



PHILIPPINE-EMIRATES PRIVATE SCHOOL L.L.C.

Abu Dhabi, United Arab Emirates

EMERGENCY RESPONSE PLAN

1. Purpose

This Emergency Response Plan (ERP) establishes procedures for responding to emergencies at Philippine Emirates Private School (PEPS).

The plan aims to protect students, staff, visitors, and school property by ensuring a structured and coordinated response during emergencies.

This plan aligns with the Abu Dhabi Occupational Safety and Health System Framework (OSHAD) and safety practices expected during ADEK inspections.

2. Scope

This plan applies to all students, teachers, administrative staff, contractors, and visitors present within the school premises or during school activities.

The ERP covers emergencies occurring inside school buildings, school grounds, and school-organized activities.

3. School Information

School Name: **Philippine Emirates Private School L.L.C**

Location: Abu Dhabi, United Arab Emirates

Facility Type: Educational Institution

Facilities include classrooms, laboratories, administrative offices, library, play areas, sports facilities, and assembly areas.

Emergency exits, evacuation routes, and assembly points are clearly marked throughout the campus.



4. Emergency Contact Numbers

- Police: 999
- Ambulance: 998
- Fire Department / Civil Defense: 997
- Abu Dhabi Police (Non-Emergency): 901

School Emergency Contacts:

- School Principal: Jeselle E. Fidelino +971 569585351
- HSE Officer: Anthony A. Fidelino +971 506202518
- School Nurse: Ma. Teresa Postada +971 527675450
- Security Officer: Manjur Ali +971 551022814
- Administration Office: Minda Sahadi +971 564953515

5. Emergency Response Team (ERT) Structure

- Emergency Team Leader: Jeselle E. Fidelino +971 569585351
- Deputy Team Leader: Bernardo T. Cinco +971 503171426
- Communication Officer: Minda Sahadi +971 564953515
- Emergency Coordinator (Technical Lead): Anthony Fidelino +971 506202518
- Alternate Communication Officer: Dennis S. Canicon: +971 558037498
- Communication Support Officer: Rosavic Muniyandi +971 528204500
- First Aid Officer: Ma. Teresa Postadan +971 527675450
First Aid Members: Mary Jane Dealagdon, El Jane Bernalyn Magsino,
- Evacuation Officer (Lead): Dennis S. Canicon +971 558037498
Evacuation Team Members: All Teachers
- Search and Rescue Officer: Ma. Bella Y. Macaraeg +971 561487250
Search and Rescue Members: Sunita Darji, Rashmi Kumar, Maya Devi, Archana Rai, Elisa Mirando, Milagros S. Obaob
- Fire Fighting Officer / Fire Warden: Taher Miah +971 562620571
- Psychosocial Support Officer: Jenalyn T. Senatic +971 505312855
- Special Needs Coordinator: Reverie Escama +971 561126452
- Security Officer: Manjur Ali +971 551022814



6. Roles and Responsibilities

Emergency Team Leader

- Lead emergency response operations.
- Coordinate with emergency services.
- Ensure implementation of the ERP.

Deputy Team Leader

- Assist the coordinator and assume responsibilities in their absence.
- Maintain communication with staff and external emergency services.

Communication Officer

- Maintain communication with staff and external emergency services.
- Communicate with parents/guardians via SMS, call, or official notice.
- Ensure only authorized information is released.

Emergency Coordinator (Technical Lead)

- Ensure full implementation of the Emergency Response Plan (ERP)
- Advise the Emergency Team Leader on safety decisions during emergencies
- Conduct hazard identification and risk assessments for all school areas
- Lead coordination of Emergency Response Team (ERT) operations
- Monitor the situation and recommend appropriate response actions (evacuation, lockdown, shelter-in-place)
- Ensure safe evacuation procedures are followed and routes remain clear
- Coordinate with Fire Fighting, Evacuation, and Search & Rescue Officers during incidents
- Liaise with external emergency services (Civil Defense, Ambulance, Police) on technical and safety matters
- Ensure availability and functionality of emergency equipment (fire alarms, extinguishers, emergency lighting)
- Oversee safety compliance during emergencies and prevent unsafe actions
- Maintain communication with the Communication Officer for accurate information flow
- Ensure proper handling of hazardous materials or chemical incidents
- Supervise incident scene safety until authorities take control
- Support investigation of incidents and preparation of reports
- Ensure documentation of all emergency incidents and response actions
- Participate in planning, organizing, and evaluating emergency drills
- Provide safety training and awareness programs to staff and students
- Ensure compliance with ADEK, OSHAD, and Civil Defense requirements
- Recommend improvements to the ERP based on drills and actual incidents.



Communication Support Officer

- Assists the Communication Officer
- Helps coordinate with teachers and relay instructions

Fire Fighting Officer / Fire Warden

- Respond immediately to fire incidents and assess the situation
- Ensure fire hazards are minimized.
- Use appropriate fire extinguishers for **initial fire suppression** (only if safe to do so)
- Ensure personal safety and do not attempt to fight large or spreading fires
- Support evacuation by directing occupants away from fire-affected areas
- Coordinate with Evacuation Officer and Search & Rescue Officer during emergencies
- Report fire status and actions taken to the Emergency Team Leader

First Aid Officer

- Provide immediate medical assistance to injured or ill persons.
- Maintain first aid supplies and medical equipment.
- Coordinate with ambulance services (998) and provide necessary information
- Assist in safe transport of injured persons if required.
- Stabilize patients until emergency medical services arrived.
- Record all injuries, treatments provided, and actions taken.
- Monitor students and staff for signs of shock, distress, or medical complications.
- Coordinate with Psychosocial Support Officer for post incident care.
- Participate in emergency drills and medical response training
- Report medical incidents to the Emergency Team Leader and document accordingly.

Evacuation Officer

- Lead and coordinate the safe and orderly evacuation of all students, staff, and visitors.
- Ensure evacuation procedures are followed by all teachers and staff.
- Activate evacuation upon instruction from the Emergency Team Leader.
- Ensure all classrooms, offices, and facilities are cleared during evacuation.
- Supervise teachers in guiding students to designated assembly areas
- Ensure **attendance lists are brought** during evacuation
- Monitor evacuation routes to ensure they are safe, clear, and accessible
- Prevent congestion and panic during movement.
- Coordinate with the Search and Rescue Officer for missing persons.
- Verify that no one re-enters the building until the "ALL CLEAR" signal is given.
- Report evacuation status to the Emergency Team Leader.
- Participate in planning, conducting, and evaluating evacuation drills.
- Ensure evacuation signage and routes are visible and updated.



Search and Rescue Officer

- Conduct systematic search of all classrooms, offices, toilets, and isolated areas during evacuation
- Ensure no students, staff, or visitors are left behind inside the building
- Prioritize search in high-risk and less visible areas (toilets, storage rooms, laboratories)
- Coordinate closely with the Evacuation Officer to confirm cleared areas
- Receive and respond to reports of missing persons (● Red Card system)
- Lead rescue efforts for trapped or injured individuals, ensuring personal safety at all times
- Assist in safely evacuating injured or immobile persons in coordination with First Aid Officer

Officer

- Use available communication tools (radio/mobile) to update the Emergency Team Leader
- Ensure no re-entry into unsafe areas unless authorized
- Coordinate with Security Officer to restrict access to unsafe zones
- Participate in emergency drills and evaluate effectiveness of search procedures
- Ensure familiarity with building layout, exits, and emergency routes
- Report final search status (all clear / missing persons) to Emergency Team Leader

Psychosocial Support Officer

- Provide psychological first aid to students and staff.
- Assist in managing panic, anxiety, and emotional distress.
- Support post-incident counseling and recovery.
- Coordinate with Special Needs Coordinator for POD support.
- Assist Communication Officer in handling sensitive parent communication.

Special Needs Coordinator

- Identify and maintain an updated list of students and staff with special needs or medical conditions.
- Develop and implement Personal Emergency Evacuation Plan (PEEP) for each individual.
- Assign and manage a buddy system to support POD students during emergencies.
- Ensure POD individuals are prioritized and safely assisted during evacuation or shelter-in-place.
- Coordinate with teachers and staff to provide appropriate assistance based on individual needs.
- Monitor POD students during emergencies to ensure their safety and well-being.
- Coordinate with First Aid Officer for medical needs and Psychosocial Support Officer for emotional support.
- Communicate specific needs of POD individuals to the Emergency Team Leader.
- Provide guidance and awareness training to staff on handling POD during emergencies.
- Ensure availability of necessary support equipment (e.g. wheelchair access, assistive devices)



- Assist in accounting for POD individuals at assembly areas and report any missing persons.

Security Officer

- Maintain crowd control and assist emergency responders.

7. Chain of Command

1. Emergency Team Leader
2. Deputy Team Leader
3. Communication Officer
4. HSE Officer
5. Alternate Communication Officer

8. Emergency Preparedness

The school maintains readiness through the following:

- Regular emergency drills (fire, earthquake, lockdown)
- Maintenance of fire extinguishers and alarms
- Clearly marked evacuation routes
- Emergency lighting systems
- Emergency supply kits
- Staff training on emergency response procedures

9. Training and Drills

- Fire drills are conducted four times per academic year.
- Staff receive emergency response training annually.
- Emergency response team members receive specialized training.
- Drills are evaluated and documented for continuous improvement.

10. General Emergency Response Procedure

Step 1: Identify the emergency.

Step 2: Activate alarm or notify administration.

Step 3: Contact emergency services if required.

Step 4: Initiate evacuation, lockdown, or shelter-in-place.

Step 5: Conduct headcount at assembly point.

Step 6: Provide first aid if necessary.



Step 7: Document incident and prepare report.

“In case of external threats, shelter-in-place procedures shall be implemented as directed by authorities”

“See attached procedures to suspend dismissal exits and internal shelter/safe area.”

11. Emergency Scenario and Response Actions

Fire

- Activate alarm immediately.
- Evacuate using nearest safe exit.
- Proceed to assembly point.

Earthquake

- Drop, Cover, and Hold.
- Evacuate once shaking stops.

Severe Weather (Sandstorm / Heavy Rain)

- Stay indoors.
- Move away from windows.

External Threat (Missile / Drone Alert)

- Remain calm and follow instructions from authorities immediately.
- Initiate shelter-in-place procedure (do NOT evacuate unless instructed)
- Move all students and staff to safe indoor areas, away from windows and glass.
- Close doors, windows, and curtains/blinds.
- Turn off air conditioning/ventilation if instructed.
- Instruct students to sit on the floor and stay low.
- Avoid using open outdoor spaces.
- Monitor official announcements from authorities.
- Maintain communication with school leadership.
- Do not dismiss students until “ALL CLEAR” is given by authorities.

Medical Emergency

- Call ambulance.
- Provide first aid.

Intruder / Security Threat

- Inform police immediately.
- Initiate lockdown procedures.



Gas Leak

- Evacuate area immediately.
- Avoid electrical switches.

Chemical Spill / Hazardous Material Incident

- Stay calm and assess the situation
- Alert nearby personnel and inform HSE Officer immediately
- Isolate the area and prevent access (use barriers/signage)
- Turn off ignition sources if flammable substances are involved
- Avoid direct contact with spilled substance

Power Failure

- Activate emergency lighting.
- Ensure safe movement until power is restored.



12. Evacuation Procedure

Follow designated evacuation routes posted in classrooms and corridors.

- Teachers lead students to the assembly area.
- Do not run during evacuation.
- Assist persons with disabilities.
- Conduct headcount at the assembly area.

13. Assembly Area Management

Assembly areas must:

- Be located at a safe distance from buildings.
- Allow safe gathering of students and staff.
- Be clearly marked and communicated during drills.
-  Green Card – All students accounted
-  Red Card – Missing students

Report immediately to Search & Rescue Team

Teachers must remain with students until the all-clear signal is given.





14. Incident Reporting and Documentation

All emergencies must be documented including:

- Date and time of incident
- Type of emergency
- Actions taken
- Injuries or damages
- Response evaluation

Records of drills and emergency exercises must be maintained for ADEK and safety inspections.

15. Review and Continuous Improvement

This Emergency Response Plan shall be reviewed annually or whenever:

- Major incidents occur
- School infrastructure changes
- Regulatory requirements change

Continuous improvements ensure effective emergency preparedness.

16. Document Review and Approval

Function	Name	Designation	Date	Signature
Final Approval	VERENE FIDELIN	School Principal	April 16, 2026	
Document Review	BERNARDO T. CUNO	Admin Director	April 16, 2026	
Technical Review	ANTHONY FIDELIN	HSE Officer	April 16, 2026	
Contributor Reviewer	DEANIS CANICAN	Vice-Principal	April 16, 2026	
Contributor Reviewer	Ma. Teresa Pareda	School Nurse	April 16, 2026	
Contributor Reviewer	JEREMY SERRANO	Guidance Counselor	April 16, 2026	
Document Producer	Ma. Belle Mabayo	Search & Rescue Officer	April 16, 2026	



17. References

This Emergency Response Plan is developed in accordance with the following guidelines and standards:

- Abu Dhabi Department of Education and Knowledge – Private Schools Policy and Guidance (Health, Safety, and Emergency Preparedness Requirements)
- Abu Dhabi Occupational Safety and Health Center – Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF)
- Abu Dhabi Civil Defense Authority – UAE Fire and Life Safety Code of Practice
- Abu Dhabi Public Health Center – School Health and Safety Guidelines
- National Emergency Crisis and Disasters Management Authority – National Emergency Response Framework
- International Labour Organization – Occupational Safety and Health Guidelines
- World Health Organization – Emergency Preparedness and Response Guidelines