Queen Elizabeth's School
DUBAI SPORTS CITY

# Emergency Response Plan for Evacuation
# Academic Year 2026-27

| | Name | Title | Date |
|---|---|---|---|
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Queen Elizabeth's School
DUBAI SPORTS CITY

# Table of Contents


***1. Purpose*** ..... ***2***
***2. Scope*** ..... ***3***
***3. Definitions*** ..... ***3***
***4. Roles and Responsibilities*** ..... ***3***
***5. Drill Preparation*** ..... ***6***
***6. Emergency Service Liaison*** ..... ***7***
***7. Personal Emergency Evacuation Plan (PEEP)*** ..... ***7***
***8. Resources*** ..... ***8***
***9. Review*** ..... ***8***
***10. Non-Compliance*** ..... ***9***
***11. References*** ..... ***9***
***Appendix 1. School Premises Information and Contact Numbers*** ..... ***9***
***Appendix 2. Emergency Response Team (ERT)*** ..... ***10***
***Appendix 3. Emergency Evacuation Plan*** ..... ***14***
***Appendix 4. Fire Evacuation Maps*** ..... ***18***
***Appendix 5. Offsite Evacuation Plan*** ..... ***18***
***Appendix 6. Swimming Pool Evacuation Plan*** ..... ***18***
***Appendix 7. After School Activities Evacuation Plan*** ..... ***18***
***Appendix 8. Drill Report Form*** ..... ***19***
***Appendix 9. Personal Emergency Evacuation Plan (PEEP)*** ..... ***20***
***Disclaimer*** ..... ***21***


## 1. Purpose

To establish and maintain a systematic evacuation plan in the event of an emergency that requires all Queen Elizabeth's School, Dubai Sports City

employees, students, contractors, visitors, or other stakeholders to safely evacuate the building.

## 2. Scope

This emergency response plan has been developed to provide guidance and instruction applicable in the event of a fire or any other emergency that requires evacuation of the building. The same procedures shall be carried out during any drill process to best prepare for a genuine emergency. All staff working in the school must be aware of their primary and secondary evacuation routes and final fire assembly points.

## 3. Definitions

**Emergency:** A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

**Emergency Plan:** Systematic instructions and procedures that clearly detail what needs to be done, how, when and by whom before and after the time an anticipated emergency event occurs.

**Competent Authority:** An organisation that has been legally delegated or has the power to perform a designated function.

**Danger:** The risk of injury, harm, damage, or loss.

**First Aid:** Any immediate (one-time) care or treatment given to a person suffering from an illness or injury, until professional medical care can be provided. Such treatment may be considered first aid even if it is provided by a healthcare professional.

**PEEP:** Personal Emergency Evacuation Plan: is a bespoke escape plan for individuals who may be unable to reach a point of safety unaided, or within an adequate amount of time, during an emergency.

## 4. Roles and Responsibilities

The roles and responsibilities for the individuals below should be read in conjunction with the Crisis Management Team responsibilities for emergency response in Appendix 1.

### 4.1. Group Head of Operations

- Heads of Business Operations must ensure their Head of Operations Managers and respective teams are actively following and enacting all HSE responsibilities.
- They are responsible to provide oversight to confirm that safety standards are consistently implemented at all operational levels.

### 4.2. The School Principal

- The School Principal is responsible for having an evacuation plan in place for the school to be used in the event of a fire or other emergency.
- To ensure that emergency scenarios have been identified that require evacuation.
- To approve budgets for the provision of equipment, training, and implementation of emergency plans.
- To act as the Fire Marshall in the event of a fire evacuation.
- To ensure that an adequate number of training drills are being completed over the course of the academic year.
- To ensure that an emergency response team (ERT) is nominated at the start of each academic year for the school. (Appendix 2)

### 4.3. Head of Operations

- To ensure there is a suitable planned response in place to deal with a fire.
- To ensure that an emergency response team (ERT) is nominated at the start of each academic year.
- To make sure that relevant fire evacuation training takes place throughout the academic year.
- To oversee any action required as a result of drill feedback from the team or authorities.
- To ensure that the required number of staff are fire safety trained to comply with Civil Defence regulations.
- In the event of an emergency to help coordinate the response ensuring all parameters are considered dependent on the nature of the situation.
- To ensure that an emergency response team is nominated at the start of each academic year.
- To ensure that the schools Civil Defence Licence remains in date.

### 4.4. Facilities Manager / OSH Officer

- To implement the relevant evacuation plan in the event of a fire or other emergency requiring evacuation.

- To organise and make sure that relevant fire evacuation training takes place throughout the academic year and ensure that all staff are aware of their individual roles and responsibilities.
- To ensure that the required number of staff are fire safety trained to comply with Civil Defence regulations.
- Make sure the school is equipped with the necessary equipment to manage an emergency evacuation.
- To complete a fire drill report form following a fire evacuation and to ensure it is appropriately distributed to staff on completion.
- Responsible for ensuring that an appropriate fire AMC remains in place and that quarterly checks are being carried out on all fire equipment.
- To ensure that the schools Civil Defence Licence remains in date.
- Responsible for checking the fire panel following any alarm and to report any known defects to the AMC provider without delay.
- Work with clinic staff to ensure that personal emergency evacuation plans (PEEP) are in place for all individuals working at the school site with impaired mobility or with limited ability to be able to respond to an incident e.g., broken leg, wheelchair, visually impaired or damaged hearing.

**4.5. Emergency Response Team (ERT)**

- When the alarm sounds all ERT members are responsible for carrying out their roles as detailed in Appendix 2.
- When the alarm sounds ERT members should wear a high visibility vest for ease of identification.
- Sweepers are responsible for thoroughly checking all assigned rooms and corridors to ensure they are clear. Once completed, they should report to the school to complete and proceed to the assembly point.

**4.6. Clinic Staff**

- Ensure those with personal emergency evacuation plans (PEEP) for all individuals working at the school site with impaired mobility or with limited ability to be able to respond to an incident e.g., broken leg, wheelchair, visually impaired or damaged hearing, are supported in the event of an evacuation.
- Provide first aid treatment to any student, staff, or visitor requiring medical attention.
- A first aid kit and an AED should be taken to the fire assembly point.
- Ensure that emergency water supplies are taken to the fire assembly point

**4.7. Security**

- Shall ensure that no visitors are allowed to enter the school once an alarm has sounded.
- Shall open gates and check that a clear route is available for emergency service vehicles on their arrival.
- To direct emergency service vehicles when they arrive.
- Hand over sign in books/ appropriate systems for use at the fire assembly point.

### 4.7. All Staff

- Read and understand the procedures detailed in this document.
- Know their responsibilities whether that is as a member of the ERT or a class teacher.
- To be aware of their primary and secondary fire evacuation routes.
- To know the location of the fire assembly point.
- Know how to raise the alarm in the event of an emergency.
- Are responsible for reporting to the clinic any person requiring a personal emergency evacuation plan (PEEP).
- Provide feedback to the Operations Manager

## 5. Drill Preparation

The school Occupational Safety and Health activities calendar outline the specific drills that need to be conducted, along with their frequency. It is mandatory to complete a drill report along with corrective and/or preventive actions and have these readily available for audit purpose.

At the start of each academic year, school staff members will receive briefings on fire evacuation and lockdown procedures followed by scheduled drills to ensure familiarity with these processes. This will ensure that the school community is familiarised with these processes through scheduled evacuation drills. The first steps outlined below are necessary for conducting effective drills:

Fire drills are to be conducted as per OSH Activities Calendar. An additional annual drill may also take place with Civil Defence support.

### 5.1 Plan the Drill

- **Careful planning for maximum effectiveness**: Drills should be meticulously planned to ensure they are highly effective and time efficient. Keeping the drill unannounced can create a more realistic training environment, reflecting the true responses expected in an actual emergency.
- **Focused training for better retention**. Although every drill should align with the steps outlined in the emergency plan, it's crucial not to overwhelm participants by trying to cover everything at once. By focusing on a single

element during each drill, participants are more likely to retain and recall this critical point in a real emergency.

- **Varied locations for realistic scenarios**: Selecting a suitable location for the drill is vital, and the fire's location should change with each drill exercise. As an example, scenarios might include blocked passageways, the use of evacuation chairs, searching for missing persons. This variation helps prepare participants for a range of possible real-life situations.

### 5.2 Conduct of the Drill

- The drill should simulate an actual condition so participants can perform as if it was a real emergency.

Alarms, equipment, and responses should be as realistic as safely possible to maximise the effectiveness of the training

### 5.3 Discussion and Report

- Should immediately conclude with a debriefing session involving key participants Drills to identify and discuss immediate lessons learned.
- Records should be kept for all emergency drills; use template in appendix 8.

## 6. Emergency Service Liaison

Whenever emergency services attend the school site following an emergency it is important to provide them with the relevant information without delay. Security staff should ensure that the access gate is open and there is a clear route so they can reach the scene of the incident without any undue delay. The Facilities Manager shall liaise with emergency services on their arrival, owing to their detailed understanding of the building layout and status of hard services within the school. Having an Arabic speaker available will also help with communication.

## 7. Personal Emergency Evacuation Plan (PEEP)

It is strongly recommended that individuals with injuries or ailments that restrict mobility or their ability to respond in an emergency have a personal emergency evacuation plan (PEEP). The PEEP ensures that arrangements are put in place prior to an emergency occurring so that any additional support required can be provided without delay to allow a quick evacuation from the building. Examples of individuals who may require a PEEP include those with a broken leg, wheelchair users, individuals who cannot hear the alarm, or anyone who is visually impaired and unable to see fire exits. For all individuals requiring a PEEP the form found in appendix 9 and if completed should be properly distributed. It is everyone's

responsibility to identify those who need a PEEP, while clinic staff and the Facilities Manager will be responsible for supporting with the plans.

## 8. Resources

The following list outlines the essential equipment expected at Queen Elizabeth's School to ensure compliance with fire safety regulations. While not exhaustive, it covers the key items:

- Fire extinguishers, hose reels and fixed firefighting systems: these must be maintained under an annual maintenance contract (AMC) with a certified fire company. All firefighting equipment should undergo quarterly checks, and stickers should be affixed to indicate that the checks have been completed.
- Fire blankets: these should be available in all canteens, kitchens, and food preparation areas.
- Fire evacuation chairs: these are required for individuals with impaired mobility. Although the requisite number of chairs is not specified by competent authorities, their placement should consider the frequency of staircase use and the location of any individual with a PEEP.
- Artwork and teaching materials coverage: In accordance with the UAE Fire Code, wall area coverage by artwork, craftwork and teaching materials shall not exceed 20% in non-sprinklered buildings and 50% in sprinklered building.
- First aid kits: These should be evenly distributed across the school site
- Fire evacuation plans: These should be posted in unobstructed, clearly visible and readable locations at eye level. At a minimum, they should be placed in main circulation areas, elevator lobbies, and main corridors. The number of evacuation plans required on each floor depends on the complexity of the floor design, however there should be at least one strategically located in the middle of a floor circulation area or where two emergency exits are shown in opposite directions.
- Science laboratories: These should be equipped with gas emergency stop push buttons, gas sensors and, if applicable, sand buckets.
- Emergency exit signs: These must be present throughout the building, including at exit doors, corridors and stairs leading to exit discharge areas or to fire assembly points. Additionally, "No Exit" signs should be placed at dead ends or at doors, passages or staircases that are not exits but might be mistaken for one.

## 9. Review

This procedure will be reviewed annually or more frequently if changes are made by competent authorities that will affect the contents of this document.

## 10. Non-Compliance

Non-compliance with any established corporate policies may result in disciplinary action

## 11. References

- ADOSH- SF Version 4.0 July 2024 - Element 4.5 Emergency management and Response
- UAE Fire and Life Safety Code of Practice, 2018.

## Appendix 1. School Premises Information and Contact Numbers

| **School Details** | | |
|---|---|---|
| **School Name** | **Queen Elizabeth's School** | |
| **Address** | | |
| **Size of Site M$^2$** | | |
| **Site Description** | | |
| **Occupancy Number** | | |
| **Emergency Vehicle Access** | | |
| **Site Contact Details** | | |
| **Role** | **Name** | **Contact Number** |
| Principal | **Dan Clark** | |
| Group Head of Operations | **Daksh Singhal** | |
| Head of Operations | **Madan Menghani** | |
| Facilities Manager | - | |
| Site Security Supervisor | | |
| School Clinic | | |

| | Emergency Contact Details |
|---|---|
| Police | 999 |
| Ambulance | 998/999 |
| Fire | 997/999 |

## Appendix 2. Emergency Response Team (ERT)

The below provides a template is a guideline to be completed by each school detailing the emergency response team (ERT). This should be made site specific to include all relevant staff roles and responsibilities appropriate to the individual site and the number of zones/areas requiring sweeping. Please amend the responsibilities section to reflect all details relevant to the site. It is recommended that sweepers are none teaching staff so that teaching staff can focus on evacuating children.

All Staff Must:

- Read and understand the procedures detailed in this document.
- Know your respective responsibilities as outlined in the procedure.
- To be aware of their primary and secondary fire evacuation routes.
- To know the location of the fire assembly point.
- Know how to raise the alarm in the event of an emergency.
- Are responsible for reporting to the clinic and SENCO any person requiring a personal emergency evacuation plan (PEEP)

### 2.1. Emergency Response Team School Chart

The following chart is for school guidance and should be completed and posted on the school's OSH notice board.

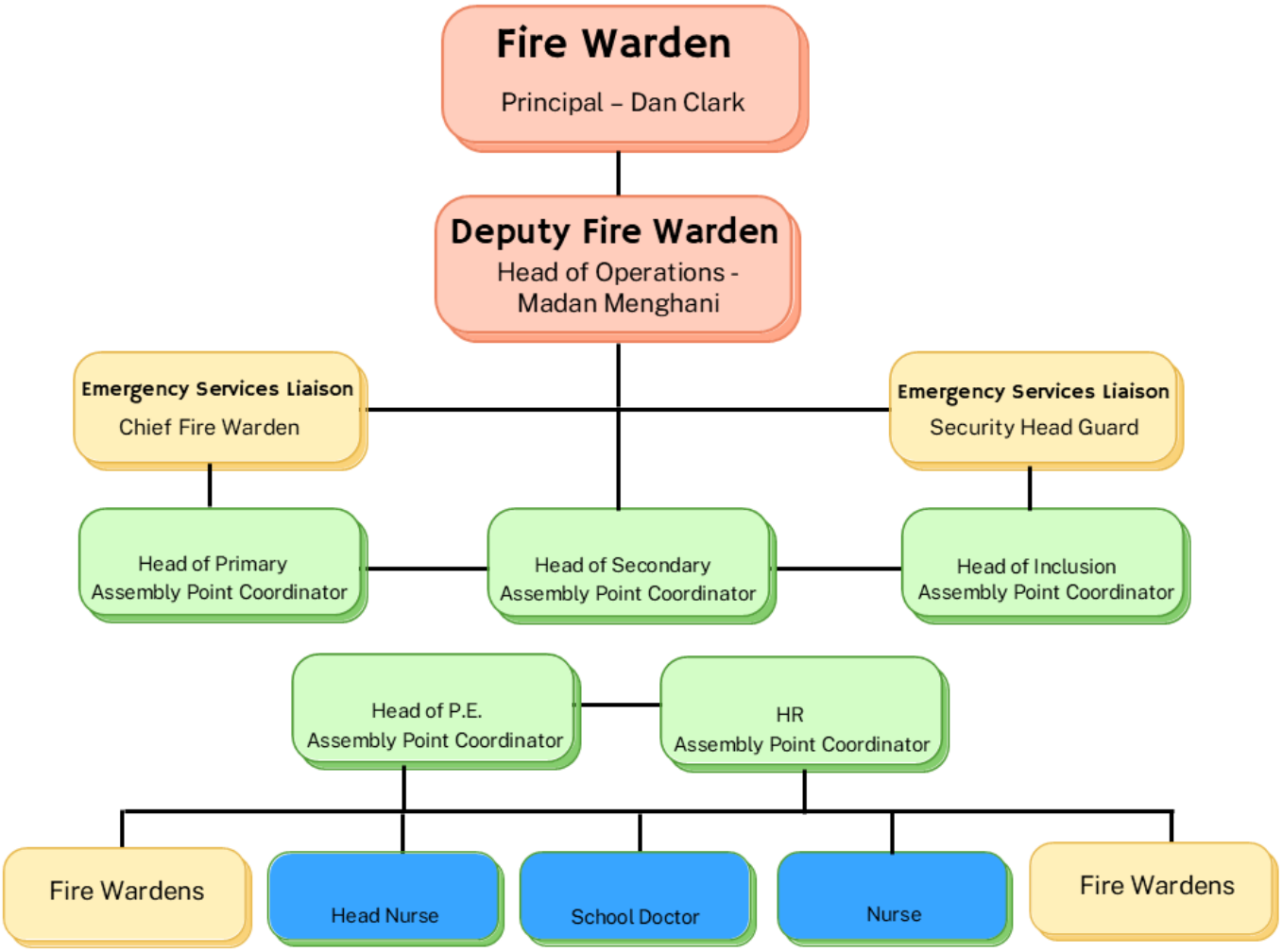
| Designation | Name | Responsibilities |
|---|---|---|
| **Fire Marshal** | **Principal Dan Clark** | Overall control<br>Takes reports from Fire Wardens<br>Gives the 'all clear'<br>Decides whether an offsite evacuation is required |

Queen Elizabeth's School
DUBAI SPORTS CITY

| | | |
|---|---|---|
| **Deputy Fire Marshal** | **Head of Operations Madan Menghani** | Deputises in the absence of the Fire Marshal<br>Collates reports from Chief Fire Warden<br>Back up Wardens and provide cover as required |
| **Chief Fire Warden** | **Facilities Manager** | Checks the main fire panel<br>Manages other fire wardens (sweepers), reports to Marshal<br>Emergency services liaison |
| **Sweepers (Fire Warden) Zone A** | **-** | Responsible for sweeping Block A Ground Floor FS classroom including FS Swimming pool, FS Gym and changing rooms. |
| **Sweepers (Fire Warden) Zone B** | **-** | Responsible for sweeping Block A First Floor Art rooms and Music Rooms |
| **Sweepers (Fire Warden) Zone C** | **-** | Responsible for sweeping Block A Second Floor Year 7 corridor classrooms, MFL and Arabic & Islamic 1, 2 and 3 |
| **Sweepers (Fire Warden) Zone D** | **-** | Responsible for sweeping B Ground Floor all classrooms and washrooms (Year 1 corridor) |
| **Sweepers (Fire Warden) Zone E** | **Receptionist - Main** | Responsible for sweeping all admin offices and washrooms (Block B ground floor) |
| **Sweepers (Fire Warden) Zone F** | **-** | Responsible for sweeping Block B First Floor classrooms, washrooms and admin offices |
| **Sweepers (Fire Warden) Zone G** | **Lab Technician** | Responsible for sweeping Block B Second Floor –Science Labs and STEM areas |
| **Sweepers (Fire Warden) Zone H** | **DT Technician** | Responsible for sweeping Block B Third Floor – DT & Innovation Labs |
| **Sweepers (Fire Warden) Zone I** | **-** | Responsible for sweeping Block C Ground Floor classrooms and washrooms. |

| | | |
|---|---|---|
| **Sweepers (Fire Warden) Zone J** | **-** | Responsible for sweeping Block C First Floor classrooms and washrooms. |
| **Sweepers (Fire Warden) Zone K** | **-** | Responsible for sweeping Block C Second & Third Floor – Sports Hall, Outdoor Tennis courts, Gym and changing rooms |
| **Sweepers (Fire Warden) Zone L** | **Lifeguard 1** | Responsible for sweeping main swimming pool and changing rooms |
| **Sweepers (Fire Warden) Zone M** | **-** | Responsible for sweeping Black Box on Block B First Floor |
| **Document Keeper** | **-** | Provides Admin and service staff counts to Fire Warden at the assembly point. |
| **Document Keeper** | **-** | Take the FS list of students/staff not in school (off-site trip/early dispersal) |
| **Document Keeper** | **Receptionist** | Take the list of students/staff not in school (off-site trip/early dispersal) |
| **Medical** | **Head Nurse** | Straight to Assembly Point and provides first aid medical treatment when required |
| **Medical** | **Doctor** | Available for first aid medical treatment across the school when required |
| **Medical** | **Nurse** | Straight to Assembly Point and provides first aid medical treatment when required |
| **Security** | **Security Guard Team Leader** | Opens gates and clear route for emergency vehicles<br>Delivers Security/Visitors/Parents logs to the fire assembly point and checks all visitors are accounted for. |
| **Sweeper External** | **Security Guard 1 (Security cabin gate 2)** | Responsible for sweeping external perimeter near gate 2 and ensure gates are clear for emergency vehicles. |

| | | |
|---|---|---|
| **Sweeper External** | **Security Guard 2 (Security cabin gate 3)** | Responsible for sweeping external perimeter near gate 3 and ensure gates are clear for emergency vehicles. |
| **Sweeper External** | **Security Guard 3 (Security cabin gate 4)** | Responsible for sweeping external areas of bus parking bay, service rooms and ensure gates are clear for emergency vehicles. |
| **Sweeper External** | **Security Guard 4 On Patrol duty** | Responsible for sweeping of all rooms, washrooms of Block A Second and Third Floor – Science labs and preparation rooms. |
| **Sweepers (Fire Warden)** | **Handyman** | Responsible for on-site contractors. |
| **Sweepers (Fire Warden)** | **Handyman** | Responsible for evacuation chair requirements |
| **Sweepers (Fire Warden)** | **Handyman** | Responsible for service teams (Bus and cleaning) |
| **Sweepers (Fire Warden)** | **Handyman** | Responsible for sweeping main swimming pool and changing rooms |
| **Sweepers (Fire Warden)** | **ASA Coordinator** | Responsible for ECA/ASA providers |




## Appendix 3. Emergency Evacuation Plan

The below provides a template emergency evacuation plan, this needs to be amended to make it site specific.

The following procedure shall be followed if there is a requirement to evacuate the building in the event of a fire or other emergency requiring evacuation. When the fire alarm sounds the following should occur:

- On the sound of a continuous alarm the evacuation must begin, ensure that nearby personnel are aware of the emergency.
- Exit the building by the nearest available exit, do not take personnel belongings, elevators should not be used.
- Proceed directly to the fire assembly point.

- Staff with emergency response team responsibilities shall carry out their designated task prior to proceeding to the assembly point.
- The emergency services will be alerted by the Facilities Manager as required (998/999).
- Security will provide an up-to-date list of visitors to the fire assembly point to ensure that everyone is accounted for.
- All none teaching staff will be mustered at the assembly point by insert name.
- Do not attempt to re-enter the building and await further instructions from the Fire Marshal.

**Class Teachers Responsibility and Evacuation Procedure:**

- On the sound of a continuous alarm the evacuation must begin.
- Instruct all students to stand and proceed silently and in single file to the designated exit, bags should be left behind.
- The class teacher should stand at the front of the line and if present the learning assistant will walk at the rear of the line.
- The teacher should collect the emergency folder from the classroom, this includes the class register and red and green cards to display at the assembly point (or this is received from the receptionist on arrival at the assembly point)
- The learning assistant or teacher should check that the room is clear, close the door and place the room checked clear tag on the corridor side of the door to help expedite the sweeping process.
- In science laboratories and design and technology classrooms an attempt should be made to isolate gas supplies and stop any running machinery or equipment.
- Staff shall lead the class to the fire assembly point using the nearest exit route if it is safe and accessible. Staff should ensure that pupils remain quiet and walk calmly throughout the evacuationIf in a specialist class (PE, music etc) the class teacher shall lead the class to the assembly point where students will then line up in homeroom classes.
- On arrival at the evacuation point teachers will muster their class against the register.
    - If all are present a green card should be raised
    - If individuals are missing a red card should be raised
- If individuals are missing at the assembly point this will be communicated to the Fire Wardens sweeping the building.
- The Fire Marshal will take reports that all students and staff are present and that the building has been checked clear.

- The Fire Marshal will give **'all clear'** if it is safe to re-enter the building.

**Additional Considerations and Precautions**

- Turn off all electrical equipment if it is safe and possible to do so.
- Do not push or force your way past other people.
- Do not stop or cause delay whilst descending stairs.
- If an escape route is found to be blocked, retreat to a safe position and attempt to exit via a secondary route.
- Do not use your phone or attempt to send messages whilst leaving the building.
- Only attempt to extinguish a fire if:
    - You are trained to do so
    - You have a clear escape path, and it is safe to do so
    - You have an extinguisher and know the classification
    - It is not spreading rapidly
    - Smoke and heat have not filled the area
- Never enter a room that is smoke filled or if the door is warm to touch.
- During an emergency, visitors who may not be familiar with this plan must be informed of the requirement to evacuate.
- Do not go back into the building until you are specifically told to do so. Silencing the fire alarm is not a signal to re-enter the building.

**Fire alarm during an exam**

If there is an emergency evacuation during an examination, then the following actions must be taken:

- Examination papers and scripts should be left where they are.
- The invigilator should take the attendance register with them to the fire assembly point.
- Students should be supervised as closely as possible and there should be no discussion.
- Invigilators should make a note of the time they leave the room (write the time on a board) and the time they return, students are then allowed the full working time for the examination.
- The Examinations Officer will relieve any internal invigilating staff at the assembly point for them to proceed to their normal designated points. Any external invigilators must wait for the Examinations Officer to arrive to be released to report to visitor check point.

Queen
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DUBAI SPORTS CITY

## Appendix 4. Fire Evacuation Maps

To be added upon regulatory approvals

## Appendix 5. Offsite Evacuation Plan

If the primary fire assembly point becomes untenable owing to the proximity of fire, the amount of smoke, or due to other considerations it may be prudent to evacuate the school site completely to the offsite assembly point. So that this location doesn't have to be identified during an emergency, an offsite evacuation location is nominated below.

## Appendix 6. Swimming Pool Evacuation Plan

This below provides a sample swimming pool evacuation plan, please update this to make it site specific.

- The pool gate will open automatically once fire alarm sounds.
- A security guard will be man the pool gate as soon as the alarm is sounded to ensure all inside exit and no one enters or re-enters that area.
- Students put on flip-flops and towels. No student is to return to the changing rooms.
- Students to line up at the exit door/gate in single line.
- Close/lock door/gate after students have left, ensuring no one is left.
- Take to onsite/offsite muster point (school carpark or uptown park basketball area) homeroom teacher to take attendance.
- All Clear is to be given by the school Principal. Once all clear sounded the pool area may be re-entered.

## Appendix 7. After School Activities Evacuation Plan

If there are any alternative arrangements in place for fire evacuation during after school activities, it should be detailed in this section with an overview diagram like that shown below.

- The security guard will immediately check the location of the fire alarm to establish if there is a fire.
- The emergency services will be called if required.

- All individuals on the site are to muster at the assembly point shown below and are required to report into the Activities Supervisor.
- The Facilities Manger should be notified without delay who will be responsible for further escalation of the incident.

## Appendix 8. Drill Report Form

| **Drill Details** | | | |
|---|---|---|---|
| **Drill Date:** | | **Drill Type:** | fire/lockdown/other |
| **Drill Time:** | | **Type of Drill:** | planned / alarm |
| **Scenario:** | | | |

| **Evaluation** | |
|---|---|
| Was the alarm heard throughout the building? | yes/no comments |
| Were all alarm devices operating correctly? | yes/no comments |
| Did all employees take part in the drill? | yes/no comments |
| Were employees informed in advance? | yes/no comments |
| Were external authorities involved? | yes/no comments |
| Did everyone go to the correct assembly point? | yes/no comments |
| | |
| Communication during the drill | good/fair/poor |
| Effectiveness of the procedure | good/fair/poor |
| Speed of the evacuation | good/fair/poor/N/A |
| | |
| Time taken to evacuate the building | minutes seconds / N/A |
| Building checked clear and all accounted for | minutes seconds / N/A |

**External Body Involved**: **No** **Yes** **Name:** _____

| **Description and Observations During the Drill** |
|---|
| |
| **Recommendations** |

Queen Elizabeth's School
DUBAI SPORTS CITY

## Appendix 9. Personal Emergency Evacuation Plan (PEEP)

A personal emergency evacuation plan (PEEP) is required for any individual if they are unable to leave the building unaided in the event of an emergency. This includes any student, staff or visitor. A PEEP may be needed for someone with an impairment such as:

- Mobility impairment
- Sight Impairment
- Hearing impairment
- Cognitive impairment
- A medical condition which might cause them to need assistance to evacuate safely

The School Clinic and the Facilities Manager are responsible for completing this form together and to ensure coordination and safe evacuation.

| | |
|---|---|
| Date this form is being completed: | |
| Full name of individual requiring PEEP: | |
| Date of birth: | |
| Student class/staff/visitor department: | |
| Location (include block and floor): | |
| Brief description of medical condition:<br><br>Documents to be requested from parents/staff by the School Clinic and held on file in medical records:<br>● A valid up to date medical report including diagnosis from a suitably qualified and licensed medical practitioner<br>● Doctor's recommendations and advice for management in school (if available) | |

Queen Elizabeth's School
DUBAI SPORTS CITY

| | |
|---|---|
| A timetable copy to be attached to this form (request from relevant PA/staff member). | |
| Temporary/Permanent PEEP Plan:<br>Include dates: | |
| Designated Sweepers - responsible for safe evacuation (at least 2 staff members to be listed) | |
| **PEEP Forms:**<br>● All staff are responsible to report any person requiring PEEP on this form INSERT LOCATION<br>● (Reception staff are to add anyone if they notice them on crutches etc as they enter through the building and to email the clinic | |
| Name and Signature of Designated Support Person 1: | |
| Name and Signature of Designated Support Person 2: | |
| Name and Signature of School Clinic Representative: | |
| Name and Signature Facilities Manager: | |
| Name and signature of the person requiring PEEP (Parent/Guardian) | |
| PEEP Expiry Date: | |


## Disclaimer

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