



## TASK FORCE ADMIN DEPT

Roles, Duties & Responsibilities

The **Admin Department Task Force** plays a pivotal behind-the-scenes role in any school emergency. Beyond physical safety, this team manages the **flow of critical information** maintaining records, coordinating communications, and supporting the school's Emergency Control Point with accurate data. Their composure and organisational precision directly support the effectiveness of every other Task Force team across the school.

**Admin Dept Context:** The Admin Department typically holds the school's master records — student registers, emergency contact databases, visitor logs, and staff lists. During any emergency, this team becomes the **information hub** of the school's response. Wardens must be prepared to provide accurate headcounts, contact details, and documentation support to the Incident Leader, SLT, and external agencies at short notice.



## TASK FORCE (Admin Dept)



**Jithin Salim**  
Incident Leader



**Kadeeja Nowreen**  
Floor Warden



**Rasal Jamal**  
Floor Warden



**Subi Bindu**  
First Aid

## Incident Leader

*Jthin Salim*



- 1 Assume full command of the Admin Department during any emergency and ensure all admin staff are accounted for and operating within their designated emergency roles.
- 2 Activate the Emergency Response Plan immediately upon receiving an alert; notify the Principal / Admin Manager and the school's Emergency Control Point, and confirm the Admin team is ready to support.
- 3 Determine the appropriate response for the Admin area evacuation, shelter-in-place, or lockdown and issue clear instructions to both Floor Wardens and the First Aid Officer
4. Coordinate with the school's Reception to provide consolidated data: total staff on site, visitor logs, student attendance records, and any special medical or SEND flags.
- 5 Serve as the communication link between the Admin Department and all other block Incident Leaders; relay accurate, real-time information to support school-wide incident management.
- 6 Oversee the activation of the school's parent communication protocol during an emergency coordinate with admin staff to send timely, approved messages to parents via the school's communication platform.
- 7 Ensure that all sensitive records (student data, medical files, emergency contacts) are secured or taken along as required during evacuation or lockdown.
- 8 Manage the logging of all incoming and outgoing emergency communications during the incident for post-incident reporting and KHDA documentation.
- 9 Lead the post-incident debrief for the Admin Department Task Force and complete all required KHDA incident documentation accurately and promptly.
- 10 Plan and lead termly emergency drills for the Admin Department, including realistic scenarios involving data retrieval, parent communication, and multi-agency coordination

## Floor Wardens



**Kadeeja Nowreen**



**Rasal Jamal**

- 1 Take charge of assigned zones within the Admin Department and direct the safe, orderly movement of all admin staff, visitors, and any students present in the area during an emergency.
- 2 Immediately retrieve the staff attendance register and visitor log upon emergency activation; conduct a headcount of all personnel in the Admin area and report the count to the Incident Leader.
- 3 Systematically clear all admin offices, meeting rooms, waiting areas, and toilets in the assigned zone; confirm the zone is fully clear to the Incident Leader.
- 4 In a lockdown scenario, secure all office doors, close and lock windows, draw blinds where available, and instruct all occupants to move away from doors and external windows and remain silent.
- 5 Ensure any visitors present in the Admin area at the time of the incident are directed to the safe zone and included in the headcount; do not allow any visitor to leave the premises unaccounted.
- 6 Support the Incident Leader in securing sensitive physical records — student files, medical documents, emergency contact binders — either by taking them to the assembly point or locking them securely as directed.
- 7 Assist any colleague with mobility challenges, health conditions, or SEND needs to evacuate safely; coordinate support with the other Warden as required.
- 8 Maintain Emergency Go -bag with the class register, emergency contacts list, Red and Green card, and contact details of School Emergency Response Team.
- 9 Attend all scheduled drills and emergency simulations; support the Incident Leader in reviewing and improving Admin Department emergency procedures after each exercise.

## First Aid Officer

*Subi Bindu*



- 1 Provide immediate first aid to any injured or unwell staff member, visitor, or student within the Admin Department during or following an emergency incident.
- 2 Ensure the First Aid kit and emergency medical bag are fully stocked and accessible at all times; conduct regular inventory checks and replace any expired supplies promptly.
- 3 Assess and triage any casualties; escalate life-threatening conditions by calling UAE Ambulance (998) immediately and remain with the patient until paramedics arrive, providing a clear handover briefing.
- 4 Carry and maintain updated emergency medical information for all admin staff with known health conditions including heart conditions, diabetes, severe allergies, or mental health needs and respond appropriately during an incident.
- 5 Support the wellbeing of any parent or visitor who becomes distressed or unwell while on the premises during an emergency; provide calm reassurance and appropriate first aid as needed.
- 6 Advise the Incident Leader if any injuries or casualties have occurred during or after the emergency.

All Admin Department Task Force members are expected to attend **mandatory termly drills** and remain reachable during school hours. As the school's **information and communication hub**, this team's accuracy and composure under pressure directly supports every other Task Force across the school. This framework aligns with **Dubai Civil Defence** regulations, **KHDA** safety requirements, and **UAE Ministry of Education** emergency preparedness standards.