

## Safa British School Lockdown Procedure

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

### Signals

Alarm or signal for lockdown shelter	<i>Tannoy Announcement – Animal eating a Fruit</i>
Signal for stand down / all-clear	<i>Tannoy Announcement – All Clear</i>

### Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Zara Harrington	Shared with relevant staff
Deputies	Khaleel Shubair	Shared with relevant staff
	Louise McGeever	Shared with relevant staff
	Brian Horwell	Shared with relevant staff
Communications Officer	Lisa Wells	Shared with relevant staff

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

### Rooms most suitable for lockdown


1 Classrooms
2 Auditorium
3 Sports hall
4 Offices
5 Changing Rooms

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

### Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Two-way radios
Mobile phones

Alternative place of safety in the event that it is considered necessary to leave site.	
Name of venue	Jumeirah English Speaking School
Type of venue	School
Contact name	Luke Rease
Contact telephone number	+971 4 3619019
Route to be taken – out through the bus park and walk down past Starbucks and round the corner.	
	
Instant messaging / email	
Other (TV's / Whiteboards / etc)	

### Implementation

The lockdown policy applies when pupils and staff need to be locked within buildings for their own safety. This will usually occur if there is an intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire in close proximity, which makes it dangerous for pupils, staff and visitors to be outside. Copies of this policy will be disseminated via the SCR, and other appropriate areas around the school.

### Authorised Persons' role

Authorised persons' role: If recognising the situation calls for lockdown, the Principal or Authorised Person immediately locks doors leading to the Principal's office. He/she then sounds the Lockdown warning signal in the designated pattern (this will be known by all staff) and telephones the police (999). The Principal or Authorised Person then assumes a lockdown position themselves in the office, while maintaining phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police arrive, they will make contact with the Principal/ Authorised Person or Security staff. Once the threat has been averted, the "all clear" is to be sounded.

### Next steps

- In the event of a building lockdown, it is mandatory that all children and adults remain in classrooms/halls/offices/changing rooms (nearest safe space). Pupils and adults who are outside but near buildings are to move into the closest occupied classroom/changing rooms.

- Staff who are not teaching, or are outside the building at the start of a lockdown, should move to the nearest classroom/safe space. In doing so, staff should check outside areas for pupils and direct them to the nearest classroom, and invite in known visitors. Known visitors may be recognised by the wearing of a “Visitors Pass”. Inversely any person not wearing a Visitors Pass is assumed to be an unknown visitor.
- Quickly glance outside the room to direct any pupils or staff members in the hallways into your room before barricading the door and assuming lockdown.
- If people are on the sports field, they need to approach the nearest building, and get into that room before it is locked down. The sports hall is a designated lockdown room, PE staff should immediately move pupils from the pitches to this area (or if not possible nearest safe space).
- Coffee Shop staff will go to the nearest classroom or admin office.
- If staff or pupils are in the library and the lockdown is sounded, all pupils and staff should move immediately to the Staff Room.
- If staff and pupils are in the practice music rooms they should remain in this area, which will be secured.
- If staff or pupils are in the pool, they should move immediately to the Sports hall and enter via the back gate and up the yellow staircase.
- If staff or pupils are on the tennis courts and the lockdown is sounded, they should move immediately to the sports hall.
- If staff or pupils are in the Sports hall, they should remain in this area, which will be secured.
- Inside each occupied classroom, where possible, the pupils should be positioned on the floor against the wall adjacent to the door or in the most non-visible position and/or pupils should move themselves to sit under tables where possible. It may be appropriate for older pupils to lay flat on the floor. This procedure must be tailored for the individual rooms being used.
- Pupils should not be barricaded in a room without adult supervision.
- All mobile phones should remain turned off.
- Insist that pupils and adults remain quiet.
- No one is to answer the door under any circumstances.
- Remain in this position until “all clear” is announced.
- After the “all clear” is sounded, the Principal can authorise the contacting of parents, if appropriate

## Security

When lockdown announcement sounds, security team will lock the main gate to entrance of the school and go to the security office or to the nearest room, whichever is closest, which will be secured.

## Parents

On the very rare occasion a lockdown is called, Safa British School will endeavour to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as pupils will not be released to parents during lockdown. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call pupils mobiles, as the Lockdown situation requires silence in order not to alert an intruder to the presence of pupils and staff in classrooms. If a child's stay at school was extended beyond the regular time Parents will receive information about the time and place that their child can be collected.

In the event of a lockdown the overriding consideration for the school is the safety and well-being of all children and school personnel.

### **Classroom Lockdown Procedure**

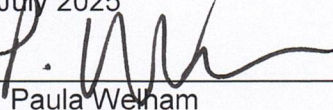
**Classroom teachers are to, on hearing the lockdown signal:**

1. Move to the nearest classroom or lockable room.
2. Glance outside and direct any student or staff member into the classroom
3. Barricade all doors
4. Look for the safe corner/area (this is the place in the room where the intruder cannot see you)
5. Turn out lights and computer monitors.
6. Direct everyone to turn off mobile phones
7. Keep students quiet
8. Do not open the door under any circumstances until the all clear is sounded.

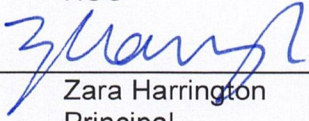
Reviewed: July 2024

Next Review Date: July 2025

Reviewed by: \_\_\_\_\_

  
Paula Welham  
HSO

Approved by: \_\_\_\_\_

  
Zara Harrington  
Principal