of the persons with disabilities.

(2) Any person in the governmental position not effectively cooperating with the Council shall be deemed to have committed misconduct and shall be proceeded against accordingly.

28. Funds for rehabilitation. - (l) The government may establish non-lapsable endowment fund for sustainably financing projects and activities related to ensuring effective rights protection and inclusion in society of persons with disabilities.

(2) The Fund established under sub-section (l) shall be called as ICT Disability Fund which shall be managed by the Council.

(3) The following shall be the sources of the Fund, namely: -

(a) Annual allocation and grants of funds from Federal Government;
(b) grants from international organizations, governments and other such bodies;
(c) levies and other charges that government imposes for rehabilitation;
(d) fines and penalties under this Act;
(e) donations and bequests by private persons; and
(f) any other source.

(4) Fund established under the Disabled Persons (Employment and Rehabilitation of Ordinance) 1981 (XI, of 1981) shall stand transferred along with all sums and moneys to the Fund established under sub-section (2).

29. Creating public awareness. - (l) The Council shall take immediate, appropriate and result oriented measures to raise awareness amongst the society as whole with regards to recognition and respect for persons with disabilities and their rights.

(2) The Council shall recommend to the Federal and Provincial Governments , measures to include topics on disability in educational curriculum and to create awareness among young students about persons with disabilities.

(3) The government shall include topics on addressing problems of persons with disabilities in training programs of institutions responsible for imparting trainings to officers and officials of the government, including judges and court officials.

30. Rehabilitation. - (1) The government shall take all possible measures to ensure that persons with disabilities attain maximum independence and ability to participate in activities of life including getting education, doing business, getting employed and participating in sports and cultural activities.

(2) The government shall promote continuing skill development and training in existing advance skills and technologies to persons with disabilities for effective participation and integration in the community.

(3) The government shall undertake initiatives to promote, support and implement community-based rehabilitation and research initiatives of its own.

31. Insurance cover. - (1) the Council may devise and put in place comprehensive group medical and accident insurance for persons with disabilities and may also facilitate such persons in getting affordable life and other forms of insurance.

(2) The Council may pay the premium for persons with disabilities who cannot pay the premium from their own sources.

32. Special disability courts. - (1) For speedy justice, the government may designate and may encourage provincial governments to designate, courts to hear cases under this Act or other laws in which one or more parties are persons with disabilities.

(2) There shall be an effective institutionalized mechanism to monitor cases in courts

under sub-section (1) by appropriate judicial forums as devised by the respective High Court.

33. Power to make rules. - (l) The Council may, in consultation with the Federal Government and by notification in the official Gazette, make rules to carry out purposes of this Act.

(2) The rules made under the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981 (XL of 1981) so far as they are not inconsistent with the provisions of this Act shall continue to be in force until altered, amended or repealed.

34. Power to make regulation. - The Council may, by notification in the official Gazette, make regulations for its own efficient and professional working and for effective achievement of objectives of this Act.

PART IV
MISCELLANEOUS

35. Removal of difficulties. - If any difficulty arises in giving effect to any of the provisions of this Act, the Federal Government may make such order, not inconsistent with the provisions of this Act, as may appear to be necessary for the purpose of removing the difficulty.

36. Repeal. - The Disabled Persons (Employment and Rehabilitation) Ordinance. 1981 (XL of 1981) is, to the extent of Islamabad Capital Territory, hereby repealed.

STATEMENT OF OBJECTS AND REASONS

The Constitution of Islamic Republic of Pakistan guarantees the Fundamental Rights of all citizens, including Persons with Disabilities, without discrimination. As State Party 110 the UN Convention on the Rights of Persons with Disabilities (UNCRPD), Pakistan is obliged to ensure and promote the full realization of rights and freedoms for persons with disabilities bv takin¿ •appropriate legislative, administrative and policy measures. Keeping in view our national and international commitments, the ICT Rights of Persons with Disability Bill, 2018 has been prepared through a consultative process for protection and promotion of Rights of PWDs. The law proposes legal and institutional framework for an inclusive society where PWDs have full participation in all forms of social life, particularly in health, education and employment.

2. The Bill seeks to achieve the aforesaid objective.

Dr. Shireen M. Mazarì
Minister for Human Rights

ANNEX E

GAS LEAKAGE SAFETY INSTRUCTIONS

1. **LPG Cylinder Safety Instructions.** Where LPG cylinders are used, they must be placed in well-ventilated areas and their regular inspection must be ensured.

a. **Cylinder Placement**

(1) Gas cylinders must NOT be kept inside kitchens, cafés, hostel rooms, or enclosed spaces.

(2) Cylinders must be placed outside the kitchen in a well-ventilated area.

(3) Cylinders must be protected from direct sunlight and rain.

(4) Cylinders shall always remain in an upright position.

(5) Cylinders must be properly secured to prevent falling.

b. **Inspection & Maintenance**

(1) Rubber hoses shall be checked regularly for cracks or wear.

(2) Regulators must be properly fixed and compliant with safety standards.

(3) All connections must be tightened and checked for leakage.

(4) Damaged pipes or accessories shall be replaced immediately.

(5) Only approved quality regulators and pipes shall be used.

2. **Sui Gas (Natural Gas Line) Safety Instructions**

a. **Gas Pipeline Inspection**. All Sui gas pipelines must be inspected regularly for:

(1) Loose joints

(2) Corrosion

(3) Cracks

(4) Leakage from fittings

(5) Underground pipelines should also be checked for soil damage or leakage indicators.

b. **Main Shut-Off Valve**

(1) A main gas shut-off valve must be installed at an easily accessible location.

(2) The valve location must be clearly marked.

(3) Concerned staff must be trained to operate the main valve during emergencies.

c. **Leakage Testing**

(1) Periodic leak detection shall be conducted using soap solution or gas detectors.

(2) Open flame must NEVER be used to check leakage.

(3) Annual inspection by a certified gas technician is mandatory.

d. **Ventilation**. Kitchens using Sui gas must have:

(1) Proper exhaust systems
(2) Functional ventilators
(3) Adequate cross ventilation

3. **Procedure If Gas Smell Is Detected (LPG or Sui Gas).** In case of suspected gas leakage:

a. Immediately close the main gas valve.
b. Do NOT switch ON/OFF any electrical appliance.
c. Do NOT use matches, lighters, or any ignition source.
d. Open all doors and windows immediately for ventilation.
e. Evacuate the area without delay.
f. Inform the Administration/Safety Office immediately.
g. Contact the gas company or emergency services, if required.

4. **Fire & Safety Equipment Requirements.** The following equipment must be available, particularly near kitchens and gas installations:

a. CO_2 fire extinguishers
b. Dry Chemical Powder Extinguishers
c. Gas leak detectors (where feasible)
d. Clearly displayed emergency contact numbers
e. Fire exit signage
f. Displayed emergency evacuation plan

5. **Awareness & Training (Mandatory).** Students and staff shall be made aware of safety practices and precautions through regular lectures and emergency drills:

a. A structured safety lecture program shall include:

(1) Difference between LPG and Sui Gas
(2) Dangers of gas accumulation
(3) Signs of leakage
(4) Emergency response procedures
(5) Demonstration of main gas valve operation
(6) Lessons learned from past incidents, including the Bahria University Lahore case

b. Such sessions should be conducted:

(1) At the beginning of each semester
(2) For café/ kitchen/ pantry staff and hostel wardens
(3) After installation of any new gas connection
(4) As quarterly refresher training

6. **Administrative Control Measures**

a. Maintain a gas inspection logbook
b. Ensure monthly inspection by the Safety Officer
c. Obtain vendor safety compliance certificates
d. Conduct surprise inspections
e. Take strict disciplinary action for violations
f. Prohibit unauthorized gas connections

7. **Zero Tolerance Policy**. There shall be **zero tolerance** for gas leakage, whether from LPG cylinders or Sui gas lines. The safety of students, faculty, and staff remains highest priority of the Bahria University administration.

ANNEX F

GUIDELINES FOR CALCULATING THE NUMBER OF FIREFIGHTERS

1. Following factors are to be considered while calculating number of firefighters:

a. **Number of Buildings/ Floors**. You need at least one firefighter for each floor in every building. Two is preferred so that sickness and holidays are covered.

b. **Number of Occupants.** You need enough fire fighters to guide everyone out safely to the designated area. The higher the risk of the workplace, the more fire fighters you will need to cover people. Low risk = 1 per 50. Medium risk = 1 per 20. High risk = 1 per 15.

c. **Types of Occupants**. Those at greater risk include the elderly, children, pregnant women, people with disabilities, etc. additional fire fighters are needed where high risk occupants are present.

d. **Number of Shifts.** For evening classes more firefighters are required. Evening classes should be organized in such a way that a sufficient number of firefighters are always present.

e. **Types of Workplace.** The first and foremost determining factor is the level of risk. Following should be considered:

(1) **Quantity of Combustibles and Flammables Present**. For example, a chemical/high voltage electric distributions panels/machines like AC plants etc. would be higher risk than an office.

(2) **Sources of ignition**. Workplaces that have naked flames, electricity, and other sources of ignition present in the building or their use as part of work activities, e.g. restaurants and workshops, are higher risk areas.

(3) **Fabric of the Building.** Those built with brick and stone are more resistant than some of the materials used in modern buildings.

(4) **Nature of People's Work**. Certain work activities might slow down people's evacuation of the building, such as working with vehicles or machinery that must be turned off. Tasks that involve working with sources of ignition or fuel (e.g. cooking or welding) create greater risk.

(5) **Size and Complexity of the Layout of the Building.** Large rooms and complex layouts take longer to evacuate, so they need to be covered by more people. Smoke and fire may spread easier in simple layouts, but complex layouts can lead to people being trapped.

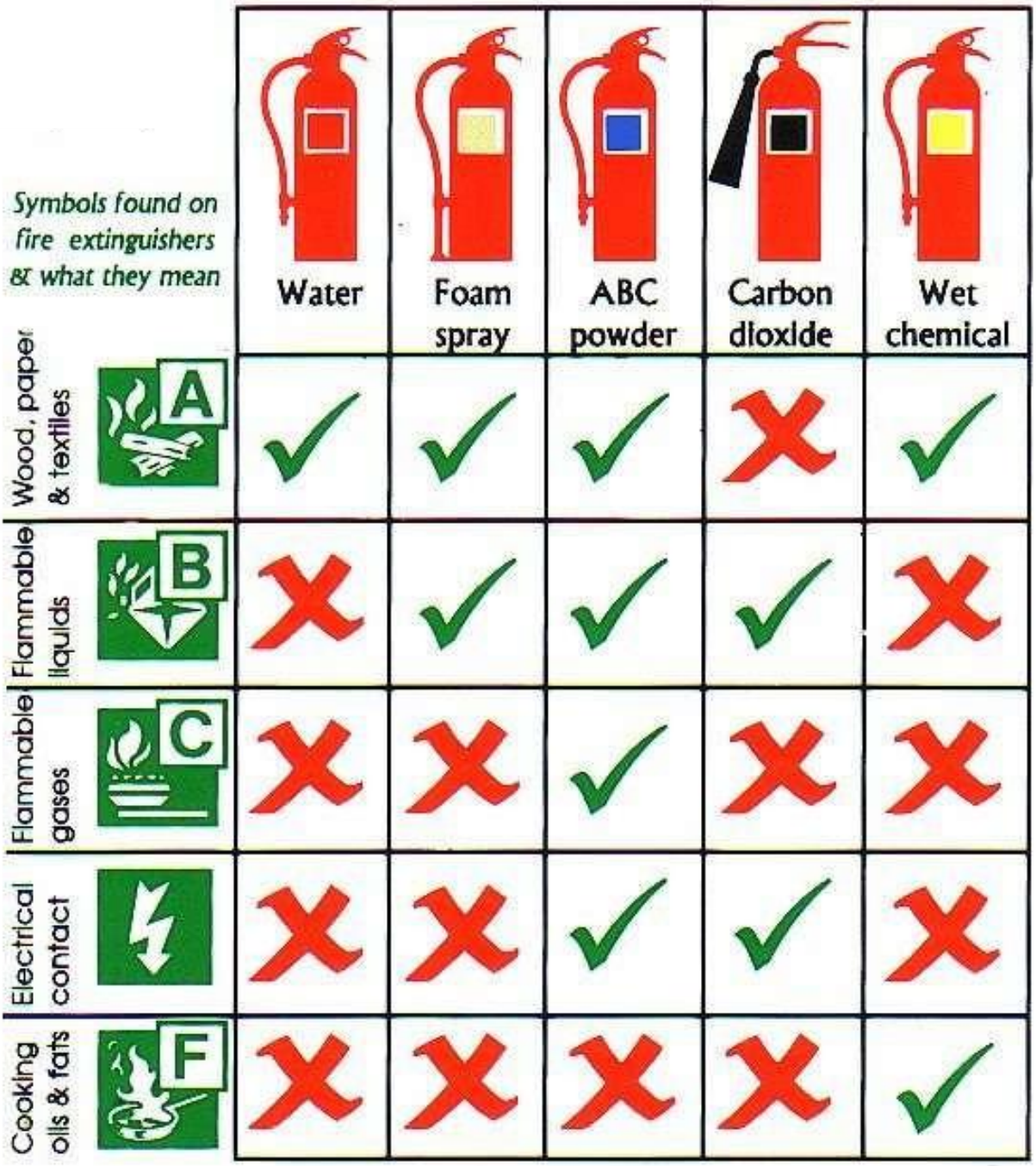
2. As a rule of thumb, fire fighter musts be able to search their designated area **within 2-3 minutes**. All people should have evacuated and be in a safety staircase or route **within 1 minute**.

3. While selecting the members of firefighting teams; apart from their qualification and experience, it may be ensured that some in-living staff are included in the teams to effectively fight fire after closing of the university

4. As most of the Bahria University campuses are close proximity of naval establishments, therefore, the firefighting is organized for initial attacks and containment. Therefore, it is not necessary to have dedicated firefighting teams for the entire campuses. The staff from various departments on different floors are to be trained and used for firefighting.

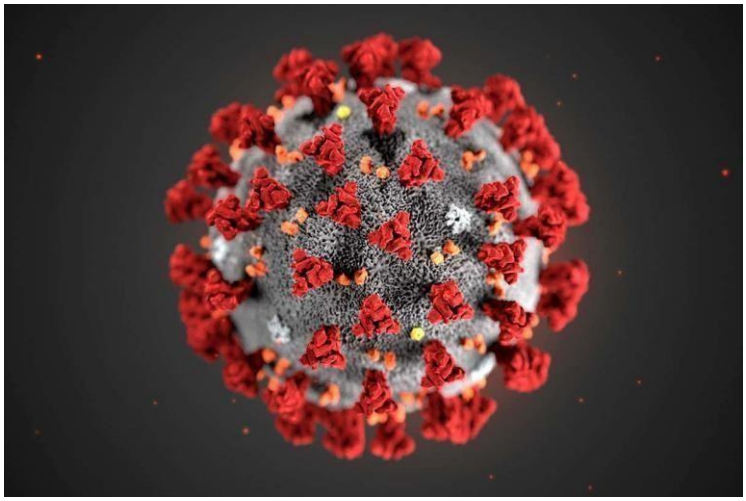
ANNEX G

TYPES OF FIRE AND RECOMMENDED FIRE EXTINGUISHERS



ANNEX H

HEC POLICY/ GUIDELINES FOR UNIVERSITIES ON COVID-19



What is corona virus (SARS-CoV-2)?

Coronaviruses are a group of viruses that cause diseases in mammals and birds, and respiratory tract infections in humans. Typically, these infections are mild, but rarer forms such as Middle East respiratory syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS) can be lethal.

The current coronavirus outbreak, recently declared a pandemic by the World Health Organization (WHO), is caused by the SARS-CoV-2 virus. This virus has been shown to have a close genetic similarity to bat coronaviruses, which are thought to have been its likely origin.

COVID-19 seems to be spread in a similar way to cold and flu bugs, through droplets created when a person coughs or sneezes being left on surfaces, which are then touched by other people and spread the disease further. At present, whilst COVID-19 appears to be more contagious than SARS or MERS, the fatality rate is relatively low (around 3%) when compared with MERS (34%) and SARS (10%), with early data suggesting the elderly and those with underlying health conditions are at a higher risk.

The health, welfare and safety of students and staff is the number one priority for the University. The University is taking a number of steps to safeguard our community.

How does it spread?

Although we have a lot to learn about this virus, it is currently believed that it spreads like other respiratory viruses- by people with the infection coughing and sneezing. These droplets are inhaled by other people or moved to the eyes, nose or mouth by contaminated hands.



What are the symptoms of this infection?

Symptoms of COVID-19 may include the following:

- Fever
- Cough
- Shortness of breath or difficulty breathing

If you have these symptoms, stay home and contact your health-care provider for medical guidance. Please do not show up at a clinic, urgent care, emergency room or other health facility without contacting them first. Your provider will need to take special measures to protect other people in the clinic.

Case Definitions

1. A patient with at least one of the following symptoms: Fever, Cough or Shortness of breath

AND

A history of travel to or residence in a country/area or territory reporting local transmission of COVID-19 disease during the 14 days prior to symptom onset. A list of the countries can be found in the latest WHO situational report at https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports

2. A patient with at least one of the following symptoms: Fever, Cough or Shortness of breath

AND

Contact with a confirmed or probable COVID19 case in the last 14 days prior to the onset of symptoms;

3. A patient with at least one of the following symptoms: Fever, Cough or Shortness of breath

AND

Requiring hospitalization with no other etiology that fully explains the clinical presentation.

Who is at high risk for complications from COVID-19?

- People older than 60 years
- People with chronic medical conditions
- People with weakened immune systems
- Pregnant ladies

Dissemination of basic practices to the students /faculty and visitors to avoid transmission:

- Panic should be avoided by informing 80% have mild symptoms and low mortality rate
- Proper COVID-19 awareness materials should be provided in all the offices/institutions.
- Visual alerts (signs, posters) at entrances and in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette.
- Post information, like posters and flyers, that remind faculty/students and visitors to practice good respiratory and hand hygiene.
- In case of any concern of mild symptoms of employees, relief from work/work from home should be suggested to avoid any contact.
- Organizations should avoid face to face meetings in case of any such concern.
- All the offices should have work modalities policies in place, in advance.
- Avoid stigma in case someone turns positive for SARS-CoV-2 by creating awareness that it's just like any other respiratory virus.
- Help desks to be provided in each institute
- Information and videos regarding COVID-19 prevention, hand hygiene etc to be uploaded on university websites
- Helpline numbers to be provided on website
- FAQs should be displayed on university website
- Daily situation reports on COVID-19 and NIH Pakistan dash board report to be shared on university website to provide latest information to staff /faculty and students

Preventive measures to be taken:

Everyday measures everyone can take (Standard precautions):

- Wash your hands regularly with soap and water for at least 20 seconds



- Wipe your hands with disposable paper towels or clean towels.
- Soap and water should always be used if hands are visibly dirty.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol immediately after coughing, sneezing, or blowing your nose, if hand washing facilities are not available



- Cover your mouth and nose with your elbow (sleeve sneezing) or use a tissue when you cough or sneeze, and immediately dispose of the tissue in a covered bin
- If you feel unwell, stay at home
- Avoid close contact with people who are unwell
- Clean and disinfect frequently touched objects and surfaces
- Avoid touching your eyes, nose or mouth with unwashed hands
- Ensure thorough cooking of meat and eggs at university kitchens

Students, staff and visitors should wash their hands:

- before leaving home
- on arrival at University buildings or sites
- after using the toilet
- after breaks and sporting activities
- before food preparation
- before eating any food, including snacks
- before leaving the University

If you feel sick:

- Stay at home
- Rest as much as possible
- Drink lots of fluids
- Take your temperature daily
- Stay home for at least 72 hours after your fever ends, without the use of fever- reducing medications
- If you must need to go out of the house, wear a surgical mask and avoid close contact
- Avoid contact with the people who have compromised immune systems, underlying health conditions and/or are age 60 and older

If you develop symptoms of COVID-19:

If you develop any symptoms such as a fever, cough or shortness of breath, follow the steps below:

- Stay at home
- Avoid contact with others
- Contact your health care provider in advance
- Do not show up at a clinic or other health facility without contacting it first because your provider will need to take special measures to protect other people in the clinic / hospital.

Tests for COVID-19:

- Testing is typically conducted by taking a nasopharyngeal and throat swab at a healthcare facility.
- Call ahead before visiting your healthcare provider.

Who should wear a mask?

- Public health agencies currently do not recommend healthy people to wear masks when they are in public.
- It's most important for people who are sick to wear a mask in a healthcare setting (such as a waiting room) to avoid exposing other people when they cough or sneeze.
- Masks should not be touched or handled during use.
- If the mask gets wet or dirty from secretions, it must be replaced immediately with a new clean, dry mask.
- Remove the mask using the appropriate technique – that is, do not touch the front, but instead untie it.
- Discard the mask immediately after use and perform hand hygiene.

How to wear a mask?

- The dark surface is the outside of masks; the metal strip (nose clip) side is the upside of masks
- The light surface is the inside of masks, which closes to our face. In addition, pay attention to the part with the metal strip above the mask, and don't wear it upside down.
- Distinguishing the inside, outside, up and down of masks, and washing your hands before wearing masks. Then hang the rope on the ears at both ends.
- When wearing disposable medical masks, fully folded surface, and cover mouth, nose, and lower jaw entirely, then compress nose clip, so masks and face are in full contact with each other

How to clean and disinfect surfaces?



- The U.S. Centers for Disease Control and Prevention (CDC) recommends cleaning and disinfecting frequently touched surfaces (e.g., door knobs, floors, handrails, tables, lifts, computer and keyboards etc)

- Departments should use a disinfectant on the U.S. Environmental Protection Agency's list of Antimicrobial Products for Use Against Novel Coronavirus, an alcohol solution with at least 70% alcohol, or a 10% bleach/water solution to disinfect hard, non-porous surfaces.

- Regular household soap or detergent should be used first for cleaning, and then, after rinsing, regular household disinfectant containing 0.5% sodium hypochlorite (i.e., equivalent to 5000 pm or 1 part bleach to 9 parts water) should be applied at least once per day.

- Metal surfaces can be cleaned and disinfected with 75% Alcohol.

- It is also recommended that all departments purchase single use disinfectant wipes for touch points within their work spaces.

- Please avoid putting disinfectant gels or liquids on electronics and other equipment, including unless they have been indicated as safe to use on those devices.



- Clean and disinfect bathroom and toilet surfaces at least once daily.

Regular household soap or detergent should be used first for cleaning, and then, after rinsing, regular household disinfectant containing 0.5% sodium hypochlorite should be applied.

- Clean the clothes, bed linen, and bath and hand towels using regular laundry soap and water or machine wash at 60–90 °C with common household detergent, and dry thoroughly.

- Gloves and protective clothing (e.g., plastic aprons) should be used when cleaning surfaces or handling clothing or linen.

Work area protection:

On the way to work:

Wear disposable medical masks properly. Try not to use public transportation.

- Walking, cycling, taking a private car or shuttle to work is recommended.

- If you must use public transportation, should wear the face mask all the way.

- Try to avoid touching anything with your hands on the way.

Thermal screening:

- Before entering the office building, should consciously take a temperature test.

- If the body temperature is normal, you can enter the building then wash your hands in the bathroom.

- If the body temperature exceeds 37.2 ℃, please do not go into the building to work, go home for observation, if necessary, and please go to the hospital for treatment.

Office work:

- Keep the office area clean. It is recommended to ventilate 3 times a day for 20- 30 minutes each time, and keep warm when ventilating.

- Keep a distance of more than 1 meter from person to person

- Wear a mask when work in a multi-person office.

- Wash your hands frequently, drink plenty of water, and insist on washing your hands strictly according to the seven-step method before eating and after going to the toilet. Both sides of the reception of outsiders should wear masks.

Attend a meeting:

- It is recommended to wear a mask and wash your hands before entering the meeting room.

- The meeting staff should be more than 1 meter apart.
- Try to reduce centralized meetings and control meeting time. When the meeting time is too long, open the window and ventilate once. The venue and furniture must be disinfected after the meeting.
- Better use video conferencing rather than physical presence in meetings pr seminars

In the dining hall:

- Adopt divided meals to avoid crowded people.
- The dining room must be disinfected once a day, the tables and chairs should be disinfected after use.
- Cutlery must be sterilized at high temperature.
- The operation room should be kept clean and dry.
- Mixed use raw food and cooked food is strictly prohibited, also need to avoid raw meat.
- It is recommended to have a nutritious meal with light taste.

On the way home from work:

- Wear a disposable medical mask to go out after washing your hands. When you back home, remove your mask and wash hands firstly. Wipe the phone and keys with a sterile wipe or 75% alcohol. Keep the room ventilated and clean to avoid crowds.

In public area:

- Daily disinfection of public areas such as halls, corridors, conference rooms, elevators, stairs, toilets, etc. should be proceed, using spray disinfection as much as possible.
- Cleaning utensils used in each area should be kept separately to avoid mixing

On travel:

- It is recommended to wipe the interior and the door handle of the car with 75% alcohol once a day.
- Must wear masks when take shuttle bus. And the shuttle bus should be wiped and disinfected with 75% alcohol after use.

Support staff:

- Service personnel, security personnel, cleaning personnel must wear masks while working, and keep a safe distance from people.
- Canteen purchasers or suppliers must wear masks and disposable

rubber gloves to avoid direct hand contact with fresh meat and poultry materials, wash hands and disinfect them immediately after removing gloves.

- Cleaning staff must wear disposable rubber gloves when working, wash and disinfect hands after working.

- Security personnel must wear masks to work, carefully inquire and register the status of outsiders, report abnormal situation in time.

How to deal with abandoned masks:

- During epidemic prevention, hand hygiene should be done before and after removing masks. Abandoned masks should be placed in trash cans, and the trash can should be disinfected with 75% alcohol or chlorine-containing disinfectant twice a day.

Logistics:

- Ensure supplies are available (tissues, waste receptacles, alcohol-based hand sanitizers, disinfectants, alcohol wipes etc)

- Facemasks should be available for those who develop respiratory symptoms

- Ideally the distance between two beds should be >6 feet if students or staff are sharing same room in hostel areas

- Similarly, the sitting places should be > 6 feet apart in waiting areas.

- Hand sanitizers and hand washing facilities to be provided in hallways, corridors, waiting areas, library, cafeterias, outside lecture halls and offices

- Dedicated transportation facility should be made available in case someone becomes symptomatic and needs to be transported to healthcare facility

Pathway for Faculty/Students concerned that they have COVID 19

Fulfilling Case definition

Case definition

1. A patient with at least one of the following symptoms: Fever, cough or shortness of breath AND A history of travel to or residence in a country /area or territory reporting local transmission of COVID 19 depending on the WHO situation report during the last 14 days prior to the symptom onset.
2. A patient with at least one of the following symptoms: Fever, cough or shortness of breath AND Contact with a confirmed or probable COVID 19 case in the last 14 days prior to the onset of symptoms
3. A patient with at least one of the following symptoms: Fever, cough or shortness of breath AND Requiring hospitalization with no other etiology that fully explains the clinical presentation.

YES

SELF-QUARANTINE

Stay at a well ventilated single room with a separate toilet and avoid unnecessary contact with other people; practice frequent handwashing; wear a mask in times of close proximity with others

NO

Stay at home; Take precautions as for any upper respiratory infection with plenty of fluids, frequent hand washing, covering mouth when sneezing; healthy diet and rest.

Call helpline 1166

If necessary, you will be directed to nearest corona care unit

Wear a surgical mask; avoid public transport; avoid places with close contact with public; should be accompanied by not more than one attendant

Report at Nearest Corona Registration Counter

Nasopharyngeal and oropharyngeal swab will be taken by doctor and management in accordance with guidelines

ANNEX I

DENGUE PREVENTION

IMPORTANT

Avoid Dengue by Preventing Mosquito Bites

Use insect repellent, wear long-sleeved shirts and long pants, and control mosquitoes inside and outside your home.
Visit your healthcare provider right away if you develop a fever, headache, rash, muscle or joint pain.

Signs and Symptoms of Dengue. Most people infected have mild or no symptoms. About 1 in 4 people infected with dengue will get sick. Mild symptoms of dengue may be confused with other illnesses that cause fever and flu-like illness. Most people will recover after about one week.

Severe dengue is an emergency. Recognize the warning signs.

1. **Warning signs:** Watch for signs and symptoms of severe dengue to develop 24- 48 hours after fever goes away.

2. **If you or a family member develops any of these warning signs, go to a local clinic or emergency room immediately:**

a. Stomach or belly pain, tenderness
b. Vomiting (at least 3 times in 24 hours)
c. Vomiting blood, or blood in the stool
d. Bleeding from the nose or gums
e. Feeling tired, restless, or irritable
f. Headache
g. Eye pain (typically behind the eyes)
h. Muscle, joint, or bone pain
j. Rash

If you think you may have dengue

a. See your healthcare provider.
b. Your healthcare provider may order tests to look for dengue or similar viruses, like chikungunya or Zika.

If you are sick with dengue

a. **Take acetaminophen or paracetamol** to control fever and relieve pain.
b. Do not take aspirin or ibuprofen.
c. Get plenty of rest and drink fluids to prevent dehydration.
d. Rest in a screened or air-conditioned room or under a bed net while you have a fever.

Prevent Dengue. You should know the following:

a. No vaccine is available in the United States.
b. No medicine is available to treat dengue.
c. Avoid infection by preventing mosquito bites. Mosquitoes that spread dengue virus bite during the day and night.
d. Use Insect Repellent.

Tips for Dengue Prevention

a. Dress your child in clothing that covers arms and legs.
b. Cover strollers and baby carriers with mosquito netting.
c. When using insect repellent on your child:

   i. Always follow label instructions.

   ii. Do not use products containing oil of lemon eucalyptus (OLE) or para- methane-diol (PMD) on children under 3 years old.

   iii. Do not apply insect repellent to a child's hands, eyes, mouth, cuts, or irritated skin.

   iv. Adults: Spray insect repellent onto your hands and then apply to a child's face.

d. Dress your child in clothing that covers arms and legs.

e. Cover crib, stroller, and baby carrier with mosquito netting.

f. Wear long-sleeved shirts and long pants

g. Use screens on windows and doors. Repair holes in screens to keep mosquitoes outside.

h. Use air conditioning when available.

j. Sleep under a mosquito bed net if air conditioned or screened rooms are not available or if sleeping outdoors.

Once a week, empty and scrub, turn over, cover, or throw out items that hold water, such as tires, buckets, planters, toys, pools, birdbaths, flowerpots, or trash containers. Check inside and outside your home. Mosquitoes lay eggs near water.

ANNEX J

HOSTEL HYGIENE CHECKLIST

S No	Items	Instructions	Remarks
1.	**Caretaker / Manager**	There must be a Caretaker / Manager to see that the hostel is run and maintained properly.	
2.	**Light, Ventilation and Fly Proofing**	Rooms used for living, dining, cooking or sleeping and toilet and bath buildings must have proper lighting and ventilation with fly proofing on windows and outside doors.	
3.	**Beds and Sleeping Areas**	Suitable and separate beds must be provided for all hostellers. There should be proper air circulation and no undesirable odors in sleeping quarters.	
4.	**Toilets, Lavatories and Showers**	An adequate number of toilets must be provided for hostellers. At least one shower and one lavatory with cold and or hot running water and one toilet must be provided for each 10 hostellers. There should be proper air circulation and no undesirable odors in bath, showers etc	
5	**Drinking Water**	Safe drinking water must be supplied at convenient locations. Regular water tests must be conducted. Tests results are to be recorded and analyze.	
6	**Kitchen Facilities**	Kitchen sinks must be supplied with hot running water. Shelves are required for equipment /food storage above the floor. Sufficient cold storage facilities (fridges, freezers) for the separate storage of raw and cooked products must be provided. The layout and design of tables, equipment should allow access for effective cleaning and/or disinfection. In addition, the wall areas directly behind cookers should have a durable surface finish, such as stainless steel, to allow vigorous cleaning. Design & construction of food preparation rooms must avoid the build- up of excessive temperatures & must be capable of keeping food at suitable temperatures. First In First Out (FIFO) must be practice in fridges and freezers.	
7.	**Food Handlers**	All food handlers must be tested for communicable diseases on regular basis. Food handlers shall wear hair restraints such as hats, hair coverings or nets, beard restraints. Keep as clean as reasonably practicable all parts of his personal clothing or overalls and refrain from spitting and smoking. After using the toilet, should wash his hands with soap before resumption of his duties to prevent food borne disease transmission. Food handlers must prepare food above ground at all times.	

8.	**Dining Areas**	The Buildings or Structure must have proper lighting and ventilation with proper fly proofing on windows and outside doors. The building or structure must protect hostellers from the elements rain, dust dampness and should to be smoke free. Floors, walls, ceilings, and woodwork / tables must be made of hard, smooth, impervious washable finish material that facilitate easy cleaning and or disinfection. Water must be supplied at convenient locations for hand washing and washing up utensils. The emergency exits should clearly be marked and instructions given in chapter 4 be complied.	
9.	**Sanitation/ Garbage Bins/ Solid Waste Disposal**	All toilet and bathrooms, kitchen and mess halls, sleeping and living rooms, and beds and bedding must be kept clean and sanitized. Closed garbage and waste containers must be provided and must be emptied as often as necessary. The entire hostel area must be kept clean and well drained and free from trash and garbage to prevent attracting insects. These should in compliance with solid waste management system of the campus.	
10.	**Laundry Facilities/Areas**	Laundry areas must have proper lighting & ventilation, with proper emergency exits. All washing machines where provided should **not** be located in food rooms so as to minimize the risk of food contamination. This is particularly relevant where soiled materials may have to be washed. There must be separate areas, shelves or containers for dirty & clean linen. The wastewater generated from laundry activities should not cause dampness or stagnant water that may encourage insects breeding.	
11.	**Drainage/ Sewage / Waste Water Disposal**	The premises shall be free from depressions in which water can stand. Natural sinkholes, pools, swamps or other surface collectors of water within 200 feet of the periphery of hostel.	
12.	**Safety, Fire Extinguishers**	All electrical outlets, panels must be properly protected. There must be adequate safety plans, adequate fire extinguishers; fire signs & first aid kits throughout the hostel. Instructions given at chapter 5 and safety check-list are to be followed.	
13.	**Communicable Diseases/ Nurse / Medical History**	Regular medical checks and reporting/ recording of all signs and symptoms of communicable illness to the health authority is essential. Close contact and crowded environmental conditions are ideals for the spread of communicable diseases as well as parasitic infections, intestinal diseases and respiratory infections (bedbugs, scabies, round worms, tapeworms, Tuberculosis influenza). Instructions given at chapter 7 are to be followed.	

ANNEX K

PERSONAL HYGIENE - GUIDELINES

Good personal hygiene involves keeping all parts of the external body clean and healthy. It is important for maintaining both physical and mental health. In people with poor personal hygiene, the body provides an ideal environment for germs to grow, leaving it vulnerable to infection.

Types of personal hygiene. Each person's idea of personal hygiene differs. These main categories are a useful place to start for building good hygiene habits:

a. **Toilet hygiene.** Wash your hands after you use the restroom. Scrub with soap for 20 to 30 seconds, and be sure to clean between your fingers, on the back of your hands, and under your nails. Rinse with warm water, and dry with a clean towel.

b. **Shower hygiene.** Personal preference may dictate how often you wish to shower, but most people will benefit from a rinse at least every other day. Showering with soap helps rinse away dead skin cells, bacteria, and oils. You should also wash your hair at least twice a week. Shampooing your hair and scalp helps remove skin buildup and protects against oily residues that can irritate your skin.

c. **Nail hygiene.** Trim your nails regularly to keep them short and clean. Brush under them with a nail brush or washcloth to rinse away buildup, dirt, and germs. Tidying your nails helps you prevent spreading germs into your mouth and other body openings. You should also avoid biting your nails.

d. **Teeth hygiene.** Good dental hygiene is about more than just pearly white teeth. Caring for your teeth and gums is a smart way to prevent gum diseases and cavities. Brush at least twice a day for 2 minutes. Aim to brush after you wake up and before bed. If you can, brush after every meal, too. Floss between your teeth daily, and ask your dentist about using an antibacterial mouthwash.

e. **Sickness hygiene.** If you're not feeling well, you should take steps to keep from spreading germs to others. This includes covering your mouth and nose when sneezing, wiping down shared surfaces with an antibacterial wipe, and not sharing any utensils or electronics. Also, immediately throw away any soiled tissues.

f. **Hands hygiene.** Germs on your hands can easily enter your body through your mouth, nose, eyes, or ears. Wash your hands:

(1) when you handle food

(2) before you eat

(3) if you handle garbage

(4) when you sneeze

(5) any time you touch an animal

(6) Likewise, wash your hands after changing a baby’s diaper, helping someone clean themselves, or when cleaning a cut or wound.

(7) Hands washing should be minimum 20 seconds

ANNEX L

SICKBAY STAFF RESPONSIBILITIES

1. SMO - DUTIES & RESPONSIBILITIES

a. SMO will examine the patient without delay and endorse the notes with date, time, signature and stamp during specified working hours.

b. To attend any medical emergency case promptly in Sickbay/place of emergency in the university/CUs. In case of serious emergency evacuate the patient to the nearest hospital immediately with the help of administration.

c. To carry out sanitary round on monthly basis of campus, cafeterias, pantries and general areas of the university/CUs to ensure high standard of hygiene in the premises. A written report to Director/Principal of the concerned CU will be forwarded.

d. To carry out monthly medical examination of food handlers of headquarters, cafeterias, pantries and maintenance of their medical record.

e. To refer any sick patient to hospital/lab/clinic for treatment, investigations as covered under health insurance of students/faculty/employees.

f. To scrutinize and countersign the bills for claiming re-imbursement covered under health insurance ensuring proper counter checks.

g. SMO is responsible for liaison with Services Hospitals for provision of medical cover and food testing during VVIP visits.

h. Prepare proper and feasible working and operational plan and provide / monitor all kind of first aid and ensure the quality of management.

j. SMO will formulate crisis management medical plan with the coordination of Director Campus in case of any eventuality.

k. Medical examination of newly inducted faculty members and staff along with annual medical checkup of staff group 1-7.

l. Will deliver health awareness and first aid lectures on dealing with emergencies, basic life support, mental health, tobacco smoking / drug abuse, communicable diseases, personal hygiene, prevention of seasonal diseases and importance of personal hygiene / physical activity / nutrition and current medical issues.

m. Any other duty assigned by the Competent Authority.

2. In-charge Sickbay - Duties and Responsibilities:

a. Will be overall in-charge of Sickbay.

b. Will be responsible to SMO for cleanliness efficiency and proper discipline of the sickbay.

c. Will be responsible for repair and maintenance of sickbay.

d. Will be responsible for training of First Aid of their junior staff to manage the patient.

e. Will be responsible for proper discipline in sickbay at all time.

f. Will be responsible to maintain record of sickbay in proper manner.

g. In-charge of all coming / outgoing correspondence and its maintenance in different file and perusal of SMO.

h. Will be responsible to assist the SMO for regular monthly sanitary round.

b. Will take the water sample form drinking points and sent them to Lab for bacteriological examination.

c. Will ensure the availability of stretcher/ wheel chairs for patient at all time.

d. Will be responsible to evacuate the referred cases to the hospital timely.

e. Will be responsible to attends VIPs/senior citizens.

f. Will be responsible to assist the SMO and liaison with PNS HAFEEZ / PNS SHIFA / PNS RAHAT in food testing and medical cover for BOG and Convocations.

g. Will also liaise with all nearby hospitals for early and quick medical care to the patients when needed.

h. Will also remain in touch with blood donating agencies for any help required.

i. Will be responsible to provide the medical cover for sports events and trips.

j. Any other duty assigned by SMO.

3. **Medical Technician - Duties and responsibilities:**

a. Will be in-charge of main reception of Sickbay and will work under supervision.

b. Will not leave his duty station without permission of SMO & I/C Sickbay.

c. Will ensure that the telephone is not being misused or kept busy unnecessarily.

d. Will keep the reception neat and tidy all the time.

e. Will be in-charge of medical store.

f. Will be responsible to raise monthly demand of medicines to SMO.

g. Will be responsible to issue medicines to the patients prescribed by SMO.

h. Will prepare daily/monthly expense voucher of the medicines.

i. Will maintain all the patient’s record up to date.Will assist to emergency handling when required.

j. Will be in-charge of detention room.

k. Will record vital signs of the patients.

l. Will be responsible to I/M and I/V injection to patients as prescribed by the SMO.

m. Any other duty assigned by the SMO.

n.

4. **Aya / Nurse - Duties and responsibilities:**

a. She will be responsible to assist the SMO for all female patients.

b. She will check vital signs of female patients.

c. She will stay in detention with female patients.

d. She will be responsible for cleanliness of SMO office.

e. She will maintain OPD register.

f. Any other duty assigned by SMO.

5. **Naib Qasid - Duties and responsibilities:**

a. He will work under the supervision of I/C Sickbay.

b. He will be responsible for cleanliness and preparedness of the complete department at all times.

c. He will assist in shifting the serious patients from various department of university to Sickbay.

d. He will do regular cleaning of stretchers, patients' trolleys, wheel chairs and other equipment.

e. He will make the queues of the patients according to their waiting number and will show them to the medical officer according to their turn.

f. He will change the linen of Sickbay.

g. He will show extra courtesy and respect to the patients and attendants.

h. He will not leave his duty place without the permission of SMO & I/C Sickbay.

i. He will be responsible to bring and dispatch the mail to various department and offices of CU.

j. Any other duty assigned by SMO.

ANNEX M

SICKBAY SOPS

1. SOP AT SICKBAY RECEPTION (PATIENTS FOCUSED)

a. All emergencies must be attended immediately.

b. Staff on duty must be vigilant, careful, proactive and patient focused.

c. All the medicine commonly used in emergencies, must be available and properly placed labelled.

d. Electro medical equipment is to be well maintained operational and regularly monitored.

e. Doctor on duty must attend the patient immediately.

f. After first aid treatment patient should be either sent back or referred to concerned hospital by ambulance or otherwise as per the emergency status.

2. SOP AT SICKBAY STAFF DEALING WITH PATIENTS

a. SMO is primarily responsible to deal emergencies/other patients.

b. In case of absence of SMO, In-charge Sickbay will manage the sick patient and meantime shall inform the SMO immediately.

c. In case In-charge Sickbay is not around the next senior Medical Assistant / Medical Technician would be in-charge however, in case of emergencies, he shall inform the SMO immediately.

d. In case of any drug reaction, the SMO shall be informed and the patient immediately be shifted to nearby hospital after necessary first aid management.

e. No medicine is to be issued without prescription of qualified and registered medical practitioner.

3. SOPs - PATIENTS TREATMENT/DEALING DURING WORKING HOURS

Step-1

Patients are to be seen by the SMO / Duty Doctor and medicine is prescribed on Sickbay printed pad papers with doctor stamp.

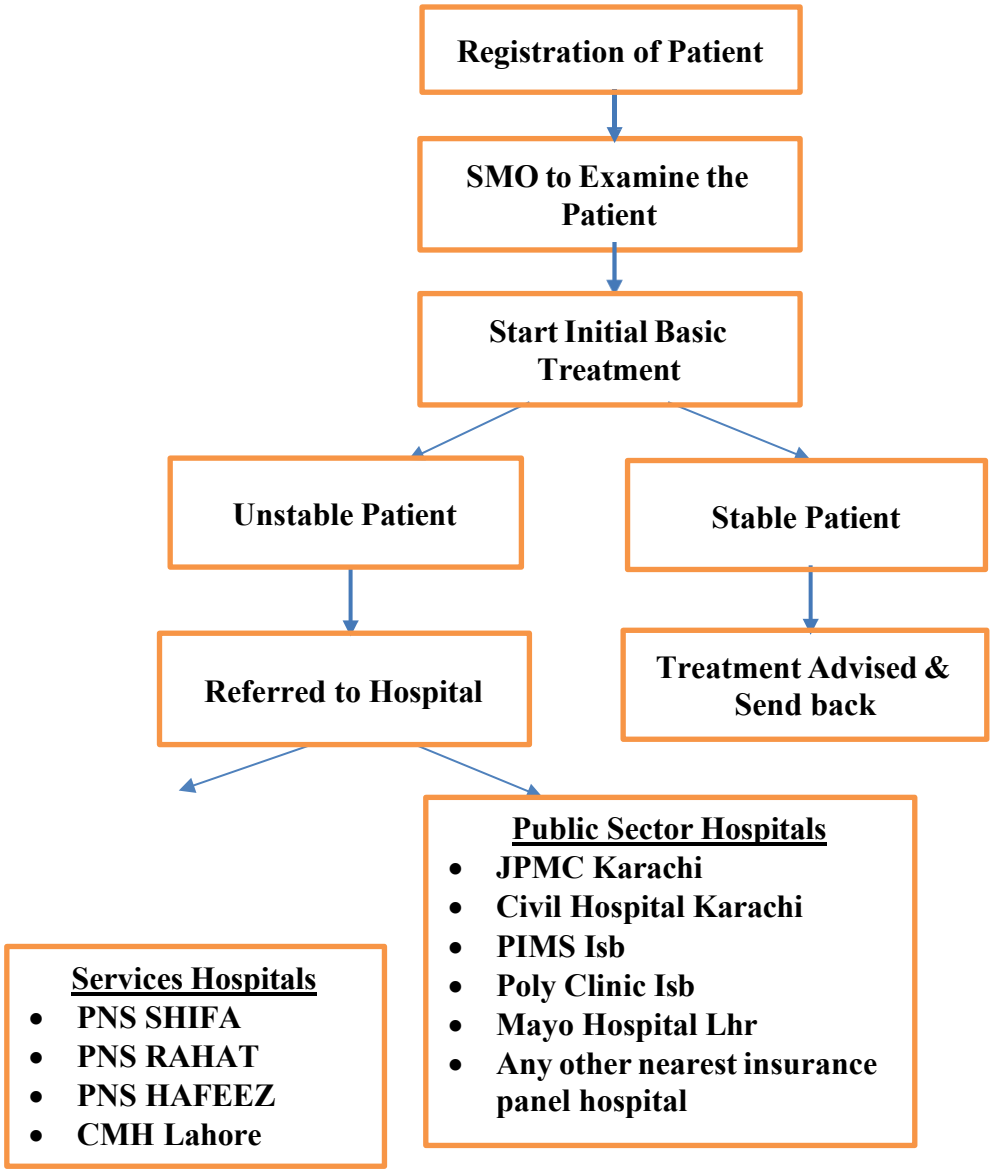
Step-2

Patient is to show the prescription to staff who will issue medicines after entering on the book/ledger. Patient will be properly briefed about the use of medicines.

Step-3

Patients need hospital treatment are to be immediately evacuated on ambulance. Bahria University Medical Officer is to help/facilitate the patient's treatment at the hospital especially at PNS HAFEEZ/PNS SHIFA/PNS RAHAT. Patient in emergency with Potential ACS / chest pain should be evaluated thoroughly stabilized/ managed and shift to the hospital, immediately.

Step-4 - EVACUATION OF PATIENTS



4. SOPs-TRIAGE OF PATIENT IN MASS CAUSALITIES OR ANY DISASTER SITUATION

PROCEDURE

a. **Red Tags.** (immediate) are used to label those who cannot survive without immediate treatment but who have a chance of survival.

b. **Yellow Tags.** - (observation) for those who require observation (and possible later re-triage). Their condition is stable for the moment and, they are not in immediate danger of disability/ death. These victims will still need hospital care and would be transferred immediately under normal circumstances.

c. **Green Tags.** - (wait) are reserved for the "moderate symptoms" who will need medical care at some point, after more critical patients have been treated.

d. **White Tags.** - (dismiss) are given to those with minor symptoms for whom a doctor's care is not required.

e. **Black Tags.** (expectant) are used for the deceased and for those whose condition is so critical that they will not be able to survive given the care that is available.

5. SOPs - INTRAVENOUS INJECTIONS

Responsibility: Medical Technician/ Nurse

Procedure:

a. Read prescription and prepare injection in correct dose as per the instructions.

b. Always use a new disposable syringe

c. Veins in forearms are safest place followed by hands, then legs and feet

d. Clean injection site with a spirit or alcohol swab in an outwardly spiraling motion. Do not retrace your path.

e. Tie tourniquet above injection site.

f. Holding barrel of syringe, and with bevel facing up, gently insert the needle at 15- 30-degree angle from skin.

g. Insert the needle so that it is oriented with the flow of blood. When inside gently pull back on plunger. A crimson cloud of blood indicates that needle is in the vein.

h. Remove tourniquet. Push plunger all the way down slowly.

i. Take out syringe at the same angle that it went in.

j. Dispose of needle and syringe properly.

6. SOPs - INTRAMUSCULAR INJECTIONS

Responsibility: Medical Technician/ Nurse

Procedure:

a. Read prescription and prepare injection in correct dose as per the instructions.

b. Always use a new disposable syringe

c. Suitable injection site are upper outer gluteal region and deltoid region

d. Clean hands and disinfect injection site in line with infection control procedure.

e. Use non-dominant hand to pull the skin and subcutaneous tissue 2-3cm away from injection site.

f. Hold needle at right angle to skin. Insert quickly, penetrating muscle and leaving about third of needle exposed.

g. Pull back plunger to observe for blood aspiration. If blood is aspirated, procedure should be discontinued. If not, then slowly and continuously inject the drug.

h. After a couple of seconds, draw needle out quickly at the same angle to which it went in

j. Finally release the skin.

k. Do not massage the injection site.

l. Dispose of used needle and syringe properly.

7. **SOP – BROUGHT IN DEAD**

a. SMO will examine the body and verify that there are no signs of life.

b. He will take particular care in noting down marks of external violence if any and particulars of the persons who have brought the body.

c. Inform the Director (A&C) immediately.

d. Dispose of dead body according to instruction of Director (A&C).

8. **SOPs - PATIENTS TREATMENT/DEALING DURING NON-WORKING HOURS**

a. Hostel residents requiring medical advice/attention will be taken to PNS HAFEEZ/ PNS SHIFA / PNS RAHAT with assistant Warden.

b. Ambulance driver is to remain available on short notice.

c. Regular training of first aid is to be obtained by in living students and employees to handle emergencies.

d. Bahria University Medical Officer will remain on call and facilitate the patient evacuation, if required.

9. **SOPs - FOR AMBULANCE HANDLING**:

a. 24 HRS presence in the Campus.

b. To be used strictly for patient shifting only.

c. Not to be used for any other purpose including transportation of staff.

d. After dropping patient in hospitals, ambulance is to return to Sickbay in shortest possible time.

e. Repair/Maintenance/Running Records and Fueling Record is to be maintained by Transport Officer.

f. In living driver is to remain standby to handle emergency at night w.r.t hostel.

g. All medical equipment installed in the ambulance will be looked after by the sick bay staff under the supervision of in-charge sick bay.

h. Daily check list of all the equipment as well as the ambulance with regards to working condition will be maintained and put up to SMO.

i. Strict compliance of these instruction is to be ensured by Medical Officer.

ANNEX N

REFERENCES/ AUTHORITIES

S No	Reference Para No	Authority	Description
1	2.14.3	BU-HO/Admin/2026/L/1356 dated 23 July 26)	Safety Bulletins
2	3.3	BU-HO/Admin/2026/L/1130 dated 02 Jan 26	External Agencies Coordination
3	3.5	BU-HO/Admin/2024/L/750 dated 06 May 24	Layout Plan of Buildings
4	3.6	BU-HO/Admin/2026/L/1148 dated 22 Jan 26	Fire and Life Safety Measures - All Campuses
5	3.10 & Annex E	BU-HO/Admin/2026/L/1204 dated 05 Mar 26	Gas Leakage Safety Instructions - For Kitchens/ Cafés/ Hostels/ University Premises
6	4.1 & Annex C	BU-HO/Admin/2025/L/1085 dated 21 Nov 25	Updation of Security Plans - BU Campuses (W.r.t Evacuation plan)
7	5.5	LPDC Letter BU-HO/IO/2026/L/1457 dated 6 Mar 2026	HSE Training - Faculty and Staff
8	6.17	BU-HO/Admin/2024/L/672 dated 01 Jan 24	Directive – Combat Plastic Pollution in Bahria University (2024)
9	7.5.11 & Annex J	BU-HO/Admin/2024/L/711 dated 08 Mar 24	Conditions of University Administered/ Private Hostels
10	7.5.12, (also BU website)	BU-HO/Admin/2026/L/1230 dated 02 April 26	Promulgation of Approved Student Handbook on Drugs, Tobacco and Alcohol Prevention & Control