

	AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION  نور ريب وتأهيل أصحاب الهمم			
	POLICY			
	READINESS PLAN EMERGENCY RESPONSE			
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Emergency preparedness refers to having a system in place to prevent, prepare, respond and recover from emergencies related to health and safety of the students/ staff, natural disaster, crisis situations

Purpose/Scope: To provide a guide emergency actions, facilitate recovery efforts and reduce the impact of an emergency event.

Policy statement:

Crisis team :

- School Nurse/ First aiders
- Receptionist
- Program Coordinator
- Health Care Coordinator
- Director

Plan:

- School Nurse to be notified immediately of any epileptic seizure, injury, high fever or any medical condition/emergency by the staff who is with the student/ staff
- School Nurse to administer first aid
- First aid staff representatives in Units to follow the procedure of administering first aid in the absence of the Nurse
- **Activate emergency response:** School Nurse identify the scenario according to the emergency crisis and activate emergency response system by informing Health care coordinator/ Program Coordinator with suggested action
- **Communication:** Health care coordinator/ Program Coordinator to update the Director.
- Staff assigned by the Director to inform the parents based on the information provided by the School Nurse about the condition of the student and the emergency response action plan including the shifting of the student to a health care facility by ambulance (As assessed by school Nurse)
- **Reception** to call for ambulance service with Makani Number and details of the student/ staff based on the update from crisis response team

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- Upon arrival of the ambulance, school nurse provides the specific medical background and present health crisis of the student/ staff to the ambulance team
- The student/ staff to be transferred to the alternate care facility as per the protocol of Dubai Corporation for Ambulance Services
- Assigned staff to accompany the child / staff
- Record the incident in school health record and forward incident report to HOD/ HR.
- Follow up with the parent of the student/ staff about the condition and update the crisis response team

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Appendix – Amendment History & Authorisation

Revision No	Description of Change	Issue Date	Authorised By
00	First Issue	21 Mar 2021	Director
01	Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM & IT Documents.	16 September 2024	Director