



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

LOCKDOWN POLICY – 2025-2026



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| Written by: | Ms. Parie Stoneman | Last Review: | October 2025 |
| Position: | Principal | Next Review Date: | October 2026 |

Purpose:

At Dubai Gem Private School (DGPS), the safety, security, and well-being of every student, staff member, and visitor is our highest priority. In line with KHDA regulations, UAE Civil Defence directives, and international best practices in safeguarding, this Lockdown Policy establishes a clear framework for responding effectively to internal and external threats.

The policy ensures that all staff are trained, all students are prepared, and all parents are assured of the school's capacity to protect its community in times of crisis.

1. Types of Lockdowns

- Shelter-in-Place – Activated when there is an external health hazard, such as air pollution or hazardous material exposure, where evacuation is unsafe.
- Internal Threat – Initiated when a danger exists within the school (e.g. intruder, active threat). The objective is to keep students and staff secure until the danger is neutralised.
- External Threat – Applied when the risk originates from outside the campus (e.g., community disturbance, law enforcement activity nearby). The school perimeter is secured, preventing entry/exit.
- Complete Lockdown – Enacted in response to a serious, immediate threat, requiring all emergency procedures to be followed without delay.

2. Triggers for Lockdown

- Active shooter or armed threat
- Hostage situation
- Significant disturbance or riot in the local community
- National security alerts or police activity nearby
- Severe weather events or natural disasters
- Unauthorised intruder on school premises
- Environmental hazards (e.g. fire, gas leak, chemical spill)

3. Lockdown Procedures

❖ Signal

- Continuous siren and group text alert to staff mobile phones.
- Secondary signal: a series of short bells for three minutes to indicate lockdown initiation.

❖ Staff Actions

- Immediately lock or barricade classroom doors and windows.
- Switch off the lights, silence your mobile phones and devices, and close the blinds/curtains.
- Move students out of sight (low to the ground, against walls, under desks).
- Record and account for all students present.
- Assist students with disabilities or those with medical needs.
- Clear open areas (such as corridors and bathrooms) where possible; direct students to the nearest secure classroom.
- Remain silent and calm, reassuring students.

❖ Security & Administration

- Security Officer locks external gates.
- Administrative staff secure the main doors and office windows.
- Front Office informs Principal and Deputy Principal.
- Admin contacts Dubai Police (999) if required.

❖ Students Outdoors

- Move immediately to the nearest secure building.
- If unable to move safely, seek shelter and remain out of sight.

4. **Toilets & Open Areas**

- Designated adults near toilet areas will check for students (if safe).
- Students inside toilets must lock doors, remain silent, and stay until given clearance.
- Students in corridors or open areas must move quickly to the nearest classroom.

5. **Communication During Lockdown**

- Staff communication will be maintained via a designated emergency text messaging system.
- External communication with parents will only be conducted by the Principal or authorised SLT member to avoid misinformation and panic.
- Parents will receive timely updates through the school app and email once the situation is under control.

6. **C.L.O.S.E. Model (Staff & Student Guidance)**

- C – Close all doors and windows
- L – Lock up and secure rooms
- O - Out of sight and minimise movement
- S – Stay silent and calm
- E – Endure and remain in place until cleared by authorised personnel

7. **All-Clear & Recovery**

- The “all clear” will be signalled by a long bell and/or direct communication from SLT or security officials.
- A structured debriefing will follow for staff and students.
- Parents will be informed promptly and with clarity.
- Counsellors and pastoral teams will provide wellbeing support to students and staff if required.

8. **Roles & Responsibilities**

- Principal/SLT: Overall command, communication with external agencies, and parent liaison.
- Security Team: Secure the perimeter and liaise with law enforcement.
- Teaching Staff: Protect, supervise, and reassure students.
- Support Staff: Assist with logistics, safeguarding, and communication as directed.

9. Training & Drills

- Lockdown drills will be carried out at least twice a year, in accordance with KHDA and Civil Defence requirements.
- Training will encompass scenario-based exercises to prepare staff for various emergencies.
- Student participation will be handled sensitively to foster confidence and minimise anxiety.

10. Policy Review

This policy will be reviewed annually and updated in line with KHDA regulations, UAE Civil Defence protocols, and international safeguarding standards.

11. 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.

Action Flowchart

Violent incident identified and confirmed (e.g. armed offender seen, shots heard, bomb threat)



Contact Police 999 and give specific location, offender description or other relevant details



Contact Principal's office to start lockdown Process.



LOCKDOWN

A group text alert sent to teachers and a series of short bells for three minutes. All persons inside or close to the buildings take cover in nearest classroom. If out of grounds or well away from buildings, go to closest safe building.



Inside, staff lock and block classroom doors; barricade if possible.



Staff seat students on the floor, against walls, under desks and with as many as possible out of sight from windows and doors.



Remain locked down until announcement by a long bell.



Staff reassure students and maintain silence. Movement and noise may attract offender attention.



After all clear is given, proceed to the classrooms followed by a briefing.