

PROCEDURE

Title: Lockdown Guidelines

| | PREPARED BY | | CHECKED BY | | APPROVED BY | |
|-----------------|--------------------|-----------------|------------------|--------------------|--------------|--|
| Name | Executive Director | | Mrs. Arwa Ahmed | | SMT | |
| Position | Executive Director | | AD of operations | | SMT | |
| Prepared | SY 2016-2017 | Reviewed | SY 2019-2020 | Valid until | SY 2020-2021 | |

Rational:

As part of our Health and Safety policy and procedures the school has outlined School Lockdown Guidelines. On very rare occasions, it may be necessary to seal off access to the school building. A lockdown ensures that pupils, staff and visitors are safe in situations where there is a hazard on school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks on the premises due to, for example, near-by chemical spillage, serious weather conditions or attempted access by unauthorized persons intent on causing harm/damage.

Guidelines:

Bomb threats:


Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, bomb threats are reported to the police. On receipt of a “bomb threat,” the staff dials 999 to report the threat to police. Staff are trained to remain calm and alert during a potential bomb threat, and are expected to follow instructions of police authority in consultation with the senior management team.

Notification of Lockdown:

An agreed on word will be used as the notification signal of a lockdown. The internal phone system will also be used to inform staff by stating ‘ATTENTION LOCK DOWN’.

Procedures:

1. If students are outside, these signals will activate a process of children being ushered into the school building as quickly as possible, followed by the locking of the school’s offices, connecting doors and all outside doors where it is possible to remain safe.
2. At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Smart boards and computer monitors to be turned off.
3. Children or staff who are not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher (e.g. children using toilets when siren goes). If practicable, staff should notify the front office by phone that they have entered lock down and those children not accounted for.
4. If a class is in the hall they are to go to one of the nearest rooms (e.g. library).

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|  <p>مدرسة ستب ون الدولية Step One International School</p> | <p>DEPARTMENT: OPERATIONS</p> <p>PROCEDURE</p> | <p>Doc. No. - SOP-032 Rev. No. - 02 Rev. Date – June 2020 Page - 2 of 2</p> |
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5. Staff should support children in keeping them calm and quiet.

6. Staff is to remain in lockdown positions until informed by key staff (e.g. Senior Management Team, HOD) in-person that there is an all clear.

7. Immediately after the lockdown, teachers return to their base classrooms and conduct a roll call and notify the office immediately of any pupils not accounted for.

Staff Roles:

1. Front office staff ensures that the front office doors are locked and police are called, if necessary. The Administrative HOD ensures that the side door is locked.
2. The PE teacher must ensure the two PE doors are locked.
3. Staff rooms with emergency exit door must ensure that their door is locked.
4. Staff allocated outside the main building must stay in their rooms and lock their doors.
5. Head or office staff member locks the school’s main gates if the reason for lockdown is out of the school (with the security staff inside (he must stay in the closest outside rooms).
6. Individual teachers lock/close classroom door(s) and windows.
7. Catering Staff to lock front door to kitchen and turn off lights.
8. The school Nurse to lock the clinic and turn lights off in the clinic.
9. Individual staff cannot sign out or leave the premises during lockdown without prior agreement of the head of school before leaving.

Communication with parents:

1. If necessary parents, are notified as soon as it is practical to do so via the school’s established communication network – website/ SMS / telephone/ Dojo.
2. Depending on the type and severity of the incident,
 - Parents may be asked NOT to collect their children from school as it may put them and their child at risk.
 - Pupils will not be released to parents during a lock down.
 - Parents will be asked not to call school as this may tie up emergency lines.
 - If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services.
 - A letter to parents will be sent home as the nearest possible day following any serious incident to inform parents of the context of the lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

Lockdown drills

Lock down practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

This document is part of the Health and Safety Policy.

Approved By: Principal, SMT