



STATE OF KUWAIT
MINISTRY OF INTERIOR
GENERAL CIVIL DEFENCE DEPT.



Safe Evacuation of Schools Manual

General Civil Defence Dept.
publications of Safety and
security series

Every site has its conditions about safety and security that aim at protecting the people present inside it from any danger that may threaten them. At the Public Administration of Civil Defence we have set out to provide all of the industries in the State of Kuwait with the needed information about safety and security to protect all the lives living on this good land.

Our sons and daughters, the students of the Ministry of Education, are our future; therefore, protecting them from harm is of the utmost importance. This is why we take sever security measures in the buildings that surround them and harbor them. With the cooperation of faculty members and school staff, we hope to provide protection, safety, and comfort to all our beloved students.

The Public Administration of Civil Defence has prepared this manual to be consulted for ways and special procedures for school and other educational institutes' evacuations. In addition, this manual aims at raising awareness about the procedures in order to ensure maximum safety and security to the lives of our students, during emergencies.

General Civil Defence Dept.

Preface

The Civil Defence's mission, according to the law number (21) for the year (1979) regarding the Civil Defence, is to protect citizens and expatriates, and ensure safe transportation and land and wireless telecommunication, providing safety in buildings and public and private properties, and protecting antique artwork from airborne gases, natural disasters and any destructive forces.

In summary, the main goal of the Civil Defence is to protect human lives, and public and private properties from any danger or threat. Considering what importance all industrial buildings represent, especially those with a lot of people present in them (such as schools and educational institutes), it is vital for everyone to always be ready to face an emergency. This readiness is defined in the ability to take the necessary precautions to protect human lives should any danger present itself, God forbid, at any given time.

Evacuation of Educational Institutes

Evacuation refers to the organized operation of shifting people from a danger zone to a safe haven. Considering the importance of evacuation as one of the most vital security measures, the following is a manual on how to be prepared for such an operation.



Civil Defence Operational Tactics

This refers to the procedural measures taken by the Civil Defence team to carry out evacuation operations when there is an emergency in schools and other industrial buildings, civil and government, with the collaboration with the members of the Civil Defence committee.

Objectives:

- 1 - Training the faculty committee of swift interference of educational institutes on their roles during evacuations. As well as training students on what it means when they hear the alarm or the non-continuous bell, as agreed upon by the Ministry of Education, and the proper steps to take to leave the campus in an organized way without any panic or pushing.
- 2 - Assigning duties and responsibilities to the committee of swift interference and security officers to be carried out until the Civil Defence team arrives.
- 3 - Preparing an evacuation plan that contains steps to ensure the safe operation of it in an emergency.
- 4 - Training the committee of swift interference on the plan, and note any loopholes or faults in it, in order to correct them to ensure the maximum safety and protection for human lives and properties in collaboration with the Civil Defence.
- 5 - To be prepared for accidents and their possible threats.
- 6 - Recognizing the demands for safety, providing means and the necessary tools for evacuation, and training in every school and educational institute.

Special Procedures for school evacuation plans

“In times of peace / fires – false alarms – suspicious unidentifiable objects – bomb threats – gas leaks.”

a - First Stage:-

- 1 - Labeling the routes that lead to emergency exits – emergency stairwells – and safe havens, using arrows.
- 2 - Identifying safe havens and meeting points, making sure that they are far from the classrooms and the building, e.g. open air fields - and a clear sign should be placed on the location, for example 1 or 2.
- 3 - Identifying alternative exits and making sure they are safe and undergo regular maintenance.

b - Second Stage:-

- 1 - Divide students up into two or more groups.
- 2 - Let the predetermined evacuation routes be known to the students.
- 3 - Place clear signs (arrows) that lead to the meeting points.
- 4 - Inform the students that their school supplies, books, and other belongings must be left where they are; they should not take anything with them during an evacuation.
- 5 - Leave the classroom and head to the safe haven / meeting point using the predetermined evacuation routes, in a calm manner, without any hesitation or slowing down.
- 6 - Remain under control, and refrain from yelling or talking to others in order to hear vital instructions as soon as they are called out.
- 7 - Remain in the safe haven until the evacuation is completed, and authorities instruct you otherwise.



Mandatory conditions and provisions that must be provided before executing the evacuation plan

- 1 - The Civil Defence committee must be distinguished by wearing a phosphoric vest.
- 2 - A number of bullhorns must be provided.
- 3 - Directional signs must be constructed and placed in the appropriate locations (three types):-

a - A green floor sign sized 20 x 40, with a white arrow across it.



b - A green floor sign sized 40 x 60 with a white arrow across it.



c - A round sign sized 90 x 90 (the Civil Defence logo).



- 4 - Print out brochures or leaflets to raise awareness on safety procedures in the workplace.

Special procedures for school evacuation plans “In times of War”

- 1- Remain under control, stay calm, do not yell, and listen carefully to the instructions from supervisors, following them accurately.
- 2- The orders to carry out an evacuation are given only by the administration “the quick intervention committee”.
- 3- In case there is no basement or shelter, the students are to seek protection in halls on the ground floor.
- 4- Avoid wooden classrooms (cabins or chalets).
- 5- Avoid classrooms with glass windows.
- 6- Students must be evacuated using the predetermined evacuation routes, and through the emergency exits.
- 7- In case there are students in the playground, they must be lead to the halls on the ground floor using a bell or bullhorn.
- 8- Students must be correctly and evenly distributed in the ground floor halls.
- 9- Seal shut all windows and ventilation openings in the halls using duct tape, and draw the curtains shut to avoid shattered glass entering the hall.
- 10- Make sure that all the students are in the hall by taking attendance.
- 11- The supervisors should calm everybody down and instill faith, courage, and determination in the students' hearts.
- 12- Remain in the halls until authorities instruct you otherwise.



Responsibilities of the safety and security teams in schools

- 1 - Supervise the entrance of students and others into the school well ahead of time.
- 2 - Search the entire campus daily.
- 3 - Make sure that all the fire extinguishers in the school work well, and contact the Public Administration for Fire Fighters in case of any queries about their contents.
- 4 - Organize the entrance of students, so as to avoid them entering in large groups that may obstruct the view of what is going on outside the school.
- 5 - Do not allow any student to leave the school campus without permission.
- 6 - During morning line-up, the students' bags should remain with them; bags are not allowed to be left in the classroom.
- 7 - Inform parents of specific times that they may approach the school administration, unless there was an emergency "in which case, it will be announced".
- 8 - Coordinate with Civil Defence officials regarding the validity of the alarm sirens available in the school.
- 9 - After an evacuation drill, the school administration determines the time it took to evacuate the entire school and informs the Civil Defence; this procedure should not be repeated more frequently than once every three months.
- 10- Record in writing all safety and security meetings and seminars, print them out and distribute them to students.
- 11- Inform the students that no bags etc. will be ac-

- cepted if they were delivered by any person from outside the school.
- 12- Pay close attention to visitors, and withhold their civil identification cards until they leave the school campus.
 - 13- Identify the cars that are allowed to enter the school campus.
 - 14- Students are dismissed in groups at the end of the school day though the school's numerous gates, making sure that the time period between every dismissal does not exceed ten minutes.
 - 15- Contact the closest police department when a suspicious object is found.
 - 16- Do not allow any car to park in front of the school's fence for a long period of time.
 - 17- Lock the school gates after all the students have entered.
 - 18- Give all visitors a tag to wear around their neck that indicates "visitor" on it, in order to distinguish them from school employees.



Procedures that must be followed during school evacuations

- 1 - Do not panic or fear, and remain calm.
- 2 - Place important items in a safe place and do not carry anything from the school bag.
- 3 - Do not eat or offer food.
- 4 - Cut off all electricity and gas from the main sources.
- 5 - Help all our sick and disabled friends, and anyone else who needs help.
- 6 - Leave the classroom in an orderly fashion and close all windows and the classroom door.
- 7 - Follow all the arrows and head to the nearest emergency exit.
- 8 - Do not push, shove, or crowd on the emergency stairwells.
- 9 - Walk quickly but do not run.
- 10 - Head to the meeting points, do not panic, remain under control to receive instructions, and do not go back to the classrooms until the authorities instruct you to do so.

Meeting points:

Meeting Point number (1) Determine who will be in charge standing there beforehand .

Meeting Point number (2) Determine who will be in charge standing there beforehand .