



St. Mary's Catholic High School, Dubai – Muhaisnah

LOCKDOWN POLICY

Written by:	Health and Safety Team	Reviewed:	November 2019
Endorsed by:	SLT	Next Review:	September 2020
Approved by:	Board of Governors		

LOCKDOWN POLICY

Rationale

- On a rare occasion, it may be necessary to close off the school so that it is not possible to enter the school. This is termed as "lockdown".
- A dynamic lockdown is the ability to quickly restrict access and egress to a site or any rooms in the school through physical measures in response to a threat, either in the school grounds or outside within its vicinity.
- This policy applies to employees, volunteers, parents/carers/students, and visitors at the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

Aims

- To provide a safe and secure environment for our students, staff, visitors on site, and resources.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

IMPLEMENTATION

The lockdown policy applies when students and staff need to be locked within buildings for their safety. This will usually occur if there is an intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire nearby or a warning being received regarding a risk locally (air pollution: smoke plume, gas cloud, etc.), which makes it dangerous for students, staff, and visitors to be outside.

Copies of this policy will be disseminated via the Policies Handbook and the school website. A copy of the Lockdown Procedure (CLOSED) is displayed in each classroom and appropriate areas around the school. A lockdown review shall be undertaken once a year to ensure its effectiveness. Staff and students are made aware of the policy through assemblies and class PEP time.

PRINCIPAL'S ROLE

If the situation calls for a lockdown, the Principal immediately locks doors leading to the Principal's office. S/he then sounds the Lockdown warning signal in the designated pattern (*this will be known to all staff*) and telephones the police (999). The Principal then assumes a lockdown position themselves in the office while maintaining phone contact with the police to allow constant updating on the situation. When the police arrive, they will make contact with the Principal. Once the threat is averted, the "all clear" alarm is to be sounded.

OTHER ROLES

- Security Guards close the main gates and the entrance doors.
- Cleaners ensure the toilets are secured and lock the entrance doors.
- Swimming coaches move the children from the pool to the multipurpose hall and secure the doors.

- P.E. Teachers

- When in the playground, run to the nearest classroom or building with the students and secure the door.
- When in the multipurpose hall, remain in this area and secure the doors.
- Canteen Staff: Close the hatch and hide under the counter.
- Parents and/or Visitors
 - When in the meeting room, remain in the room and hide under the table.
 - When in the reception, join the admin staff in the office.

PROCEDURES

On hearing the lockdown signal, follow the CLOSED procedure:

- C – Close all the doors, windows, and blinds
- L – Lockup, look for the safe corner where the intruder cannot see you
- O – Out of site and minimize movement
- S – Stay silent and avoid drawing attention
- E – Ensure to turn off classroom/office lights and computer monitors
- D - Do not open the door under any circumstances until the all-clear signal is sounded.

Detailed procedures:

- On the lockdown, signal staff should refer to the Lockdown Procedure displayed in each room in the school.
- In the event of a building lockdown, all students and staff must remain in classrooms. Students and staff who are outside but near the buildings are to move into the closest occupied classroom.
- Staff who are not teaching, or are outside the building at the start of a lockdown, should move to the nearest classroom. In doing so, Staff should check outside areas for students and direct them to the nearest classroom, and invite in known visitors. Known visitors may be recognised by the wearing of a "Visitors Pass". Inversely any person not wearing an SMM identification or a Visitors Pass is assumed to be an unknown visitor.
- Quickly glance outside the room to direct any students or staff members in the hallways into your room before bolting the door and assuming lockdown.
- If people are on the playground, they need to approach the nearest building and get into that room before it is locked down. The multipurpose hall is a designated lockdown room. PE staff should immediately move students from the pitches to this area.
- If staff and students are in the library they should remain in this area and follow the CLOSED procedure.
- If staff or students are in the pool or football pitch or basketball court, they should move immediately to the multipurpose hall and secure the doors.
- If staff or students are in the multipurpose hall, they should remain in this area and secure the doors.
- Teachers in the Staff Room should remain inside the room and follow the CLOSED procedure.

- Secure and lock doors and windows (pull down the blinds) and position the students on the floor against the wall adjacent to the door or away from possible sightlines from the external doors and windows.
- Turn off all lights, computer monitors, and mobile phones.
- Keep everyone calm and quiet.
- **NO ONE SHOULD MOVE ABOUT THE SCHOOL**
- Students should not be locked into a room without adult supervision.
- Once in a lockdown mode, the teacher/staff should immediately notify the Principal of any students not accounted for (**and if safe**, instigate an immediate search for any missing).
- Staff and students will remain in lockdown mode and do not open the door under any circumstances until the “all clear” alarm is sounded.
- After the “all clear” signal is sounded, the Principal can authorise the contact of parents, if appropriate.

FOR PARENTS

Information about the school’s lockdown procedures will be disseminated to all parents via the school’s website and email blast. On the very rare occasion, a lockdown is called, SMM will endeavor to carry out the policy as set. If lockdown occurs, parents will be notified as soon as it is practical to do so. However, parents are requested not to come to the school as **students will not be released to parents during a lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should understand that the Lockdown situation requires silence in order not to alert an intruder to the presence of students and staff in classrooms. If your child’s stay at school was extended beyond the regular time you will receive information about the time and place that you can pick up your child.

Please be assured in the event of lockdown that the overriding consideration for the school is the **safety and wellbeing of your child and school personnel**.

Intruder Procedures

All visitors to the school must first register at the security cabin to receive a "Visitors Lanyard" to be worn and displayed. Any visitors without the school the identification are intruders and can be asked to leave the school premises and property immediately.

From time to time, staff may be confronted by an intruder in the school grounds or may need to confront somebody who does not appear to have a legitimate reason for being on-site.

In such a case, the following procedures will be employed by any staff particularly the receptionist.

- When alerted to the presence of an intruder, take another staff member with you to help deal with them. Ask a third staff member who is not involved to call the Principal’s office.
- Attempt to direct the intruder to the car park. Use casual conversation and/or body language to calmly direct the situation.

- If the intruder refuses to cooperate, do not escalate the situation. Leave and contact the Principal to have the police called.
- If the intruder shows a weapon, assume him/her that he/she doesn't need to consider using the weapon. At this point, back away slowly and leave the area and as soon as it is safe to do so report the situation to the Principal, to have the police called immediately.

Lockdown drills

- This will take place at least once a year to ensure everyone knows exactly what to do in such a situation.
- Monitoring of the practices will take place and staff are debriefed for positive reinforcement or to identify required improvements.

Evaluation and Review

- This policy will be reviewed annually as part of the school's review cycle, and at times when the emergency management procedures are under review.