


NED UNIVERSITY OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF ENGLISH LINGUISTICS & ALLIED STUDIES
EMERGENCY EVACUATION SOPs

The university requires that all facility occupants respond to the alarm signal by immediately initiating the evacuation procedures as outlined below. Everyone who is alerted by the fire alarm is required to evacuate the premises as quickly and as calmly as possible.

1. **Stop all activities immediately.** Respond quickly within second leaving everything behind,
2. **Follow EXIT signs.** Use the left- and right-hand side stairs in the New Building to evacuate first floor and use the open space on the left side (Canteen side) to read the Assembly point. Do not enter Old Building. [*Please read the Emergency Evacuation Map carefully*]
3. Evacuation time should be minimum i.e. as fast as possible ensuring all students, teachers, and staff are out in the shortest possible time.
4. For Old Building 2 exits from ground and first floor front and back depending on which is safe for quickest evacuation.
5. If a class is in progress, it is teacher's responsibility to evacuate all students and himself / herself without accidents.
6. Wheelchair available and Nadeem Ahmed is responsible for facilitating Dr. Muhammad Asim Khan in evacuating as instructed to Mr. Iqbal and Mr. Nadeem Ahmed.
7. Do not block/obstruct others causing a bigger hazard.
8. Ensure permanently all aisles, exits are clear with no blockade to enable safest and fastest evacuation.
9. Do not lose senses and avoid creating chaos, confusion.

Please note during Evacuation Drill everyone should act wisely (do not lose your senses) and act safely, respond involuntarily, and avoid creating chaos through noise, several heads making decisions, and giving advice.


Prof. Dr. Sajida Zaki
Chairperson EL&AS