



Emergency Action Plan for People of Determination (PoD)

Purpose:

Safeguard all students, staff, and visitors, with prioritized support for people of determination (PoD) during emergencies.

Scope:

Covers fires, earthquakes, lockdowns, medical emergencies, and severe weather. Includes evacuation, communication, and post-emergency protocols.

1. Key Roles & Responsibilities

-Emergency Response Team (ERT):

- Oversees emergency actions, liaises with authorities.
- Guide evacuation, check designated safe zones.

-PoD Buddies:

- Trained in assisting with PoD (e.g., wheelchair users, sensory needs) in every emergency.
- Manages alerts via accessible methods.

-**Nurse:** Provide medical support, including PoD-specific needs (e.g., medications).

-**Special Needs Coordinators:** Develop Personal Emergency Evacuation Plans (PEEPs) for PoD.

2. Emergency Procedures

General Protocols:

Evacuation Routes: Evacuation maps are in every classroom, wheelchair-accessible, free of obstructions. Use evacuation chairs where necessary.

Safe Zones: Designated areas with sensory-friendly lighting/sound (e.g., quiet rooms).

Lockdowns: Secure rooms with communication tools (tablets, picture boards).



Emergency-Specific Actions:

Fire: Use evacuation chairs if needed, assign buddies for PoD, avoid elevators.

Earthquake: “Drop, Cover, Hold” in safe zones; post-shock evacuation if needed.

Medical Emergency: Follow Emergency Health Care Plan provided by the school nurse (e.g., seizures, anxiety).

3. Communication Strategies

During Evacuation:

- Buddy System:** Staff paired with PoD for 1:1 support.
- Checklists/PEEPs:** Carried by evacuation assistants/buddies
- Headcounts:** Verify all PoD accounted for at assembly points.

4. Training & Drills

- Staff Training:** Quarterly sessions on PEEPs, assistive equipment (e.g., evacuation chairs), and stress management.
- Drills:** Monthly simulated emergencies with PoD participation. Post-drill feedback to refine plans.

5. Personal Emergency Evacuation Plans (PEEPs)

Customized Needs: Mobility aids, sensory tools, communication devices, medical requirements.

Development: Collaborate with parents, therapists, and PoD to create/update PEEP annually.

6. Post-Emergency Actions

Headcount & Medical Aid: Prioritize PoD for medical checks and reunification with families.

Debrief: Review of ERT and PoD feedback to improve the plan.

7. Accessibility Provisions

Mobility: Ramps, wide exits, evacuation chairs in multi-story buildings.

Sensory Needs: Noise-canceling headphones, weighted blankets in emergency kits.



8. Collaboration with External Partners

Local Emergency Service: Share school layout, PEEPs, and conduct joint drills with Civil Defence.

9. Parent & Guardian Communication

- **Orientation:** Annual meetings to review emergency protocols and reunification steps.
- **Updates:** Notify families post-emergency via SMS, email, or app alerts.

10. Review & Updates

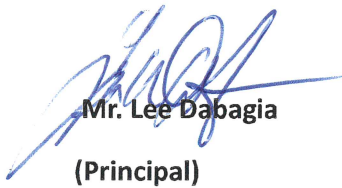
- Annual plan review, with revisions after incidents, drills, or changes in PoD needs.

IMPORTANT EMERGENCY NUMBERS

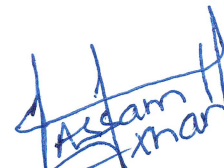
1	Police	999
2	Fire station	998
3	Ambulance	997
4	DOH	8001717
5	School clinic	02-6222504/ Ext-115
6	ADEK	02-6150000
7	Sardar Hassam Khan (Health & Safety)	0528013198/ Ext-116
8	SEN Department	0554828874/0562042709/ Ext-102

Effective Date: February 5, 2025

Next Review on: February 5, 2026


Mr. Lee Dabagia
(Principal)




Mr. Sardar Hassam Khan
(Health & Safety Officer)