**Emergency Preparedness and Response Plan**

**Purpose**: To ensure safety and preparedness for emergencies within TQTI training facilities.

**1. Emergency Scenarios**:

* Fire outbreaks
* Medical emergencies
* Natural disasters (e.g., earthquakes, floods)
* Power outages

**2. Preparedness Measures**:

* Conduct regular fire drills and evacuation exercises.
* Install and maintain fire extinguishers, smoke detectors, and emergency exit signs.
* Designate emergency response team members among staff and trainers.
* First aid kits are available at strategic locations within the facility.
* Emergency contact numbers displayed clearly.

**3. Response Actions**:

* Fire: Activate fire alarms, evacuate designated assembly points, and contact fire services.
* Medical Emergency: Provide first aid while contacting emergency medical services.
* Natural Disaster: Follow evacuation protocols or shelter-in-place as needed.

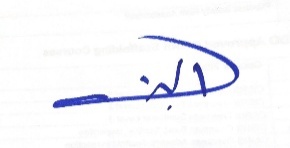
**4. Communication Plan**:

* Notify staff, trainers, and students immediately through alarms, announcements, and emergency communication channels.

**5. Roles and Responsibilities**:

* Emergency Coordinator: Oversees evacuation and ensures proper response actions.
* First Aider: Administers first aid.
* Trainers and Staff: Guides students during emergencies.

**6. Training and Awareness**:

* Conduct regular emergency preparedness training sessions for staff and trainers.
* Provide students with an emergency response orientation at the start of each program.

**TQTI-HSE-PR-09** **Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**