



STATE OF KUWAIT  
MINISTRY OF INTERIOR  
GENERAL CIVIL DEFENCE DEPT.



# The Civil Defence Manual for Emergency Exits

General Civil Defence Dept.  
publications of Safety and  
security series



## Preface

Dear Civilian and Expatriate,

The Civil Defence in the State of Kuwait is directly linked to civilians and expatriates, and its success in the implementation of its operations, protection of the city, and ensuring safety and security in emergencies and disasters, and protecting lives and properties, lies mainly in the ability of every person and organization to understand the Civil Defence operations and procedures and abide by its rules.

The Public Administration of Civil Defence places in your hands this manual to familiarize you with the needed information about emergency exits and their use instead of electronic elevators during a crisis. You are also asked to kindly follow all the instructions that the Civil Defence personnel give through the public media, and directly about using emergency exits carefully and with the utmost calmness and cooperation.

Wishing everyone safety and security.

General Civil Defence Dept.



## Emergency Exits

- The most critical part of dealing with crises and emergencies is finding a safe exit from which all the people can be evacuated out of buildings, factories, or schools.
- Emergency exits and stairs are considered the most important safety assets, and a secure replacement for electric elevators and escalators to escape the danger zone in case of a fire, earthquake, or building collapses.
- The Civil Defence is concerned with getting every building prepared with enough emergency exits on all the floors, along with signs and maps to reach these exits with ease.
- Regular maintenance should be performed on emergency exits; they should be cleaned on a regular basis and never used as storage, or garbage disposal, or as a safe haven for shelter, which would obstruct the flow of people trying to leave the building.

- Emergency exits must always be ready for use; opened and never locked, for we never know when we might need to use them.
- The Civil Defence always holds evacuation drills to train people on using the emergency exits available in the buildings.
- Those who have the priority of access to emergency exits are the disabled, seniors, sick people/patients, children, women, and handicapped individuals. Those exiting must not carry anything heavy, keeping in mind that they must move quickly and in an organized manner, to ensure that the maximum number of people are evacuated in the fastest time.
- Over crowding, and trying to overtake others may cause injuries and obstruct the smooth flow of people through the emergency exits, which will render these exits useless.



- It is vital that certain individuals are assigned to organize and supervise the evacuation process by leading people in the right direction at the right pace during an emergency.
- During an evacuation, the family man must always remain with his family and never leave them alone, especially his children, disabled or sick family members, and seniors.



### General Instructions

You must be aware of and familiar with all the emergency exits and their exact locations where you live/work, in case of any obstructions during an emergency such as a blackout, or thick smoke that hinders the vision. For this reason, some time must be taken out of normal days to regard the following:

1. Noting the number of offices between your office and at least two emergency exits.
2. Remain calm; don't run and don't yell or speak loudly, which may scare others.
3. Don't use electric elevators.
4. Make sure that there are no obstacles on the stairwells.
5. Make sure you are familiar with the instructions for using emergency exits.
6. Close doors behind you as you go through them to prevent smoke from spreading.





7. Identifying exits by placing signs on them, e.g. EXIT 1, EXIT 2, EXIT 3. Also, having signs or arrows put up in the hallways to lead people to the exits, that read TO EXIT.
8. Making sure that all stairwells lead to the outside emergency exits which in turn lead to a nearby safe haven.
9. Make sure that everything noted during evacuation drills is considered in a real emergency.
10. To ensure that everyone understands all the evacuation instructions, train yourself and take a little time out of your work day to familiarize yourself with all the emergency stairwells available at your workplace.