



TASK FORCE F S B L O C K

Roles, Duties & Responsibilities

The **FS Block Task Force** is activated during any emergency, security alert, or critical incident including lockdowns, fire evacuations, or medical emergencies. Given that this block serves **Early Years children (FS1, FS2 & Y1)**, every team member carries an elevated duty of care, requiring calm, child-centred, and age-appropriate emergency management at all times.

FS-Specific Context: Foundation Stage children (ages 3–6) require direct physical supervision and cannot self-evacuate. All procedures must account for **young children who may be distressed, non-verbal, or unable to follow verbal instructions**. Child-to-adult ratios must be maintained throughout any emergency response.



Chelsey Alliah

Floor Warden



TASK FORCE (FS Block)



Joy Kafero

Incident Leader



Wafaa Elbialyi

Floor Warden



Imogen Weller

Floor Warden



Surthi Pattathanam

First Aid

Incident Leader

Joy Kafero



- 1 Assume full command of the FS Block during any emergency and serve as the primary liaison between the school's internal Task Force network and all external emergency services.
- 2 Activate the Emergency Response Plan immediately upon receiving an alert and notify the Principal / SLT and the school's Emergency Control Point without delay.
- 3 Determine the appropriate emergency response full evacuation, shelter-in-place, or lockdown and issue clear, decisive instructions to both Floor Wardens and the First Aid Officer.
- 4 Physically receive and brief Dubai Civil Defence (997), Dubai Police (999), or UAE Ambulance (998) personnel upon arrival; escort them directly to the point of incident.
- 5 Manage the security of the main entrance during a lockdown ensure all external doors are secured and no unauthorised person enters the premises.
- 6 Collate headcount reports from both Floor Wardens and receive reports relay a consolidated school-wide status update to the Principal / Admin Manager.
- 7 Oversee the management of visitors present on the FS Block at the time of an incident and direct them to the safe zone.
- 8 Coordinate the controlled release of students to verified parents or guardians at the assembly point; ensure no child is handed over without proper identification and authorisation.
- 9 Lead the post-incident debrief with the FS Block Task Force and complete all required KHDA incident documentation promptly.
- 10 Plan, schedule, and lead termly emergency drills for the FS Block, incorporating realistic scenarios for visitor management and multi-agency response.

Floor Wardens



Chelsey Alliah



Imogen Weller



Wafaa Elbialyi

- 1 Take charge of assigned zones on the FS Block and Year 1 including all rooms and Auditorium, direct them to safe zone, orderly movement of all students, visitors, and Parents toward the designated safe zone.
- 2 Systematically clear, offices, classrooms, toilets, and any shared spaces and move to safe zone; confirm the zone is safe to the Incident Leader
- 3 Conduct an immediate headcount against the class register and report the count including any visitors to the Incident Leader.
- 4 Ensure all FS Block exits are unobstructed and operational during evacuation
- 5 In a lockdown scenario, secure all FS Block classroom and office doors are closed immediately, cover door vision panels where present, and direct occupants to move away from windows and external doors.
- 6 Assist any student or staff member with mobility challenges, SEND needs, or injuries to evacuate safely; use the Personal Emergency Evacuation Plan (PEEP) where applicable.
- 7 Manage the perimeter of the assembly point prevent re-entry to the building and ensure students remain in their groups under supervision until the Incident Leader issues the all-clear.
- 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 If you notice any missing documents in the emergency go bag, or identify any concerns related to the safe zone or student safety, please inform the Safety Officer immediately.

First Aid Officer

Sruthi Pattathanam



- 1 Provide immediate first aid to any injured or unwell student, staff member, visitor on the FS Block during or following an emergency incident.
- 2 Establish a First Aid station at the assembly point during any evacuation; ensure the emergency medical bag is carried out of the building at the start of every evacuation.
- 3 Assess and triage casualties promptly; escalate any life-threatening condition by calling UAE Ambulance (998) immediately, and prepare the patient and relevant medical information for handover to paramedics upon arrival.
- 4 Carry and maintain updated medical profiles for all students with known conditions including allergies, asthma, anaphylaxis, epilepsy, and diabetes and administer prescribed emergency medication as authorised.
- 5 Liaise directly with paramedics and Dubai Civil Defence medical personnel upon their arrival on the FS Block; provide a clear, concise handover of casualties and their conditions.
- 6 Advise the Incident Leader if any injuries or casualties have occurred during or after the emergency.

All FS Block Task Force members are expected to attend **mandatory termly drills** and remain reachable during school hours. This framework aligns with **Dubai Civil Defence** regulations, **KHDA** Early Years safety requirements, and the **UAE Ministry of Education** emergency preparedness standards. Special attention must be given to the **vulnerability of Foundation Stage children** in all planning and response actions.