



## TASK FORCE G R O U N D F L O O R

Roles, Duties & Responsibilities

The **Ground Floor Task Force** holds a uniquely critical position in the school's emergency response structure. As the primary point of **entry, exit, and external emergency access**, the Ground Floor team coordinates the final evacuation flow, manages the main assembly point, and serves as the first interface with external emergency services. Swift, confident leadership and thorough zone clearance are essential.

**Ground Floor Context:** The Ground Floor contains the maintenance, reception, administration offices, and primary exit routes. It is the **first point of contact for Dubai Civil Defence, police, and ambulance services** during any incident. The Incident Leader and Wardens must be fully familiar with all ground-level fire exits, the main assembly point location, and visitor/contractor management protocols during emergencies.



## TASK FORCE

(Ground Floor)



**Anu Nebhnani**

Incident Leader



**Katherine Teresa**

Floor Warden



**Aiofe Heather**

Floor Warden



**Subi Bindu**

First Aid

## Incident Leader

*Anu Nebhnani*



- 1 Assume full command of the Ground 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 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 ground 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 Ground Floor Task Force and complete all required KHDA incident documentation promptly.
- 10 Plan, schedule, and lead termly emergency drills for the Ground Floor, incorporating realistic scenarios for visitor management and multi-agency response.



**Katherine Teresa**

## **Floor Wardens**



**Aiofe Heather**

- 1 Take charge of assigned zones on the Ground Floor from G-1 to G-20 and direct the safe, orderly movement of all students, visitors, and Parents toward the designated safe zone.
- 2 Systematically clear, offices, the reception area, 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 ground-floor fire exits are unobstructed and operational during evacuation; guide the flow of evacuees from upper floors who exit via ground-floor stairwells. toward the assembly point calmly and efficiently.
- 5 In a lockdown scenario, secure all ground-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 Ground 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 Ground 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 Ground 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.