First: Dealing with Official Alerts

1. Take all national emergency alerts or precautionary messages issued through official channels seriously and comply immediately with the instructions contained therein.
2. Follow updates only through official sources and refrain from spreading rumours or sharing unverified information.
3. Adhere to the instructions issued by the competent authorities and workplace safety and security teams without personal interpretation.

Second: Safe Conduct Inside Buildings

1. Remain inside the building when any precautionary alert is issued, maintain calm, and avoid causing concern among colleagues or visitors.
2. Do not go out to open courtyards or exposed outdoor areas.
3. Stay away from windows, glass facades, and other exposed surfaces.
4. Keep away from energy sources or highly flammable materials.
5. Minimise unnecessary movement between floors or buildings.

Third: Movement and Evacuation Inside the Facility

1. Familiarise yourself in advance with emergency exits, evacuation routes, and designated assembly points within the workplace.
2. Avoid using elevators during alerts or evacuation instructions; use stairways and emergency exits instead.
3. Avoid pushing or overcrowding while moving to safe areas within the building.

   Keep corridors and emergency exits clear of obstacles to ensure quick evacuation when necessary.

Fourth: In Case of an Explosion or Sudden Incident

1. If you are outside the building when an explosion occurs, proceed immediately to the nearest safe area inside the building.
2. Remain in designated safe areas after hearing an explosion or alert until official instructions confirming that the danger has passed are issued by the competent authorities.

Fifth: Handling Suspicious Objects and Hazards

1. Immediately report any suspicious object or unusual observation through the designated internal channels or by contacting the competent authorities.
2. It is strictly prohibited to approach or touch any metallic object, shrapnel remains, or unidentified items.

Sixth: Institutional Discipline in the Workplace

1. Do not photograph incidents, locations, or security procedures or share them on social media platforms.
2. Be aware of emergency contact numbers and the communication procedures with designated safety and security supervisors within your organisation.
3. Fully cooperate with safety and security officers and comply with their instructions under all circumstances.

Organizational Note

Security and Safety Departments in government, semi-government, and private entities are responsible for circulating these guidelines to employees and following up on their implementation, in addition to ensuring the readiness of emergency exits, evacuation routes, assembly points, and response mechanisms to precautionary alerts.

To ensure compliance with these guidelines, the Ministry of Interior will take the necessary legal actions against anyone who violates them in accordance with the applicable regulations.

For any inquiries or comments related to safety guidelines, please contact the following numbers: (2355633 - 2355585).