



TASK FORCE SECONDARY BLOCK

Roles, Duties & Responsibilities

The **Task Force** is activated during any school-level emergency, security alert, or critical incident including lockdowns, fire evacuations, medical emergencies, or regional security situations. Each member carries clearly defined responsibilities to ensure the safety and orderly management of students, staff, and premises in the Secondary Block.



مدرسة بيس الحديثة البريطانية
PACE MODERN BRITISH
SCHOOL RASHIDIYA, DUBAI

TASK FORCE

(Secondary Block)



Nikki Washbrook

Incident Leader



Welven

Floor Warden



Fathima Mustafa

Floor Warden



Dr. Samara

First Aid

Incident Leader

Nikki Washbrook



- 1 Assume full command of the Secondary 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.
- 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 update to the Principal / Admin Manager.
- 7 Oversee the management of visitors present on the Secondary 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 Secondary Block Task Force and complete all required KHDA incident documentation promptly.
- 10 Plan, schedule, and lead termly emergency drills for the Secondary Block, incorporating realistic scenarios for visitor management and multi-agency response.

Floor Wardens



Welven



Fatima Mustafa

- 1 Take charge of assigned zones on the Secondary Block including Boys and Girls to 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 Secondary block fire exits are unobstructed and operational during evacuation.
- 5 In a lockdown scenario, secure all Secondary 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

Dr. Samara



- 1 Provide immediate first aid to any injured or unwell student, staff member, visitor on the Secondary 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 Secondary 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 Secondary Block 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.