



**Appendix
8B**

Emergency Evacuation Policy and Procedure

for Al Maha Academy - Boys

Our Schools are Fully Accredited by



For AY 2025-2026

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Introduction

The security, health and safety of children and students in the school community is a shared responsibility of all school and kindergarten members, so, all necessary measures must be taken to provide an appropriate environment that considers all the needs of children and students and ensures their security and safety.

Purpose

The purpose of this policy is to:

- Ensure the safety and wellbeing of all students and staff
- Provide clear guidance for managing emergency situations
- Define roles and responsibilities during a crisis
- Establish consistent procedures across the school
- Ensure compliance with Qatar legal and regulatory requirements

This policy applies to all staff, students, and visitors on the school premises.

Scope of Emergencies

This policy covers, but is not limited to, the following emergency situations:

- Dealing with Medical Emergencies
- Dealing with the Presence of an Unknown Person in the School Building
- Dealing with an Electrical Contact/Water Leak or Gas Leak
- Dealing with the Presence of Weapons
- Dealing with Earthquakes/Collapses
- Dealing with Severe Storms
- Dealing with Heavy Rain
- Dealing with Mass Poisoning Cases
- Dealing with Major Fights
- Dealing with Violence
- Dealing with Cases of Sabotage/Terrorist Acts
- Dealing with Kidnapping/Missing Students
- Dealing with the Death of a School Member
- Emergency Evacuation During External Exams

Guiding Principles

In any crisis situation, all staff must:

- Remain calm and composed
- Follow school procedures without deviation
- Prioritise the safety of students at all times
- Avoid spreading rumours or misinformation
- Follow the established chain of command
- Use only approved communication channels

Leadership and Responsibilities

Designated Safeguarding Lead (DSL) – Shuja Uddin

- Overall responsibility for safeguarding and crisis decision-making
- Leads emergency response and coordination

Head of Administration (Shuja Uddin) & Security Team

- Ensure compliance with Ministry and Civil Defence regulations
- Manage site security and evacuation logistics
- Secure entrances, exits, and assembly areas

Principal's PA – Jehan Amer

- Responsible for all official communication during a crisis
- Liaises with parents and external stakeholders

Teachers and Support Staff

- Supervise and protect students
- Follow instructions immediately
- Ensure accurate student accountability

Communication Protocol

During any emergency:

- Staff must **not contact parents directly**
- Staff must **not post on social media**
- Staff must **not share unofficial information**

All communication will be managed through:

- The Principal's PA (Jehan Amer)
- Official school communication channels

Staff are required to focus solely on:

- Student safety
- Following instructions from leadership

Emergency Contact Numbers:

Police/Civil Defence: **999**

Kahrama Emergency: **991**

Emergency Drills

The school will conduct regular drills, including:

- Fire drills
- Evacuation drills
- Lockdown drills

All drills are:

- Mandatory for staff and students
- Recorded and documented
- Reviewed to improve procedures

Dealing with Crisis and Emergencies

Dealing with Medical Emergencies

Definition

The appearance of symptoms on the child/ student or group of children/ students that require medical intervention.

Procedures

- Notify the school principal immediately.
- Calling the school nurse (if she is not available, call the assistant trained in first aid).
- Writing a report on the incident by the manager/ nurse or representative.
- Assess the condition and call the emergency ambulance number **999** if necessary (stay on the line and describe the condition until the paramedics arrive).
- Notifying the student's parent or guardian about the student's health condition.
- Accompany the student's guardian when the student is transferred by ambulance to the hospital, and if this is not possible, employees from the school must accompany the student in the ambulance.
- Attach a document detailing the procedures that were followed with the person accompanying the student

Dealing with the Presence of an Unknown Person in the School Building

Procedures

- Identify the problem of the unknown person, and determine his location.
- Determine the nature of his/ her work.
- Ask for his/ her ID.
- Request to accompany him/ her to the building specialist, if the subject is searching for a specific student to verify his/ her relationship with the child from the student's file.
- If there is an unacceptable reason for his presence in the building, we ask him to leave the building.
- If he refuses to leave the building:
 - Call the police on **999**. Providing a description of the suspect.

Dealing with an Electrical Contact/Water Leak or Gas Leak

Procedures

- Contact the maintenance company to solve the problem.
- Contact Civil Defence 999 if necessary.
- Contact the Crisis and Emergency Department of the Ministry of Education and Higher Education on 44045999
- Teachers and students should remain in the classroom or where they are located, remain calm and proceed with the lesson, unless they are asked to evacuate.

In the event of a gas leak (which can be identified by a smell resembling rotten eggs) Procedures

- Work on building evacuation procedures.

- Contact Civil Defence 999 if necessary.
- Do not operate any light switches, electrical connections, or appliances.
- Do not re-enter the building unless authorized by Civil Defence or by order of the Health and Safety Committee.

Dealing with the Presence of Weapons

Procedures

Immediate response in cases of threats related to the safety of individuals' lives or the safety of property and follow the following:

- Call the police on **999**.
- Keep children and staff away from the area around the threat.
- Not moving or showing sudden gestures and movements.
- Do not try to take the weapon from the individual.

Dealing with Earthquakes/Building Collapses

If you are in school

Procedures

- Emphasize children and workers to immediately bend down, hide under sturdy tables or one of the corners of the school/ kindergarten, and hold on to fixed objects while protecting the head and face.
- Emphasize staying away from the school/ kindergarten walls, mirrors, lockers, and windows.
- Emphasize staying at the beginning of the stairs if the building has multiple floors and not using the elevator at all.
- Emphasize staying away from electrical wires as much as possible and not touching them.
- Call the police, civil defence, and ambulance on **999** and provide them with the available information.
- Call the clinic nurse and who are trained with first aid.
- Request support from neighboring schools/ kindergartens in case of need.
- Disconnect the main source of electricity.
- Trying to calm students and workers and separate them from infected cases.
- Ensure that the exits and entrances of the school/ kindergarten are clear for easy ambulance access.

Dealing with Earthquakes

If you are in school

Procedures

- Emphasize children and workers to immediately bend down, hide under sturdy tables or one of the corners of the school/ kindergarten, and hold on to fixed objects while protecting the head and face.
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Dealing with a Severe Storm

Procedures

- Students are prohibited from leaving the school building.
- All employees and students who are present in the external courtyards must be withdrawn to the building.
- Limiting activities to classrooms.
- Ensure that external doors and windows are closed well.
- Partially shut down air conditioners and monitor the condition of dust and ventilation filters.
- Communicate with the clinic to examine students for respiratory diseases and distribute masks to them.
- Communicate with the relevant authorities to find out information about the storm and its consequences.
- Close the external doors of the school/ kindergarten and prevent cars from moving in the dark to prevent being run over.
- Lower all furniture or tools from surfaces that could fly and fall from above.
- Call the clinic nurse and who are trained with first aid.
- Trying to calm students and workers, and separate them from infected cases, if any.
- Ensure that the exits and entrances of the school/ kindergarten are free of obstacles for easy ambulance access

Dealing with Heavy Rain

In case of damage to the building (when an electrical contact occurs or a collapse in the school due to rain)

Procedures

- Call Civil Defence on **999**
- Apply the evacuation process immediately
- Students are transferred to the nearest school/ kindergarten or nearby safe area.
- Count and take attendance.
- Wait to receive further instructions.

In case of damage to the external environment surrounding the school/ kindergarten Procedures

- Keeping students in classes and following up on the progress of the educational process and activities.
- Raising preparedness situation.
- Be calm.

Wait to receive further instructions.

Mass Poisoning Cases

- Call the ambulance on **999** and provide them with the number of cases and the type of poisoning as much as possible
- Contact the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on 44045999.
- Call the school clinic nurse to provide first aid to injured students and transfer them to the health centre
- Request support from neighbouring schools/ kindergartens in case of need.
- Close the source of poisoning, preserve it, and ensure that it is not used at the school level
- Seize and deliver samples of poisoned food/ water to the competent authorities and request an examination report.
- Trying to calm the children and female staff and separate them from the infected cases
- Ensure the exits and entrances of the school for easy ambulance access
- Conduct an investigation in cooperation with the relevant authorities and submit a report to the management of the Crisis and Emergency Committee at the Ministry of Education and Higher Education

Dealing with a Major Fight Inside the School

- Inform the police on **999** and provide them with the number of fighters and the weapons used, if any.
- Call an ambulance and provide them with the number of cases and type of injury.
- Contact the Crisis and Emergency Management Committee of the Ministry of Education and Higher Education on 44045999.
- Request the assistance of staff who are able to control students to intervene if possible.
- Trying to calm students and employees and separate them from injured cases.
- Identifying injured cases and evaluating them through the nurse and paramedics.
- Ensure the exits and entrances of the school/ kindergarten are easy to access by ambulances and police.
- Counting losses and documenting damages.

Dealing with Violent Cases

Telephone threats

- Call the police on **999**.
- Contact building internal security.

Physical threats

- Call the police on **999**.
- Contact building internal security.
- Cooperating with police investigations.
- Make the necessary arrangements for site security.

Dealing with Cases of Sabotage/ Terrorist Acts

- Inform the police immediately by calling 999 and assessing the situation to determine the method of intervention and treatment.
- Evacuating the entire building or trying to isolate students from places of riots and terrorism.
- Trying to calm students and employees and separate them from injured cases, taking into account their psychological state.
- Take shelter on the side of the building opposite the event site.
- The building's internal security controlled the situation as much as possible.
- Removing everyone from other places does not pass by the scene of the accident to maintain their safety.
- Ensure the exits and entrances of the school/ kindergarten are easy to access by ambulances and police.
- If the threat continues, it is possible to confirm that they will remain inside the school/ kindergarten and not remove male or female students until the competent authorities arrive at the site and confirm its security.

Dealing with Cases of Kidnapping/Missing Students

- Call the police on 999 and be prepared to provide a description of the student and the kidnapper, including a description of the student and the kidnapper's clothing.
- Contact the building's internal security.
- Notifying teachers and employees and directing them to take attendance.
- Cooperating with police investigations.
- Contact by the authorised person who is the guardian of the missing kidnapped student.

Dealing with the Death of a School Member

Employees' responsibilities:

- Call the police on 999.
- Identify the problem and location and secure and isolate the area.
- Notify the school/ kindergarten principal and the license holder.
- Calmly remove students from the area.
- Do not engage in arguments and discussion.
- Wait for the police and management systems to arrive.
- Identify students who need immediate support.

Principal responsibilities:

- Call the police on 999.
- Identify the problem and location and secure and isolate the area.
- Assisting the police in determining the location and identifying the accused person, if any, the victim, and the deceased.
- Assess the situation and cause of death.

Post-Incident Procedures

After a crisis:

- Students must remain supervised at all times
- Staff must not discuss the incident with parents or media
- Wellbeing and counselling support will be provided where necessary
- Leadership will review the incident
- Policies and procedures will be updated accordingly

Legal and Regulatory Compliance

This policy aligns with:




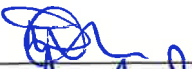


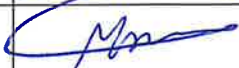
- Qatar Civil Defence requirements
- Ministry of Education regulations
- School Safeguarding Policy
- Crisis Management Framework

Failure to comply with this policy may:

- Place students and staff at risk
- Result in disciplinary action

Emergency Evacuation during External Examinations

Key staff involved in the emergency evacuation policy/procedure

Role	Name(s)	Signatures
Principal, Head of Exam Centre	Shuja Uddin	
Head of Secondary	Hussain Hassan	
Exams officer	Mohamed Monir Khattab	
SLT member(s)	Hussain Hassan	
Head of Learning Support	Amel Atif	
Fire Marshalls	Mahmoud Ali/ Elaicha Ghabri	
Fire Warden	Mohamed Monir Khattab	

When is an emergency evacuation required?

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

Emergency Evacuation of an Examination Room

Roles and Responsibilities

Head of Exam Centre

- ▶ Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation

Admin Officer

- ▶ Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Examination Officer

- ▶ Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- ▶ Ensures candidates are briefed (*Candidate Examination Handbook*), prior to examinations taking place, on what will happen in the event of an emergency in the examination room
- ▶ Provides invigilators with a copy of the emergency evacuation procedures for every exam room
- ▶ Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- ▶ Provides an examination room incident log in each examination room
- ▶ Liaises with the Head of Learning Support and other relevant staff prior to each examination where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- ▶ Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

Invigilators

- ▶ By attending training, ensure they understand what to do in the event of an emergency in the examination room
- ▶ Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- ▶ Confirm with the Examination Officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating

- ▶ Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- ▶ Ensures the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation

Other relevant centre staff

- Support the Deputy Head of Secondary, MIS Administrator, Examination Officer and invigilators in ensuring the safe emergency evacuation of examination rooms

Emergency Evacuation Procedure:

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the examination room.

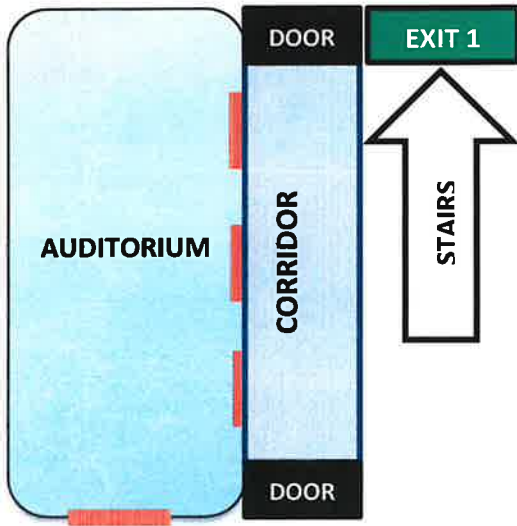
Emergency Evacuation Procedure
Actions to be taken (as detailed in the current JCQ <i>Instructions for conducting examinations section 18, Emergencies</i>)
<ol style="list-style-type: none"> 1. Stop the candidates from writing 2. Collect the attendance register (in order to ensure all candidates are present) 3. Evacuate the examination room in line with the instructions given by the appropriate authority 4. Advise candidates to leave all question papers and scripts in the examination room 5. Candidates should leave the room in silence 6. Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination 7. Make a note of the time of the interruption and how long it lasted. 8. Allow the candidates the full working time set for the examination. 9. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination 10. Make a full report of the incident and of the action taken, and send to the relevant awarding body
Additional Centre-specific Actions to be Taken
<ol style="list-style-type: none"> 1. In event of a fire alarm, evacuate the exam room immediately and take the candidates by the nearest fire exit 2. Escort students to the fire assembly outside school and keep them in a separate line and allow them, with the invigilators, to return into the building before all other students. 3. When /if allowed to return to the exam room, allow candidates time to settle down, reminding them they are still under exam conditions 4. Restart the examination and allow candidates the remaining time set for the exam 5. Make relevant changes to the exam[s] finishing time[s] 6. Record as much details as you can on the exam room incident log and ensure the exam officer is fully briefed at the end of the exam to enable a full report to be submitted to the awarding body

7. Where not allowed to return to the exam room, or decision is made that the exam must be abandoned, the centre's examination contingency plan will be invoked and you will be briefed accordingly at the time

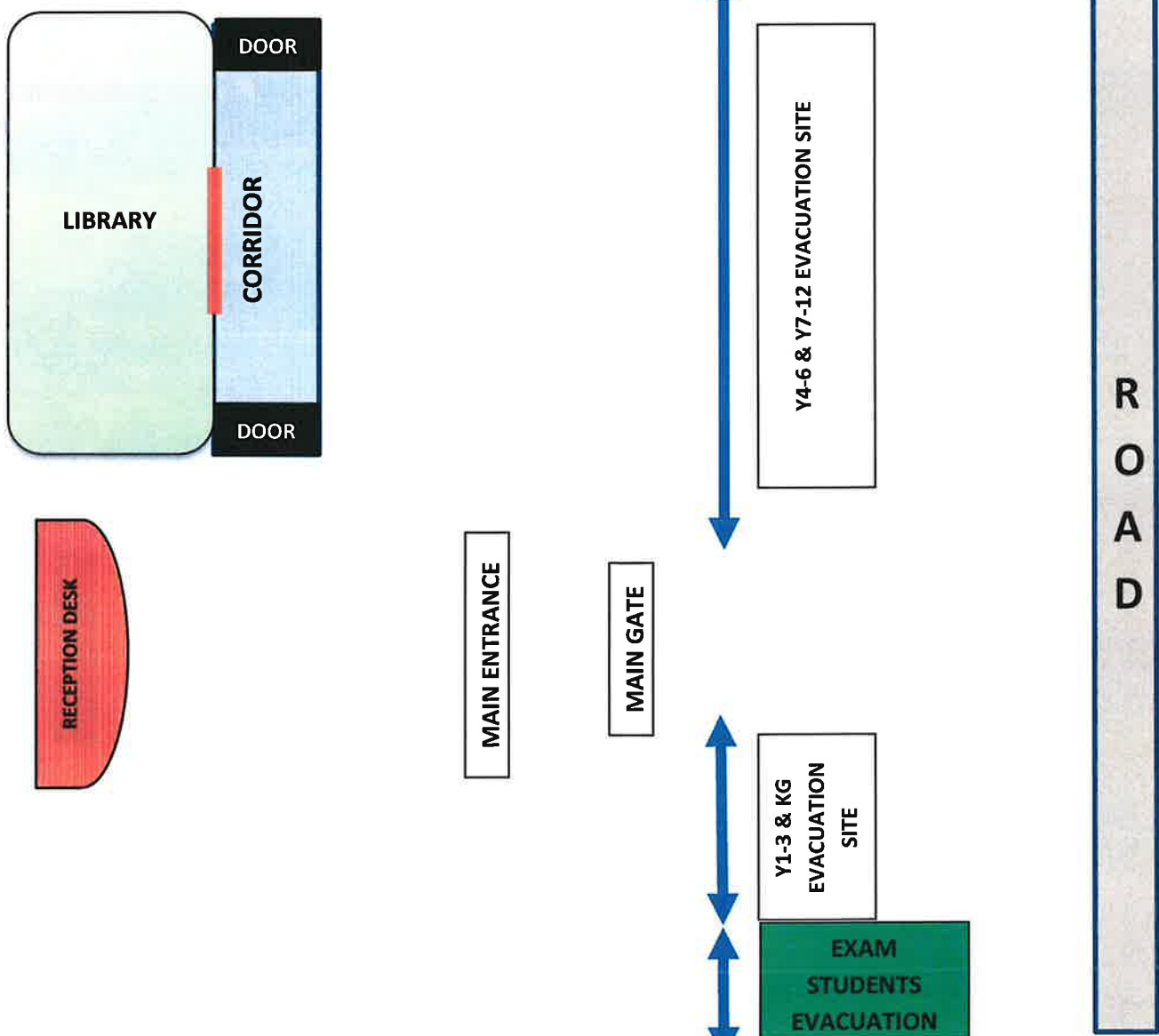
Action Plan for Emergency Evacuation during Examinations

Case 1: Exams in auditorium

1st Floor

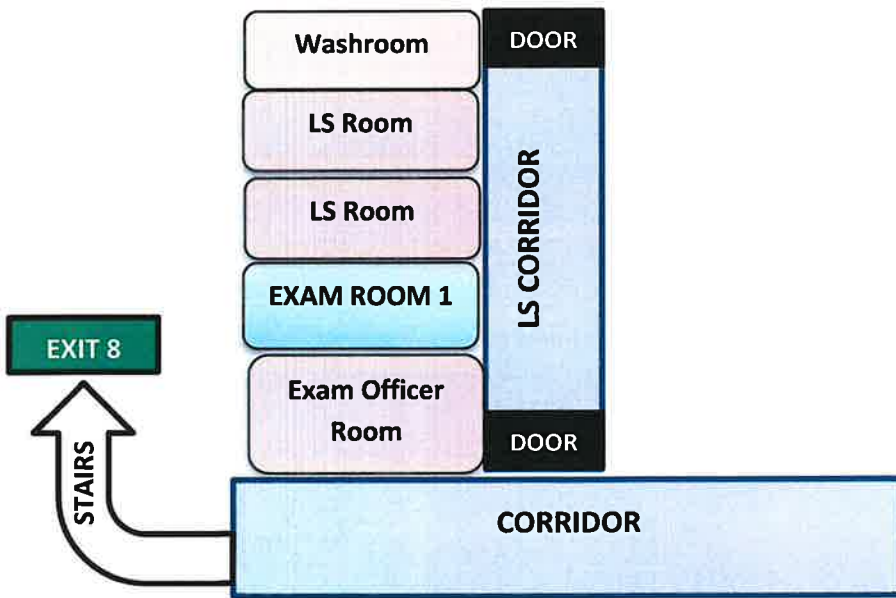


Ground Floor



Case 2: Exams in Exam Room 1 & 2

1st Floor



Ground Floor

