



Emergency and Evacuation Policy

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Introduction

The university places the utmost importance on the safety of its staff, students, and visitors, considering a safe and stable environment as a fundamental pillar for the continuity of educational and research activities. From this standpoint, the university has established an Emergency and Evacuation Policy that aims to organize preventive measures and rapid response to potential crises and incidents (such as fires, natural disasters, security incidents, or health emergencies), ensuring risk reduction and protection of lives and properties, in accordance with the best international practices and standards in risk management and safety.

Vision:

The university aims to be a leading model in implementing safety standards and emergency and evacuation management, creating a secure and reliable university environment that supports academic and research excellence.

🎯 Objectives



Protection of Lives

Ensuring the safety of students, staff, and visitors during emergency situations.



Minimizing Losses

Reducing material damage to university facilities and property.



Preparedness

Establishing and regularly updating clear evacuation and emergency plans.



Capacity Building

Training staff and students on safety procedures and practical evacuation.



Awareness Enhancement

Promoting a culture of safety and prevention among all university personnel.



Continuous Improvement

Reviewing and developing emergency plans to align with best local and international practices.

Core Values and Principles

Safety First

Considering the protection of lives as the top priority in all decisions and procedures.

Responsibility

Commitment of all university community members (administration, staff, students) to apply specific instructions related to emergency and evacuation.

Transparency

Clarity of information and procedures related to emergency plans and making them accessible to everyone without complication.

Cooperation

Promoting teamwork and coordination between all departments and relevant entities inside and outside the university.

Readiness & Preparedness

Maintaining a high level of preparedness to face different types of emergencies.

Rapid Response

Immediate and effective action to reduce the impacts and consequences of emergencies.

Continuous Improvement

Regular review and ongoing development of policies and plans in line with developments and global standards.

Policy Provisions

Governance and Organizational Structure:

University Council

Approves and oversees the Emergency and Evacuation Policy, ensuring its integration within the university policies framework and conducting periodic reviews to ensure its effectiveness.

Safety and Emergency Unit (CBRN)

A specialized central unit for emergencies and CBRN materials (Chemical, Biological, Radiological, Nuclear) within the university structure. This unit is responsible for implementing emergency plans in the field, maintaining safety systems (such as alarm devices and fire extinguishers), and leading training and awareness efforts in coordination with relevant external authorities.

Civil Defense Unit

A high-level committee for emergency management at the university level is established to develop detailed emergency plans and coordinate during major incidents and crises. This committee is authorized to make urgent decisions and consists of representatives from departments, colleges, and the Safety and Security Unit.

Emergency Coordinators in Colleges

Emergency coordinators are appointed in each college to serve as the link between the central Emergency Committee and the college administration. The coordinator implements committee directives at the college level, develops specific evacuation plans for the building or college, and ensures staff and students are trained in safety and evacuation procedures.

⚠ Main Classifications of Emergency Situations

The Emergency and Evacuation Policy covers all types of potential emergency situations and crises that may face the university, most notably:

🧪 Chemical Emergencies

Incidents of hazardous chemical material leakage in laboratories or warehouses, explosions, or uncontrolled chemical reactions.

⚙ Biological Emergencies

Contamination or biological leakage in scientific laboratories, or the outbreak of epidemics and infectious diseases among university members.

🔥 Fires & Structural Emergencies

All types of fires in buildings or facilities, structural collapse incidents of buildings or parts thereof, and serious electrical malfunctions that may lead to fires or injuries.

☢ Radiological/Nuclear Emergencies

Incidents in laboratories containing radioactive materials (in science, engineering, or medical colleges), or radiological leakage from devices or sources used for scientific purposes.

🏥 Medical & Health Emergencies

Serious accidents and injuries occurring to individuals within the university campus that require immediate medical intervention, and cases of sudden illness outbreak or epidemics among students or staff.

🛡 Security Emergencies

Cases related to the safety and security of individuals within the university campus, such as security threats, violence, unauthorized entry of suspicious persons, riot cases, and terrorist threats.

Legal and Response Procedures

Compliance with Ministry Directives

Adherence to official directives issued by the Ministry of Higher Education and Civil Defense authorities regarding emergency and evacuation procedures.

Response Team Formation

Establishment of specialized response teams tailored to different types of incidents (CBRN, fire, medical) with clear operational protocols.

Immediate Incident Reporting

Mandatory reporting of all incidents to designated authorities with required documentation and incident details within specified timeframes.

Inspection Protocols

Standardized procedures for incident investigation, evidence collection, and documentation to ensure compliance with legal requirements.

Evacuation & Protection Steps

Implementation of approved evacuation procedures according to predefined scenarios and regulatory standards for life safety.

Coordination with Authorities

Direct coordination with relevant external agencies including Civil Defense, Police, and Emergency Medical Services during major incidents.

Documentation & Records

Maintenance of comprehensive incident records, response actions, and outcomes for legal compliance and continuous improvement.

Review & Improvement

Regular review and enhancement of procedures based on incident outcomes, regulatory changes, and lessons learned from each event.

Risk Maps and Analysis



Risk Assessment Maps

Preparing risk assessment maps for all university buildings and facilities, including identifying potential hazard points in each location (laboratories, warehouses, workshops, vital facilities). These maps help in designing appropriate safety measures for each building according to its risk nature.



First Response Teams

Formation and training of first response teams in each college and administrative unit. These teams include personnel trained in initial firefighting, first aid, and evacuation operations. Regular training programs are implemented to ensure their readiness and ability to act quickly before the arrival of specialized external agencies.



Emergency Systems

Providing and maintaining basic emergency equipment and safety systems in all university facilities. This includes equipping buildings with appropriate fire extinguishers for different types of fires, first aid kits distributed at important locations, and installing early smoke and gas detection devices in laboratories and high-risk areas.

First Response Teams



Formation of Response Teams

- Establishing specialized teams in each college and administrative unit
- Selection based on qualifications and physical fitness
- Clear team structure with defined roles and leadership
- Mandatory certification for all team members



Response Team Duties

- Initial firefighting before civil defense arrival
- Administering first aid to injuries and medical emergencies
- Implementing building evacuation procedures safely
- Securing accident sites and preventing unauthorized access
- Communicating with emergency authorities



Periodic Training

- Regular training programs to ensure team readiness
- Practical drills on using emergency equipment
- Simulation exercises for various emergency scenarios
- Continuous skill improvement and knowledge updates
- Performance evaluation after each training session

Emergency Equipment and Systems



Fire Extinguishers

Various types provided for different types of fires (electrical fires, combustible materials). Properly distributed throughout all university buildings and regularly checked for functionality.



Alarm and Detection Systems

Early smoke and gas detection devices installed in laboratories and high-risk areas, connected to integrated electronic alarm systems for immediate notification.



First Aid Kits

Comprehensive medical kits strategically placed in important locations throughout campus. Regularly inspected and restocked with essential supplies for emergency response.



Emergency Exits

All emergency exits and stairways are kept open or easily accessible during emergencies. No storage of materials is permitted in front of emergency doors or evacuation paths.



Guidance Signs and Evacuation Routes

Clear signage in Arabic and English languages with appropriate illumination or reflective materials to remain visible during power outages. Each building has detailed evacuation maps and written instructions.

Guidance Signs and Evacuation Routes

Clear Guidance Signs

Prominent signage clearly indicating emergency exits, evacuation routes, and assembly points. Placed at strategic locations throughout all university buildings and facilities.

Universal Design

Signs designed to be understood by everyone (in both Arabic and English) with appropriate illumination to ensure visibility even during power outages.

Evacuation Maps

Detailed evacuation floor plans displayed on each floor showing current location, primary and alternative evacuation routes, and nearest emergency exits.

Emergency Exits

All emergency exits must remain open or easily openable during operating hours. Regular inspections ensure exits are unobstructed and functioning properly.

No Storage Policy

Strictly prohibited to store any materials or equipment in front of emergency doors or along evacuation routes that could impede quick movement.

Written Evacuation Instructions

Simplified evacuation instructions prepared for each building, explaining procedures for students and staff. Includes evacuation routes and assembly points.

Periodic Training

Regular Evacuation Drills

Implementation of scheduled evacuation exercises to ensure preparedness. All university personnel and students must participate in these drills to develop practical emergency response skills.

Documentation & Evaluation

Maintaining official records and detailed reports of all training activities. Regular assessment of training effectiveness with feedback mechanisms for continuous improvement.

Equipment Usage Training

Practical training on using fire extinguishers, alarm systems, and other emergency equipment. Hands-on practice sessions ensure all personnel can operate safety equipment properly.

Awareness Workshops

Ongoing educational workshops for students and staff to maintain high safety awareness. Regular safety briefings and information sessions on emergency preparedness.

Specialized Safety Training

Customized training programs for each college based on specific hazards and requirements. Additional specialized training for laboratory staff and those handling hazardous materials.

Continuous Improvement

Regular review and enhancement of training programs based on global best practices. Adaptation of training methodologies to address new risks and emergency scenarios.

Incident Management and Immediate Response

Emergency Plan Activation

Immediate activation of the emergency plan and notification to all relevant authorities and stakeholders through established communication channels.

Area Isolation and Securing

Isolating the incident area and preventing unauthorized access to ensure safety and facilitate effective emergency response operations.

Organized Evacuation

Conducting systematic evacuation procedures through designated routes, guiding everyone to safe assembly points according to the emergency plan.

First Aid Provision

Providing immediate medical assistance and first aid to those affected by the incident until professional medical services arrive.

Continuous Risk Assessment

Ongoing monitoring and evaluation of the situation to identify new risks, update response plans, and ensure appropriate resource allocation.

Incident Documentation

Recording detailed information about the incident, response actions taken, and lessons learned to improve future emergency procedures.

↔ Internal and External Reporting

Comprehensive reporting systems ensure proper documentation and communication during and after emergency situations. The university implements structured channels for information flow to relevant stakeholders.

Internal Communication

Immediate notification to university administration and Emergency Management Committee through dedicated communication channels during incidents

Standardized Reports

Use of standardized forms and procedures for incident documentation, ensuring comprehensive recording of all events and responses

Analysis and Improvement

Regular review of incident reports to identify trends, evaluate response effectiveness, and implement continuous improvement measures

External Notifications

Coordinated communication with external agencies including Civil Defense, emergency services, and ministry officials in accordance with regulatory requirements

Public Communication

Designated spokespersons and protocols for communicating with the public, media, and university community during and after incidents

Emergency Contacts

Maintained directory of emergency contacts, updated regularly and accessible to authorized personnel through multiple platforms