



جامعة قطر
QATAR UNIVERSITY

Awareness Workshop on Safety and Security Guidelines on Campus

Questions and Answers

Office of the Vice President for Strategy and Institutional Effectiveness

Department of Strategy and performance Quality

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Key questions raised during the workshop and their answers:

1. Can an awareness video be prepared specifically by the University Security Department?

An awareness video explaining safety guidelines has been presented to the university community.

2. Is it possible to share plans with employees for each building, in line with the required procedures? Alternatively, can employees be trained in each building based on its designated plan?

Plans are circulated among security staff and they are trained accordingly, with emphasis on remaining inside the building and staying at least (3) meters away from windows for all building occupants.

3. Does each building have a shelter-in-place or evacuation plan that differs from others? Can it be explained or presented in a short real-life video?

Shelter-in-place or evacuation plans are circulated among security staff, and security staff are trained on them according to each building's situation, with emphasis on remaining inside the building and staying at least (3) meters away from windows for all occupants. If additional measures are required such as evacuation, the Security Team will guide you accordingly.

4. If there is a student with special needs, should I ask them to bring an accompanying person?

It is advised that all individuals with special needs (especially mobility-related) have a personal companion on-campus to assist them. Please ask the Security Team if further assistance is needed.

5. Are there specific guidelines for evacuation or sheltering in case of an emergency in student housing buildings, especially during late hours at night?

Yes, the same safety guidelines apply to student housing buildings, with emphasis on staying inside the building, maintaining a distance of (3) meters from windows, following



instructions, and contacting emergency numbers and Security Team (who in the building) when necessary.

6. Do the safety guidelines include children, such as students of the Early Childhood Center?

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Yes, safety guidelines apply to all individuals inside buildings, including children, while taking into account the specific safety plans of the Early Childhood Center which is circulated among the Security Team who are trained to take necessary measures in case of emergency.

7. Is an individual held responsible if they decide to leave and drive their car at their own risk?

Strict emphasis is on remaining inside the building and following safety and security instructions, as leaving the site may expose the individual to risks.

8. Can an audio system be activated in buildings to provide instructions during emergencies?

Available systems are used to communicate with individuals inside buildings, with emphasis on adhering to instructions issued by the Security Team and staying at least (3) meters away from windows.

9. In case of danger, will the Security Team come to evacuate classrooms and laboratories?

The Security Team assesses the situation and directs individuals inside buildings to take appropriate action at the appropriate time, thus please follow the directions of the Security Team who will announce about any evacuation plans.

10. Is it possible to mark/specify safe areas inside each building so that managers or responsible persons can guide employees accordingly?

Safe evacuation and shelter points are marked and specified within each building, and security officials are informed to guide employees to them in case of an emergency requiring evacuation or sheltering, following on-site assessment.



11. How will exam time be compensated if the alarm takes a long time?

Examinations are handled according to the approved academic procedures announced by the Office of the Executive Vice President for Academic Affairs and the colleges.

12. If occupants are on upper floors, should they move down to the ground floor?

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Movement between floors is generally not permitted. If necessary, it will be based on instructions issued by the building's Security Team, with emphasis on remaining in a safe location and staying at least (3) meters away from windows.

Safe evacuation and shelter points are identified within each building, and security personnel are informed of these locations to guide employees to them in the event of an emergency requiring evacuation or sheltering, following an assessment of the on-site situation.

13. How should laboratories with large glass facades be handled?

A distance of at least (3) meters must be maintained from glass facades. If present in laboratories containing hazardous or highly flammable chemicals, the lab technician and supervising instructor must safely stop experiments immediately according to pre-approved laboratory safety procedures and evacuate students or researchers to a safe location inside the building as directed by the Security Team. Please follow all laboratory-specific safety guidelines.

14. How should students be managed in the event of a fire or alarm activation?

Students should be continuously educated on safety instructions prior to lectures, with emphasis on remaining calm and following the instructions issued by the Security Team to ensure proper handling of the emergency. In the event of a fire or the activation of alarm systems within the building, students are advised to follow the guidance provided by the Security Team.

15. What should be done if someone is outside a building and no nearby building is available?

Avoid walking or moving around campus on foot. It is advised to use transportation means and proceed to the nearest university building during emergencies, while following the guidelines issued by the University and the Security Team of the building.

16. Is there a need for volunteers in such situations?

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Currently, there is no need for volunteers, as the Security Team is qualified and trained to handle emergencies and is available around the clock to ensure safety for all.

17. Can you introduce the Security Team?

The Security Team is a specialized and trained team in managing emergencies, present in all buildings near the entrance areas, and can be identified by their official uniform.

18. Is there a WhatsApp number for communication?

WhatsApp is not used as an official communication channel during emergencies. Awareness is shared periodically, and in case of emergencies, notifications and instructions are sent via SMS and official university and state channels to ensure fast and reliable delivery such as QU announcement and “X” platform.

19. Can security and safety guidelines be shared via email?

The guidelines have been shared and circulated to University members through a QU Announcement titled “Security and Safety Guidelines.”

20. What are the best procedures to take while driving if there is insufficient space to stop?

Please refer to the safety and security guidelines sent via email regarding what should be done while driving.

21. In emergencies, how will communication with employees take place? Will it be via email or SMS?

Safety and security guidelines must be followed, and SMS messages will be sent to mobile phones to ensure rapid delivery of instructions.



22. Where should a missing student outside the classroom be reported, and what are the contact numbers?

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The relevant building Security Team should be notified, and contact should be made using the numbers circulated to University members within the Security and Safety Guidelines.

23. During an alarm, is it preferable to remain in rooms or move to corridors?

Individuals must remain in their rooms in the building, stay at least (3) meters away from windows and exposed areas, and follow the University's announced safety guidelines.

24. Are there different guidelines for laboratory staff working outside official hours?

University-issued safety and security guidelines must be followed, in addition to laboratory-specific procedures previously approved by the University and implemented by laboratory staff.

