

Saudi Arabia

Ministry of Interior

General Directorate of Civil Defense

General Administration of Civil Protection

## **The Executive Regulations for Evacuation and Sheltering Operations**

**National Center for Archives & Records**

Translated by:

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Decision No. (12/2/w/12/DF) dated on 8/8/1422H

after reviewing the Royal Decree No. (M / 10) dated on 10/5/1406H relating to the approval of the civil defense system.

And after reviewing the Paragraph (e) of Article 1 and Paragraph (H) of Article Twelve of Civil defense system.

The Civil Defense Council decides the following:

First: Approving the issuance of the organizational regulations for evacuation and sheltering operations, as attached.

Second: The relevant authorities shall carry out their own tasks mentioned in this regulation.

Third: The General Directorate of Civil Defense shall coordinate and follow up to carry out the provisions of this regulation.

Fourth: This decision and the regulations attached to it shall be published in the official gazette and enforced from the date publication.

Nayef bin Abdulaziz

Minister of Interior, Chairman of the Civil Defense Council

Chapter 1

## (Definitions)

### Article 1

The terms mentioned in this regulation mean the following:

1- Evacuation: It is the transfer of people from places exposed or have been exposed to the dangers of war Various disasters and .emergencies (natural - industrial - war ... etc.) to safe places.

2- Accommodation: It is the accommodation of the affected people in safe places where all the necessary supplies are available for the continuation of life, until their return, if possible, to their original places after returning the situation to its normal state.

3- - The accommodation site: it is a public facility (such as schools - sports halls - youth hostels ...

Etc.) or private facility (such as hotels, furnished apartments, uninhabited buildings and spaces Free of plots, lands, squares, public, etc.), which are used as temporary shelters to accommodate affected people who were evacuated from risk areas.

4- The danger zone: It is the area that is exposed or have been exposed to natural or non-natural disasters (risks).

Normal.

5- The safe zone: It is the area to which population at risk are evacuated.

6-Affected : the person who is exposed to the dangers of wars and various disasters that force him To move from one place to another.

7- Regulation: It means the civil defense regulation issued by Royal Decree No. (M / 10) in 10-5-1406H.

8- Disaster: everything that occurs from fire, demolition, torrent, storm, earthquake, or any accident Others that could cause harm or endanger the lives of individuals or public property And the special (as defined by the civil defense system in its second article).

9- The parties involved in the evacuation and shelter operations: They are the bodies relied upon in the implementation of civil defense work, as stipulated in the Article (Third) of the civil defense system.

## Chapter 2

### (Tasks of the participating entities)

Without prejudice to the tasks and responsibilities mentioned in the executive regulations for the tasks and responsibilities of the ministries

Government agencies and the regulation for the formation and jurisdiction of civil defense committees in regions and cities authorities issued by Civil Defense Council Decision No. 9/T/U/4 dated on 26/10/1407H,

The agencies, who carry out the work of civil defense, are responsible of tasks assigned to them according to this regulation, :as follows

## Article 2

Ministry of Finance and National Economy:

A) Providing the necessary labor to load, unload and set up tents while providing the necessary number of tents.

B) Providing various relief supplies (food - cover - mattresses - clothing ... etc.), according to What was stipulated in the Immediate Relief Regulations within the Kingdom issued number 12/2/U/4 in 24/3/1421H

C) Providing meals for those who are in charge of implementing the work of civil defense in emergency situations.

## Article 3

Ministry of Municipal and Rural Affairs:

A) Providing the necessary manpower to clean the various accommodation sites.

B) Checking the foodstuffs that are supplied to those affected in the shelters before distribution.

C) Maintaining the shelters' environment.

D) Opening and paving roads within the urban zone in the affected area and repairing damaged ones affected by disasters to facilitate the process of evacuation, shelter and relief of injured.

## Article 4

Ministry of Health:

A) Setting detailed plans for the evacuation and accommodation operations for inmates and clients in hospitals, medical centers, and Public and private dispensaries in emergency situation in coordination with the General Directorate of Civil Defense and its branches in the region.

B) Providing all medical and therapeutic services and giving the .necessary vaccinations

#### Article 5

The Ministry of Labor and Social Affairs:

A) Providing social care for children and the elderly in the shelters.

B) Providing relief aid through charitable societies affiliated with the Ministry, such as:

(.Food - clothing ... etc).

C) Taking care of children, the elderly and women who lost their families due to disasters and providing necessary services for them.

D) Providing entertainment for those affected in the shelters to alleviate their pain and raise their spirit Moral.

#### Article 6

Ministry of Commerce:

A) categorizing information of all merchants and suppliers including their names, addresses and contact numbers ,also, specifying their commercial activity and the available quantities to be withdrawn from them during the various emergency situations, and providing the civil defense with a copy of this data.

B) setting a general ration plan to ensure the provision of the necessary needs of basic foodstuffs in the markets during various emergency situations.

#### Article 7

Ministry of Industry and Electricity:

A) Announcing the evacuation when required, in coordination with the General Directorate of Civil Defense.

.B) Monitoring malicious rumors and responding to them

C) Clarifying the methods intended to be used for evacuation operations and the accommodation sites through the media according to the situation in coordination with the General Directorate of Civil Defense.

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#### Article 8

Ministry of Information:

A) Announcing the evacuation when required in coordination with the General Directorate of Civil Defense.

B) Monitoring malicious rumors and responding quickly to them.

C) clarifying the methods to be used for the evacuation operations and shelter sites through the media according to the situation in coordination with the General Directorate of Civil Defense.

## Article 9

Ministry of Post, Telegraph and Telephone:

- A) Providing the necessary means of communication at the shelters.
- B) Provide post offices to service the shelters when required.
- C) Setting detailed plans for evacuation operations in its facilities, in coordination with the General Directorate for civil defense and its branches in the regions.

## Article 10

Ministry of Transportation:

- A) Setting the necessary plans in coordination with various transport companies such as mass transit companies to provide the appropriate number of buses and large transport vehicles for use in evacuation operations in coordination with the General Directorate of Civil Defense.
- B) The necessity of coordination with the authorities related to land, sea, air and rail transport to provide the necessary transportation means to carry out the civil defense work in case of emergency in coordination with General Directorate of Civil Defense.



- C) Preparing some roads as helipads, especially highways, to be used when needed for relief works, medical evacuation and others.
- D) Reopening roads and repairing damaged ones as the result of disasters in the affected areas and roads leading to shelters to facilitate the evacuation, accommodation and relief of the injured.
- E) Opening temporary roads when roads or bridges are damaged to be used during the evacuation and relief of the affected.

#### Article 11

##### Ministry of Education:

- A) Setting arrangements and regulations to convert some of its affiliated schools, institutes and colleges into aid centers or shelters for those affected and providing the General Directorate of Civil Defense and its branches in the regions with these procedures.
- B) Setting detailed plans for the evacuation of students from schools, institutes and colleges affiliated to them and its workers in case of various emergencies in coordination with the General Directorate of Civil Defense and its branches in the regions.
- C) Carrying out evacuation drills of the Ministry's facilities such as: schools, institutes and colleges in coordination with the Civil Defense Directorate in the regions.
- D) Providing all available education department transportation means for the to be in used in evacuation operations during emergency cases.

E) Establishing awareness committees in schools to carry out an awareness process and guide students to the requirements of facing Emergency situations (evacuation, sheltering, relief).

## Article 12

Ministry of Agriculture and Water:

A) Providing pure drinking water during the time of absence of water and sanitation services in the affected areas and shelter sites.

B) Providing backup sources of water.

C) Laying down the rules and principles for how water and non-governmental water transport vehicles should be used in cases of emergency and clarifying their rights and duties in coordination with the relevant authorities.

## Article 13

Ministry of Higher Education:

A) Setting detailed plans for the evacuation of male and female students, and employees of affiliated institutions such as universities, colleges and institutes during emergency cases in coordination with the Directorate General of Civil Defense and its branches in the regions.

B) Holding special seminars and scientific courses in the management of various disasters operations (evacuation - shelter - relief - medical evacuation - restoration of conditions and (treatment of Psychological and social effects for those affected).

C) Establishing the necessary arrangements and regulations regarding to converting some university buildings into ambulance centers or shelter sites in coordination with the Ministry of Health and the General Directorate of Civil Defense in this regard.

#### Article 14

Petroleum and Mineral Wealth Ministry:

Setting detailed plans for the evacuation of the affiliated facilities and various companies and institutions whom supervising it in coordination with the General Directorate of Civil Defense and its branches in the regions.

#### Article 15

Ministry of Defense and Aviation:

A) Inform civil defense about air strikes and war dangers.

B) Supporting the civil defense with mechanisms, equipment and manpower within the limits of capabilities and according to circumstances.

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#### Article 16

General Presidency of Youth Welfare:

A) Educating young people making use of all different youth events (sports -

Cultural - social ... etc.) to be familiar with disasters facing ways and evacuation and shelter instructions to be followed before, during and after the disaster.

B) Establishing the necessary arrangements to use all sports club facilities and youth hostels in the various regions as shelters, hospitals, or aid centers in coordination with the Ministry of Health and the General Directorate of Civil Defense and its branches in the regions.

(D) Setting detailed plans for the evacuation of various sports facilities when any emergency occurs ,God Forbid, besides carrying out the necessary drills in coordination with the General Directorate of Civil Defense and its branches in the regions.

#### Article 17

Girls' Education Presidency:

A) Setting detailed plans for the evacuation of students and employee in affiliated schools, colleges and institutes whom under its supervision in case of various emergencies in coordination with the Directorate General Civil Defense and its branches.

B) Establishing the necessary arrangements and regulations to convert some of its buildings into shelters And aid centers in coordination with the Ministry of Health and the General Directorate of Civil Defense And its branches in the regions.

C) Providing all available education department means of transportation to be used for in evacuation operations in emergency cases .

D) Forming awareness committees in schools to carry out an awareness process and guide students to the requirements of emergency situations facing operations (evacuation, sheltering, relief).

## Article 18

General Directorate of Civil Defense:

- A) setting a plan for evacuation, accommodation and relief in coordination with all relevant authorities.
- B) Managing the disaster site including managing the evacuation and shelter operations.
- C) Recalling civil defense volunteers to participate in evacuation, shelter and relief operations when needed.
- D) Coordinating with all state agencies with regard to evacuation, shelter and relief operations.
- E) Carrying out drills in coordination with the relevant authorities.
- F) Appointing competent officers one to manage evacuation and another to manage and supervise shelter operations.

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## Article 19

Directorate of Public Security:

- A) Maintain the security in disaster areas and guard the affected areas.
- B) Maintaining the security in the various shelters sites.

C) organizing traffic during the implementation of evacuation and shelter plans and finding alternative paths to facilitate the entry and exit of emergency teams to the affected areas.

D) Regulating the directing and recalling private cars, transport vehicles, etc. in evacuation operations and directing them to civil defense.

E) Regulating and using unoccupied private real estate properties to be used for shelter when needed.

#### Article 20

National Guard:

A) Supporting civil defense in emergency situations including the implementation of evacuation, rescue, ambulance, and relief plans .

B) Providing any assistance such as housing and subsistence based on available capabilities.

C) setting detailed plans for evacuating the affiliated facilities and facilities whom under its supervision in coordination with the General Directorate of Civil Defense and its branches in the regions.

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#### Article 21

General Directorate of Border Guard:

A) Border guards shall immediately report to the Civil Defense Directorate in the region at the time of arrival the displaced, as it is the first line of defense at the borders.

B) Participating in carrying out the evacuation of the affected people by sea on the Saudi islands by means of maritime transport (boats - ships - ... etc.) when required.

C) Participating in facilitating the arrival of emergency teams, including evacuation teams, to the sites of the affected people on the borders or sea coasts, while participating in maintaining order with the concerned authorities in the border area.

D) Directing arrivals to the border areas, guiding the lost and help them in cooperation with the relevant official authorities in cases of emergency.

#### Article 22

Water and Sanitation Authority:

A) Providing drinking water for human use.

B) Providing sanitation services appropriate for the situation.

#### Article 23

General Organization for Technical Education and Vocational Training:

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A) Establishing the necessary arrangements and regulations for the use of some of its buildings as shelters and ambulance centers in coordination with the General Directorate of Civil Defense and its branches in the regions and the Ministry of Health

B) Setting detailed plans to evacuate students and workers in educational facilities (colleges, institutes, and centers) of in times of various emergencies in coordination with the General Directorate of Civil Defense.

C) Carrying out evacuation drills for Corporation's facilities such as: colleges and institutes

Centers, in coordination with the Civil Defense.

### (Executive actions)

#### Article 24

Authorized command for issuing evacuation orders:

A) The order shall be issued by the High Commissioner when an entire area is evacuated.

B) The order shall be issued by the Minister of Interior or his deputy based on a recommendation from the General Director of Civil Defense when an entire governorate is evacuated.

C) The order is issued by the region's governor based on the recommendation of the Director of Civil Defense in the region when a city is evacuated.

D) The order shall be issued by the director of civil defense in the area a neighborhood in the city or a facility is evacuated.

E) The director of civil defense in the region has the right to evacuate the residents in the event of any danger or anticipation threatens lives and property besides all necessary measures.

#### Article 25

Setting and carrying out the evacuation and shelter plans:

The General Directorate of Civil Defense (the General Administration of Civil Protection) is responsible for preparing, setting, and carrying out plans for evacuation and shelter in



coordination with the relevant authorities in the carrying out of civil defense works and measures in case of emergency, disasters and wars in accordance with this regulation after the approval of that plan by the authorized.

## Article 26

Informing means of evacuation instructions:

Evacuation orders and instructions are communicated through different means, provided that these means fulfilling the required purpose. repeated calls should be clarified, the places of the affected people, ways to reach these places, and any other data required by the public interest in this regard, also, informing residents to obey orders and not violate them including the following:

- 1- Type and source of risk.
- 2- The danger area to be evacuated and the available means.
- 3- Safe areas and ways to reach them.
- 4- gathering points for the affected people to be evacuated.

Means of evacuation instructions information include the following:

- A) Various media (visual - audio – written materials)
- B) Cars equipped with loudspeakers.
- C) loudspeakers in mosques.
- D) Any other means that achieve the required purpose.

## Article 27

### Types of evacuation:

First: Voluntary evacuation: It means the departure of some residents, willingly and at their own expense, from places in which they feel the presence of dangers, to other safer places to avoid any danger that may happen to them.

Second: Compulsory evacuation: It means to compulsorily evacuate persons at risk with the knowledge of the civil defense in certain circumstances like war, or disaster .The evacuation may be as follows:

1-(partial – total) according to its size:

A) Partial Compulsory Evacuation: It is a partial evacuation from a region, city, or neighborhood, the Civil Defense sets a plan in advance and does not let anyone to stay in the event of an attack with nuclear or biological weapons or expecting a specific disaster or battle conditions at the request of the armed forces, the Civil Defense sets an advance plan for this and carried out in cooperation with relevant agencies.

2- (before - and after the disaster) according to time of occurrence:

A) Before the disaster: it is when a disaster is expected in a specific area or place, so the evacuation process will take place in advance.

B) After the disaster: In this type, the evacuation process takes place during or after the disaster according to the advance plans set by civil defense for this purpose, in accordance with the provisions of these regulations.

## Article 28

Executive actions:

During carrying out the evacuation and sheltering process, the following main steps must be taken:

- 1- Warning .
- 2- Evacuation of the population and withdrawal.
- 3- Sheltering the affected.
- 4- Restoring conditions to their previous state

the chapter 4

(Technical and administrative procedures)

## Article 29

Accommodation sites selecting Conditions:

- 1- The site must have water resources and lighting.
- 2- It should be close to roads and transportation as possible.
- 3- accommodation camps and their various sections are equipped and determined its capacity by the specialists from relevant agencies.
- 4- Civil defense may use state facilities (such as schools, youth hostels, gyms ... etc) for accommodation, as well as private properties (such as hotels, furnished apartments and uninhabited buildings) for the same purpose for a fair compensation as

stipulated in Article (12) Paragraph (D) From the civil defense Regulation and upon the decision of the Minister of Interior.

5- The floor surface should be sloped with appropriate degrees to ensure drainage of water.

6- The soil should be porous to help in absorbing water.

### Article 30

Management of shelter camps:

1) The Director General of Civil Defense or whoever authorized shall appoint a competent supervisor to the shelter site to be responsible for managing it with the help of officers and members of the civil defense as well as volunteers who are chosen for this the purpose.

2) The shelters are identified and numbered to facilitate access to them.

3) Establishing first aid and health care centers in the shelters to provide appropriate medical services to those affected.

4) Providing a fire station affiliated to the Civil Defense Directorate in the region.

5) Providing an awareness, social and recreational care center to raise the morale of affected in cooperation with the Ministry of Labor and Social Affairs.

6) Provide a distribution center in which, according to the data submitted at the information center, families members can stay together, in case this is not possible, they are distributed as close as Possible.

7) Providing information and statistics centers to receive the affected and record necessary information, also, to guide them to the places of distribution and make the necessary statistics for them.

8) Securing shelters with safety means, necessary manual fire extinguishers, and appropriate emergency exits by the civil defense.

#### Article 31

Preparing the shelter camps:

- 1) Providing the necessary security and guarding for the shelter site in coordination with General Security.
- 2) Providing media and cultural services at the accommodation site, such as (religious and cultural seminars and providing Some useful books and newspapers for reading and education) in coordination with the relevant authorities such as the Ministry of information and various press institutions.
- 3) Receiving deposits and valuables from affected by an official receipt and returning them to them Immediately upon request.
- 4) Preparing records to record the names of the affected people and their social and health status, taking into account gathering family members.
- 5) Appointing a male social supervisor, as well as a female social supervisor.
- 6) Providing waste containers in site.

- 7) Securing the necessary means of communication such as: (telephone - post, etc.) in coordination with the competent authorities.
- 8) Providing clean drinking water in coordination with the Ministry of Water or the Water and Sewerage Authority, whether by creating fixed tanks and filling them (with water transport vehicles) or water purification units or extending pipelines from the public water network to the site.
- 9) Providing adequate toilets, one for men and the other for women.
- 10) Providing the site with electrical current in coordination with the competent authority.
- 11) Providing camp residents with clothes, blankets, medicines, and the necessary foodstuffs, also, the meals should be in accordance with the provisions of the immediate relief regulation inside the Kingdom.
- 12) Providing places for prayer at the accommodation site and providing them with the necessary supplies to perform the prayer.

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### Chapter 5

(Requirements for the evacuation and accommodation stages)

#### Article 32

Requirements for evacuations and accommodation:

During the process of evacuating a specific area, the following steps should be taken into consideration:

1- Preparing an operations room to direct and supervise the evacuation and shelter operations and monitor the situation, it is preferable to be under the supervision of the Director of Civil Defense in the region or under of a competent officer to ensure the success of operations.

2- Pinpointing areas at risk.

3- Preparing multiple maps of the threatened area, covering the following information:

- A) Potential hazards.
- B) Population distribution and their numbers.
- C) Roads and transportation networks.
- D) Sewage and electricity networks.
- E) Public and private vital facilities. F) Any other important information.

4- Determining the easiest and closest routes to different means of transport for operations, taking into account alternative ways.

5- Determining the type of evacuation to be carried out (partial - total) and determining the shelters and places to transfer the affected there (schools - hotels - clubs - uninhabited buildings - camps house ... etc).

6- Classifying the strategic sites exposed to means of destruction by the enemy based on their decreasingly risk exposure according to the information available to the intelligence services and the

armed forces and take into account (industrial - railways - bridges - roads – ports- community areas) areas.

7- Preparing awareness plans through the various media in coordination with the competent authorities with a view to educating the public and preparing them to cooperate with the competent authorities including the following:

A) Procedures that must be done before leaving the house.

B) Things that must be taken before leaving the house (ID card - jewelry - Money ... etc).

C) Defining independent plans for relocation and evacuation of facilities that require special measures such as (prisons - hospitals - social care homes - nurseries - schools ... etc).

8- Identify shelter in safe and remote sites according to information obtained from the concerned authorities in the Kingdom.

#### Article 33

Stages of evacuation and accommodation:

A) The preparation stage includes:

1- Determine the type of disaster and potential risks.

2- Determine the area in which the evacuation plan will be carried out, as well as the area in which the accommodation will be carried out.

3- Preparing accurate and organized data on the number of individuals to be included in the evacuation plan, the means of transportation, and the roads will be chosen according to the set plan.



4- Providing shelter, food, clothing and medical services in reception and accommodation camps.

5- Preparing the instructions to be informed to the displaced, they should be clear and not complicated since the success of the evacuation plan depends on the people's understanding and their obedience to teams evacuation.

6- Preparing statistical records for the transfer and shelter areas.

7- Locating the public areas to transfer them, they must be close to their homes.

8- Preparing an evacuation and transfer form as well as transportation cards for the affected Include:

9- The following points: (name - identity - marital status - number of family members - status health - personal luggage and authorized items to carry and destination of transfer - reception camp name - station - arrival station - transportation).

10- Every affected is given his own card, so that the affected people are classified according to age and social status into four categories, each category takes a card with a special color differs from the others as follows:

A) Children of both sexes less than (13) years old (green)

B) Married (blue)

C) Singles of both sexes (red color)

D) Elderly with disabilities (yellow color)

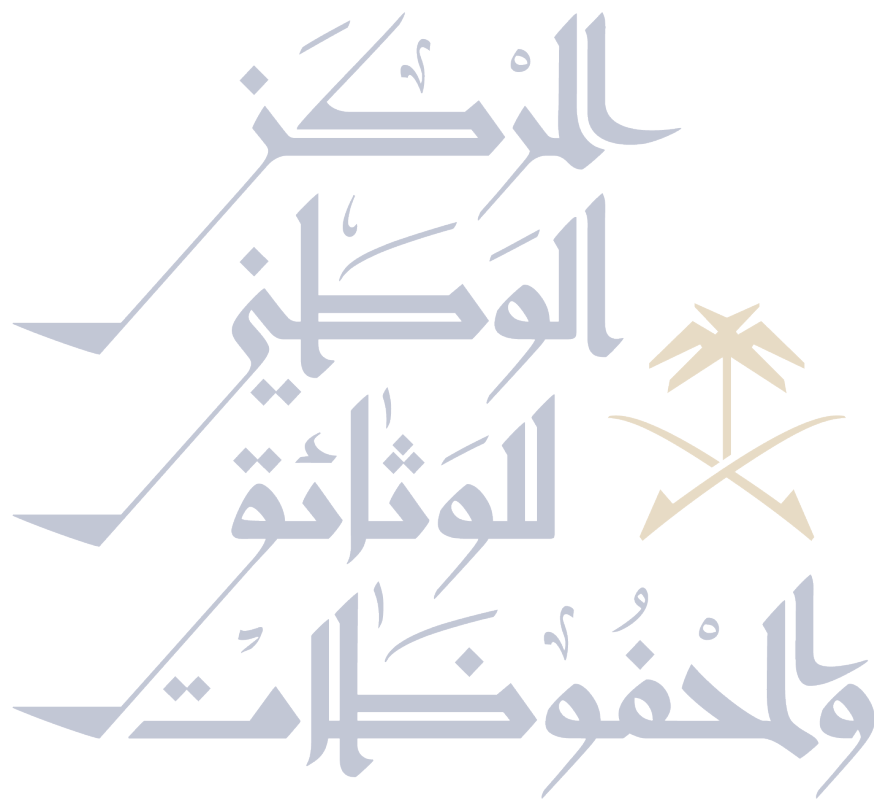
B) Implementation stage:

It includes overseeing the implementation and observing its progress according to the set plan as follows:

- 1- Announcing the plan's implementation by various media (such as radio, television, and amplifiers sound ... etc.
- 2- The actual transporting takes place under the supervision of the civil defense staff working in the departure and arrival stations to the gathering points and the roads leading to them, they must bear distinctive signs so the people can recognize them and ask them for help.
- 3- Determining transportation routes with guidance signs and traffic and security patrols.
- 4- The priority in transporting takes into account the first things first during setting the plans by competent authorities, so the priority should be given to the elderly, sick, children and women, then the rest of the groups .
- 5- The evacuation of governmental institutions is carried out according to the directives of the civil defense committees in the regions and governorates, if there is a need for that, and keeping the site contents confidential.

#### C) Recovery: **National Center for Archives & Records**

After the end of the disaster and the restoration of the normal situation, the affected will be allowed to return to their original locations and start their normal lives.



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