

Evacuation and Safety Guidelines in Educational Institutions



Published on March 29, 2026

Document Date: Mon, May 25 2026 08:33:26 pm

Category: ,English,Qatar - ,Snippets

Show on website : [Click Here](#)

Before an Emergency Occurs:

- * Identify emergency exits and designated assembly points.
- * Ensure all walkways and corridors are free of obstructions.
- * Know the locations of safety equipment and undergo training on how to use them.

* Raise awareness among students regarding basic safety instructions in an age-appropriate manner.

When the Alarm Sounds:

- * Immediately stop all activities and remain calm.
- * Follow the instructions issued via the National Warning System.
- * Adhere strictly to the directives of the admin and safety officers.

Determining the Procedure:

- * In case of an internal hazard (e.g., Fire), Evacuate immediately.
- * In case of an external hazard: Stay in the safe indoor areas (Shelter-in-place).

During the Evacuation Process:

- * Head directly to the designated assembly points.
- * Move calmly without pushing or crowding.
- * Do not return to collect personal belongings.
- * Use stairs only; do not use elevators.

Responsibilities of Teaching and Administrative Staff:

- * Organize the exit of the students in order and safe way and provide necessary support to them.
- * Ensure all facilities and rooms have been fully evacuated.
- * Conduct a head count of students at the assembly point.
- * Calm down the students and provide them required emotional support.
- * Immediately report any missing students.

Dealing with Different Groups:

- * Kindergarten: Provide direct supervision and continuous psychological support.
- * School Students: Walk in organized groups and strictly follow instructions.
- * University Students:

Adhere to safety protocols and avoid leaving via unsafe routes.

At the Assembly Point:

- * Proceed directly to the specified location.
- * Remain at the site until official instructions are issued.

* Report any emergency cases or medical needs.

Closing Message:

Safety is a shared responsibility...

Your commitment and composure contribute to the protection of everyone.