

In case of an emergency, always contact the police or emergency services by dialling 999.

In case of an attack or an emergency at your institute, follow 3 rules:

1. Run
2. Hide
3. Tell

Tell means inform others and Police.



# WIFAQUL ULAMA

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While waiting for the emergency services to respond, provide first aid. Request your congregation to give space to the first aiders.

In case of a security event or an accident ask the attendees to exit the premises calmly. Afterwards, gather details and pass it to the Police.

## Safety and Security for Mosques/Madrasahs/Islamic Schools

### General Awareness:

- Your congregation and the attendees at your Institution need to be aware of their surroundings. They need to be aware of suspicious behaviour, suspicious and unattended packages (particularly around any of the shoe sections) and *Wudhu* areas. Those hanging around the premises unnecessarily and without purpose should be spotted, approached and questioned (only if it safe to do so).
- Your congregation and the attendees at your Institution need to be aware of your evacuation procedures. The evacuation routes need to be clearly displayed and legibly marked in multiple languages.
- In case of an emergency, you may have a power cut and it may happen in the night (*around Sehri*) so natural light may also not be sufficient. Plan for the scenario and ensure that your community knows how to react.

### Entry and Exit:

- Train your congregation on how to spot “odd/suspicious behaviour” and suspect packages.
- Politely but firmly question suspicious behaviour at your premises. You have the legal right to refuse entry to your premises.

### Ramadhan/Friday/Eid Procedures:

- Ensure that access to the property is maintained in case of an emergency, parking should be controlled and managed.
- Keep all fire doors/exits clear.
- Assign security at entry points throughout the congregation. The assigned security teams should be briefed and trained on how to react in case of an emergency. The security team can and should perform their prayers separately, their job is to provide security and their reward will not be diminished.

### Vehicular Attack:

- Do not engage the driver of the vehicle hurling abuse at your congregation.
- Take details of vehicle (registration, make, model and colour), time and note other relevant details.
- Provide detailed account to the Police.
- Report the incident to Muslim organisations dealing with Islamophobia in detail.

### Equipment Maintenance:

- Check and maintain all safety equipment frequently and regularly in line with the manufacturer and legal requirements. This includes but is not limited to fire extinguishers, fire alarms, panic alarms, locks and all access control systems.
- CCTV cameras and equipment should be regularly checked, cleaned and maintained.
- Windows, doors (including fire doors) should be regularly checked and inspected ensuring that they lock and seal the environment where necessary.
- All safety labels and signs should be clean, legible and regularly updated where necessary.

### Health & Safety:

- Check and inspect your emergency power system. If you do not have one installed, plan on what to do in case of a power failure.
- Ensure that your Institute is maintained. Foliage, undergrowth, branches should be cleared. All areas which can be used (to hide devices) should be inspected and cleared.
- Ladders, scaffolding and all building materials should be secured when not in use and clearly marked when in use.

### First Aiders:

- A number of attendees should be trained to provide First Aid. Their names and contact details should be prominently displayed on your premises. This needs to be done in both the men and women sections.

### Fire drills:

- Fire drills should be conducted and logged. It is recommended to conduct a fire drill at least every six months to ensure that the attendees at your Institution are accustomed to the processes and the paths to follow in case of a fire. Log the details of the fire drills.

### Library/Books/Pamphlets:

- All books at your premises should be clearly labelled. Your congregation and the attendees at your Institution should not be allowed to leave books and material at the premises.
- No pamphlets should be passed to anyone at your premises without your express knowledge and consent.