

Emergency Management Policy

Version: 1.0

Responsible Executive: Director, HSE

Responsible Offices: Health, Safety & Environment

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جامعة الملك عبد الله
للعلوم والتقنية
King Abdullah University of
Science and Technology



1. Purpose

The purpose of this Emergency Management Policy is to establish a framework for the effective management of King Abdullah University of Science and Technology (KAUST) emergencies.

2. Scope

This policy applies to all KAUST community members, including faculty, staff, students, Research Park tenants, contractors, and visitors performing KAUST-related activities wherever they are located. It is the responsibility of all individuals to familiarize themselves with this policy and comply with its provisions.

3. Policy

KAUST is committed to ensuring the safety of all individuals and protecting our assets in the event of an emergency. The KAUST Emergency Management Plan, supporting Emergency Response Plans, and other emergency-related procedures are extensions of this Policy and provide the procedures for emergency management within the scope of this Policy.

4. Responsibilities and Compliance

KAUST has established roles and responsibilities for various personnel related to emergency management, which include the following:

4.1 Responsible Executives

Demonstrate leadership and commitment to emergency management by ensuring the Policy and Emergency Management Plan are integrated into business processes and providing resources to establish, implement and continually improve an emergency preparedness culture.

4.2 Health, Safety, and Environment (HSE)

- a. Develops, owns, and administers the Emergency Management Plan and related procedures.
- b. Communicates the Policy and Emergency Management Plan to KAUST and ensures it is available to interested parties as appropriate.
- c. In partnership and collaboration with interested parties, determines risks and opportunities through assessments of current performance and monitors and evaluates emergency management preparedness.
- d. Reports on emergency matters to the community and Senior Leadership.
- e. Maintains a transparent approach and works in partnership and collaboration with interested parties, ensuring appropriate communication and involvement at all appropriate levels of the organization.

- f. Owns and administers the emergency preparedness drills and exercises and provides training to the community to support an emergency preparedness culture and a coordinated response to emergencies.
- g. Chairs and administers relevant emergency management committees and working groups.
- i. Administers the Emergency Operations Team (EOT).
- j. Conducts After Action Reviews, Hazard Vulnerability Assessments, Event Safety Planning and development of other programs and initiatives in support of this Policy.

4.3 Emergency Operations Team (EOT)

Team of personnel to manage, coordinate and support the KAUST emergency response, continuity, and recovery operations at a tactical level.

4.4 Principal Emergency Services (PES) & Emergency Support Functions

KAUST Departments provide emergency support on a department level (operational) in response to emergencies impacting or potentially threatening life, impacting essential services or critical infrastructure, or threatening the environment. Subject matter experts affiliated to Principal Emergency Services (PES) & Emergency Support Functions work within the scope of the Policy and associate Procedures when responding to emergency situations.

4.5 Department and Division Heads

Responsible for ensuring that Department Emergency Response Plans are maintained in their respective areas of responsibility and align with the KAUST Emergency Management Plan.

4.6 KAUST Service Providers and Contractors

Responsible for ensuring that Emergency Response Plans are maintained in their respective areas of responsibility, align with the KAUST Emergency Management Plan, and training/drills have been performed at a level that maintains continuous readiness.

5. References

- KAUST Emergency Management Plan