

**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 Policy 2024 - 2025**

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## 1. Purpose

The purpose of this plan is to ensure that both staff and students are familiar with the lockdown procedure if there is a threat to safety of both the school students and staff.

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'.

## 2. Procedure

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.

Depending on the level of threat, the school will make the decision to complete either a partial or full lock down:

- **Partial Lock Down** - This is a partial lock down, please remain inside the building until further notice.
- **Full Lock Down** - The lock-down alarm is a repetitive verbal announcement over the intercom: The polar bear has entered the building, please find a safe space.

**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.
  - A potential risk outside of the school site.
  - 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.

### 2.1 Emergency Response Team

The emergency response team is represented as a core team who play a pivotal role in keeping the school site. It will be a member of the team who will make the decision to put the school into either a partial or full lock down.

When the decision is made, the speaker system is activated in the Endeavour Building or Hope Building - depending on which site will go into lock down. Depending on the level of threat, the emergency response team will place either one or both sites into lock down.

The emergency response team belong to a group chat as a means of communication in an emergency, they will therefore inform the group

Full lockdown/partial lock down activated and then they will notify the Dubai Police 999. Members of the emergency response team will keep the group updated with parts of the school site that are clear.

For example - Challenger third floor lockdown. This will enable the team to understand which parts of the school are secure.

Once the school site is safe, and the threat has been removed, all students are to return to their form class for their registration.



## 2.2 Head of Year/Departments and Senior leaders

- Quickly glance through the corridor and guide any students to the closest classrooms within their corridor.
- Ensure the doorways entering the coordinate are closed.

### **2.3 Classroom teachers are to:**

- Quickly glance outside the room to direct any students or staff members from the corridor into your classroom immediately.
- Ensure all your students are in the classroom by checking the attendance register.
- Lock the door/push the table against the door if it cannot be locked.
- Turn off the lights and computer monitors. Pull the blinds down (if applicable).
- Keep students quiet and lay down on the floor.
- NEVER leave the room or designated safe area for any reason until the all-clear is sounded.

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

- Close all windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure – 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

### **2.4 Others**

- Physical education classes should move into the nearest changing rooms/sports hall, lock all doors and find a safe area.
- Anyone in the canteen should move to the nearest safe shelter.
- If students and teachers are outside the school building/in the play area, they should stop, drop and remain still. You will be directed where to relocate depending on the situation.
- Anyone in the corridor should move to the nearest secure room, lock the door and turn the lights out.
- Students in the staff in the library should move to one of the lockable rooms.
  - a) Never open the doors during a lockdown, even in the event of a fire alarm.
  - b) During the drill, teams of sweepers will be going around checking to see if everyone is safe - they will do this by testing doors to see if they can access the room, knocking on doors asking for assistance or insisting to enter. DO NOT under any circumstances respond to any such calls. Make sure you and your class remain totally silent and hidden from sight.
  - c) Stay in safe areas until directed by police or an administrator to move or evacuate.
- If an evacuation occurs, all persons/classrooms will be directed by the police to a safe location in a phased process once the risk is identified as no risk to the immediate area or neutralised completely.

- Once evacuated from the building, teachers should take roll to account for all students present in class.
- d) For further directives, police officers and announcements will be made over the intercom, or by SLT walking the corridors.
- e) The Principal will signal all personnel if the lockdown has been lifted, the all-clear message will be: **The polar bears have left the building, the school site is safe.**

### 3. Floor Plans

Accurate floor plans are a key component of lockdown plans and are important both from a planning and response standpoint.

All classrooms are fitted with locks to facilitate creating a safe haven. Other areas may be large open areas that do not have the means to lock down. In these areas please be familiar with the nearest classroom.

#### 3.1 Washrooms: Procedure for lockdown

As the washrooms' main door cannot be locked, these are identified as a danger area. During a lockdown, students should evacuate washrooms and get to the closest safe area. For primary students, the head of year should identify an adult who normally works in close proximity to the washrooms to check these prior to locking down themselves, if it is safe to do so. Any students found in the washrooms should be taken to their classrooms to lock down.

For secondary students, during the training session, they should be given clear instructions that they are responsible to get out of the washrooms immediately upon hearing a lockdown announcement and get to the nearest classroom or other area which is identified as a safe area.

As a last resort, if staff or students get stuck in the bathrooms, they need to lock the door and climb on top of the toilet seat.

#### 3.2 Open Areas

If you find yourself exposed in an open area/field, either make your way to the closest safe shelter, or get down immediately and stay still. Hide behind desks or units which may be in the vicinity.

### 4 Suggested 'Lockdown scripts to students

When you hear the loudspeaker verbal command on repeat:

- The is a partial lock down, please remain in the building; and/or
- The polar bear has entered the building, please find a safe space.

This tells you that we are going into either a partial or full lock down drill.

What should you do when you hear the announcement:

- No matter where you are, or what you are doing, you need to get inside a building, to the closest classroom with an adult within ONE MINUTE.
- Quick, safe moving is really going to be important when we practise this drill. When you are safely inside a classroom, listen to the directions from the teachers or adults in charge of that room.

Things the adult in charge needs you to do:

- Remain silent in the classroom. Absolutely no talking or a whisper.
- Watch your teacher lock the classroom door, close windows and turn off lights.
- Sit or lie on the corner floor; even the teacher must do this! You rest your head on your arms. (Some may choose to take a little nap if desired).
- Wait until the teacher or adult in charge tells you that it's time to get up.
- Stay in the room until the drill is over. No one is permitted out of the classroom.
- A verbal announcement over the intercom will notify you that the drill is over - the announcement will state - **The polar bear has left the building, the school site is safe.**
- When the drill is over, we will want to talk about it as a class and share how we think we did and if there is any way we can do better next time, I count on you to do your best when practising the drill. Let us take our practice seriously and do it right the first time. Thank you for listening.

## **5. Suggested Notification to Parents**

Dear Parents,

A lockdown drill is slightly different to a fire drill, in that the children are kept inside the school and classrooms, when circumstances make it safer to remain securely inside the classroom, rather than leaving the building. Just as we prepare our children to properly respond to a Fire Drill, they also need to be aware of the proper response to a lockdown drill. These drills should be treated with the same level of importance as fire drills.

During a lockdown drill, classroom doors are secure and the children remain inside the room until instructed by the teacher to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building.

Please be assured that all staff at our school will spend time discussing the importance of this procedure with students prior to running a drill. We will also take time after the drill to remind them that it was only a practice and there was no danger.

Global educational accrediting bodies advise that drills are held termly. Going forward, you and the children will always be notified in advance of a lockdown drill. The importance of the practice will be explained to the children and they will be given lots of opportunities to ask any questions that they have in advance.

The lockdown drill will take place....

Please take time to speak with your child about this procedure and reinforce its importance, at the same time reassuring your child that, like a fire drill, this is a practice that is designed to keep them safe.

\*\*\* Please note that the school will be closed for a short time during this drill, including the main offices, so that staff, children and any visitor can practise these safety procedures. Phones will not be answered during this time and this will take no more than 30 minutes of the school's time.

**Next Review Date: November 2025**