



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE



Lockdown Policy

On rare occasions, if there is a threat to the school from external sources, it may be necessary to seal off the school so that it cannot be entered from the outside. This is called a 'lock-down'.

Most campuses have different categories of school lockdown procedures. Types of lockdowns include:

Shelter-in-Place – Usually an external health hazard where building evacuations are not recommended.

Internal Threat – This threat exists when the danger is inside of the school or campus. The goal of this procedure should be to keep everyone safe until the threat is completely removed.

External Threat – This type of threat occurs outside of the school building or campus. The goal of this lockdown is to prevent the threat from entering the school or campus.

Full Lockdown – This scenario involves a serious threat that requires immediate action.

The types of events that require lockdowns include situations such as the following:

Active shooter

Hostage situation

Riots

Police activity nearby

National disasters

Lockdown Procedures may be activated in response to a number of reasons including:

- A major fire or environmental emergency in the vicinity of the school
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and pupils in the school, this may be community disturbances.
- An intruder on the school site, with the potential to pose a risk to staff and pupils

Whilst it is not possible to create a precise set of plans for every eventuality the 'Lockdown Policy' provides a framework to support the school to respond. Any procedures we establish must be realistic; in an incident staff and pupils will not have much time to seek an appropriate place to hide we wish to eliminate widespread confusion or panic.

There is a difference between a weather emergency drill, the procedure for a medical emergency, or an active shooter emergency. It's important for schools to have more than **one emergency protocol for various situations and environments; if the community is only prepared for an active shooter situation, it can prevent school administrators from responding to other emergency situations deemed more low risk. This can potentially escalate a situation that could have been managed by simply locking a door or proper communication.**

There is a difference between a hard lockdown, which impacts internal operations, and a soft lockdown, which involves the town, county, or city as a whole.

A hard lockdown indicates an immediate threat on campus - it requires the school to go into an internal emergency procedure. This means that students, teachers and staff cannot move around within the school, and are required to remain within a locked classroom. In some districts, students or teachers are advised to move away from the doors or windows and seek shelter. If a school is in a region impacted by extreme weather, such as hurricanes, earthquakes, or tornadoes, the campus may have a separate protocol for responding to these situations.

A soft lockdown is used when a possible threat is identified in the surrounding area. This would involve any safety risk that is happening outside of the school - for example, a bank robbery, burglary, or a parent attempting to retrieve a child from school who has been instructed not to. If there is any suspicious activity that could bring potential danger on school grounds, administrators may opt to institute a soft lockdown.

When a crime or another dangerous incident happens in town, school leaders will often communicate with police to determine whether or not the school should be put on soft lockdown. If a suspect is on the run or an arrest is occurring inside, district officials may decide to institute the lockdown until local law enforcement determines that it's safe again.

During a soft lockdown at school, teachers and students can move around within the school and classes typically continue as planned. Depending on the situation, class periods should change as per usual. **However, nobody is allowed to leave the building, even if it is to travel between facilities on campus. This can also potentially halt classroom activities - for example, physical education classes wouldn't be allowed to bring students outdoors.**

Restrictions would also be placed on visitors during a soft lockdown at school. **Parents or other guests will be required to buzz into the school, and administrators may reserve the right to turn visitors away. Depending on the situation, it may prevent anyone from coming or going from the school, which would be communicated beforehand to members of the town, or city to prevent confusion. In some instances, the school might heighten security at a time when doors are typically open, such as during morning drop off or afternoon pick up.**

School Lockdown Procedure

- Siren will sound continuously.

Instructions for Staff & Students

- Lock all doors and windows immediately. If a door can't be locked, attempt to quickly block the door with heavy items. Calm Pupils.
- Turn off all lights and close the blinds or curtains.
- Instruct all students to stay low and away from the windows and doors.
- Keep students inside the classroom.
- Silence televisions, cell phones and other electronics.
- Clear hallways, bathrooms and any area or room that cannot be thoroughly secured.
- Staff should record names of all pupils in their room. All students should be accounted for.
- Assist those with special needs
- Never open doors or windows unless ordered to do so by a safety or school official. Always ask for documentation from an official to confirm their identity.
- Teachers in the Staff room should stay in the staff room only.
- Admin staff to secure main door and windows (Office area).
- Mr. Ali/Security will lock the building gates.
- If the school is under attack, stay in your room, you will be evacuated by the authorities. Do not under any circumstances leave your room or keep doors/windows open.
- Any student or staff who is outdoors but within the campus should go to the nearest hall or library immediately.
- **NO ONE SHOULD MOVE ABOUT IN THE SCHOOL.**
- Any student in corridors, toilets etc should be directed by staff to the nearest classroom.
- If practical, staff should notify the front office who will then inform the Principal and Deputy Principal that we have entered lockdown. In case of any serious threat, the Admin staff will then call the police and inform them accordingly.
- Stay in your rooms until further notice.
- Remain indoors and under lockdown **until you receive an "all clear" from authorized personnel.**
- Communication throughout a lock own communication will be via text message on individual staff mobile phones. This is to reduce the risk of communications going down.

Toilets: Children need to evacuate toilets if at all possible and get to an area that can safely be locked down. Designated adults who work in close proximity to toilets need to check them before locking down themselves, if it safe to do so, and take any students found in the toilets, into their classrooms to lockdown. If it is unsafe for a child or adult to

exit the toilet then the child or adult should secure the door and remain quiet until they are instructed that the area is safe.

Open areas including corridors and other open areas are the most vulnerable, making them the most likely location for a threat, and the most difficult areas to quickly and effectively secure. As soon as the lockdown signal is sounded any child in an open area such as a corridor must make their way to the nearest classroom and that teacher will send confirmation of the child's whereabouts to the school emergency mobile so this can then be shared with the class teacher.

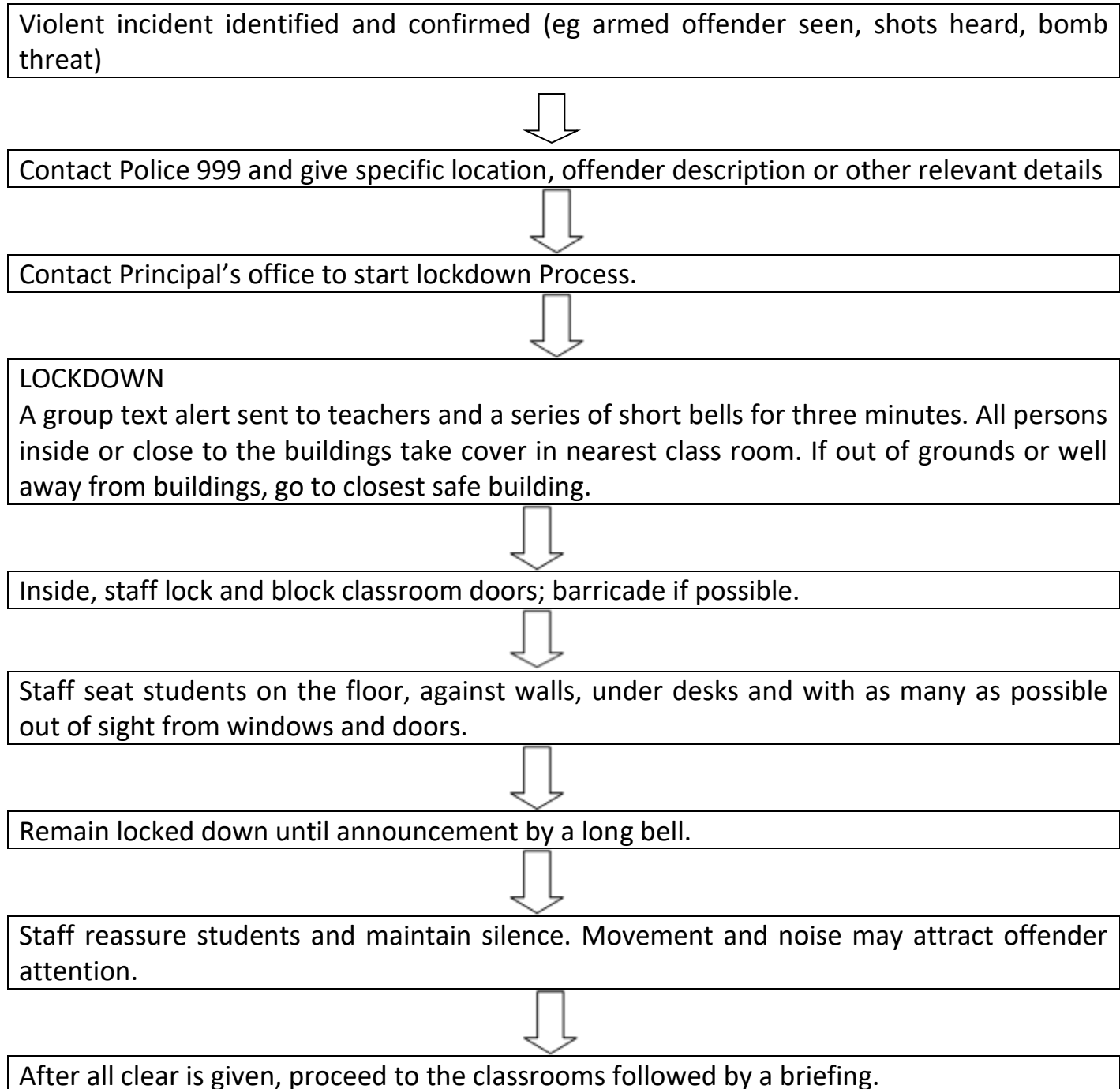
The C.L.O.S.E. model will assist children and staff to remember to take the following actions:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure – be aware you may be in lockdown for some time

Guiding staff to maintain calm and reduce anxiety and panic for children e.g. If you are with children it is important to:

- Remain calm
- Reassure
- Ask children to be quiet and to follow your instructions

Action Flowchart



School recovery following a lockdown: A debriefing should occur in all situations following a lockdown. The nature and severity of the incident will dictate who should be included in the debriefing. In all cases, communication with parents is vital

Reviewed: September 2021