



TASK FORCE F I R S T F L O O R

Roles, Duties & Responsibilities

The **First Floor Task Force** is responsible for the safety and orderly management of all students, staff, and visitors on the First Floor during any emergency or critical incident including lockdowns, fire evacuations, medical emergencies, or regional security situations. With **three Floor Wardens** covering the full length of the floor, swift coordination and clear communication are essential to effective response.

First Floor Context: The First Floor typically houses Primary or Mixed-Age classrooms, and shared learning spaces. Stairwell access and corridor layout must be factored into all evacuation routes. Wardens must be familiar with **all fire exits, refuge points, and alternative stairwell routes** relevant to their assigned zones.

TASK FORCE
(First Floor)

Daniel Fahim
Floor Warden

Nafiseh Shafiei
Incident Leader

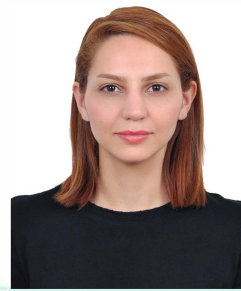
Lauren Bell
Floor Warden

Osama Heikal
Floor Warden

Subi Bindu
First Aid

Incident Leader

Nafiseh Shafiei



- 1 Assume full command of the First Floor 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 from upper-floor Incident Leaders; relay a consolidated school-wide status update to the Principal / Admin Manager.
- 7 Oversee the management of visitors present on the First floor 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 First Floor Task Force and complete all required KHDA incident documentation promptly.
- 10 Plan, schedule, and lead termly emergency drills for the First Floor, incorporating realistic scenarios for visitor management and multi-agency response.

Floor Wardens



Daniel Fahim



Lauren Bell



Osama Heikal

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- 1 Take charge of assigned zones on the First Floor from F-1 to F-21 and direct the safe, 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 First-floor fire exits are unobstructed and operational during evacuation; guide the flow of evacuees from upper floors who exit via First-floor stairwells toward the assembly point calmly and efficiently.
 - 5 In a lockdown scenario, secure all First-floor 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

Subi Bindu



- 1 Provide immediate first aid to any injured or unwell student, staff member, visitor on the First Floor 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 First Floor; 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 First Floor Task Force members are expected to attend **mandatory termly drills** and remain reachable during school hours. As the **primary interface with external emergency services**, this team carries a heightened responsibility in any school-wide incident. This framework aligns with **Dubai Civil Defence** regulations, **KHDA** safety requirements, and **UAE Ministry of Education** emergency preparedness standards.