

Nurture ~ Believe ~ Discover ~ Achieve

At SCS we aim to enable our learners to have success for today and to be prepared for tomorrow.

نحن في مدرسة الصفا كوميونيتي نسعى الى تأهيل طلابنا للنجاح اليوم وتحضيرهم لمواجهة المستقبل

Lockdown and Crisis Management Policy 2026–2027

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1. Purpose

The purpose of this plan is to ensure that both staff and students are familiar with the school lockdown procedures in the event of a threat to the safety of students, staff, or visitors.

On rare occasions, if there is a threat to the school from external sources, it may be necessary to secure the school site so that entry and exit are controlled. This is called a lockdown.

In light of the evolving regional context and potential geopolitical instability within the Middle East, this policy also outlines procedures for crisis management where external security concerns may require heightened vigilance, partial lockdowns, restricted access to the school site, or early closure as precautionary measures.

The school recognises that during periods of regional tension, decisions may be precautionary and based on advice from UAE authorities and local government agencies.

This policy should be read alongside the school's Safeguarding Policy, Health and Safety Policy, Fire Evacuation Procedures, and Business Continuity Plan.

2. Procedure

The school may implement one of the following responses depending on the nature and location of the threat.

Types of Lockdowns

Shelter-in-Place / Partial Lockdown

Usually implemented when there is an external risk or hazard, and movement around the school site should be restricted.

Examples include:

- environmental hazards
- An announcement has come from the government referring to Sheltering in Place.
- nearby security incidents
- police activity in the surrounding area

Staff and students remain indoors while normal classroom activity continues where appropriate.

External Threat

This type of threat occurs outside the school building or campus.

The goal is to prevent the threat from entering the school site while maintaining the safety of all occupants.

Actions may include:

- restricting external doors
- suspending outdoor activities
- increased supervision of entrances
- monitoring communications from authorities

Internal Threat

This threat exists when the danger is inside the school building or campus.

The goal of this procedure is to secure classrooms and keep everyone safe until the threat has been resolved by senior leadership and emergency services.

Full Lockdown

A full lockdown is implemented when there is a **serious threat requiring immediate protection of students and staff.**

Actions include:

- immediate movement to secure rooms
- locking and securing classroom doors
- keeping students out of sight and silent
- awaiting further instructions from the **Emergency Response Team or emergency services**

The school will announce a lockdown using a clear verbal announcement over the PA system.

Example:

“This is a lockdown. Staff and students should follow lockdown procedures immediately.”

2.1 Emergency Response Team

The Emergency Response Team will consist of:

- Principal
- Vice Principals
- Designated Safeguarding Leads
- Operations / Facilities Manager
- Head of Security

Responsibilities include:

- assessing the threat level
- initiating lockdown procedures
- communicating with emergency services
- coordinating internal communication

- maintaining an incident log

The Principal or most senior leader on site will be responsible for authorising:

- escalation to full lockdown
- early closure of school
- transition to remote learning



2.2 Head of Year/Departments and Senior Leaders

Year Leaders and Department Heads will:

- support the implementation of lockdown procedures
- ensure staff within their teams follow instructions
- assist with communication where necessary
- report any concerns or missing students to the Emergency Response Team
- They will also assist with **post-incident review and staff debriefing**.

2.3 Classroom teachers are to:

During a lockdown, classroom teachers should:

- Immediately secure the classroom door.
- Ensure students remain quiet and calm.
- Move students away from doors and windows where possible.
- Turn off lights if appropriate.
- Silence mobile phones (staff and Year 12 - 13 only)
- Take a register of students present.

Do **not open the classroom door** until:

- instructed by senior leadership, or
- emergency services give clear instructions.

Teachers should **reassure students calmly** and maintain supervision at all times.

2.4 Others

All non-teaching staff should:

- follow instructions from the Emergency Response Team
- secure workspaces where possible
- assist in ensuring students remain safe
- report relevant information to leadership

Facilities and security staff should assist with:

- securing entrances
- monitoring external areas where safe
- communicating with emergency responders

3. Floor Plans

Floor plans showing **safe areas and secure locations** are displayed in:

- Classrooms
- corridors
- staff areas
- administrative offices

These plans identify:

- internal safe areas
- Exits
- washroom locations
- key security points

4. Suggested Lockdown Script for Students

Teachers should communicate calmly and clearly.

Suggested wording:

“Everyone, we are going to follow our safety procedure. Please move quietly to the safe area in the classroom. Stay calm and listen carefully to instructions.”

“Stop, drop and remain still.”

Students should:

- stay quiet
- remain with the teacher
- follow instructions

5. Communication With Parents

Parents will be informed if a lockdown affects normal school operations.

Communication may be sent via:

- **iSAMS - School communication platform**
- **SMSCountry**
- **Email**

The Principal or designated SLT member will approve all parent communications.

Messages will include:

- confirmation of student safety
- any changes to dismissal procedures
- further instructions if required

Parents will be asked not to come to the school site during an active incident unless directed.

6. Crisis Management During Regional Instability

In periods of regional tension, the school may adopt precautionary operational adjustments.

Level 1 – Monitoring

- school operations continue normally
- leadership monitors official government updates

Level 2 – Heightened Awareness

- increased security vigilance

- review of site access procedures
- potential restrictions on external visitors

Level 3 – Restricted Operations

- suspension of external events
- restricted campus access
- possible modification of schedules

Level 4 – Temporary Closure or Remote Learning

If advised by authorities or if safety concerns escalate, the school may:

- close early
- transition to **distance learning**
- suspend on-site activities

The **Principal**, in consultation with the **School Board and local authorities**, will make this decision.

Training and Drills

The school will conduct **at least one lockdown drill per term**.

These drills will ensure that:

- staff understand procedures
- students are familiar with safety expectations
- leadership can review response effectiveness

All new staff will receive **lockdown training during induction**.

Policy Review

Policy Owner: **Principal / Vice Principal**

Review Cycle: **Annual**

Next Review Date: **August 2027**