



**DUBAI  
BRITISH  
SCHOOL**  
EMIRATES HILLS

# **LOCKDOWN POLICY**

## **2023-2024**

### **Lockdown Policy**

**PREPARED ON:**  
SEPTEMBER 2021

**NEXT REVISION DATE:**  
AUGUST 2024

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**Rationale:**

Dubai British School is implementing this policy to ensure that in the event that students and Staff are faced with hazards in the school grounds or outside the school, students and Staff may then be locked within buildings for their own safety.

This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.

All visitors to the school must first register at the security office to receive a Visitors Pass which is to be worn and clearly displayed.

**Aims:**

To provide a safe and secure environment for our students, Staff and resources.

To establish protocols and procedures that effectively monitors and manages a potentially dangerous situation.

**Implementation:**

The lockdown policy applies when students and Staff need to be locked within buildings for their own 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 in close proximity which makes it dangerous for students, Staff and visitors to be outside. Copies of this policy will be disseminated via the Parent and Staff handbooks, the school website and other appropriate areas around the school.

**Authorised persons' role:**

If recognizing the situation calls for lockdown, the Principal or Authorised Person immediately locks doors leading to the Principal's office. He/she then sounds the Lockdown warning signal in the designated pattern (*this will be known by all Staff*) and telephones the Police (999). The Principal or Authorised Person then assumes a lockdown position themselves in the office, while maintaining phone contact with Police. Remaining in contact allows the Police to be constantly updated on the situation. When Police arrive, they will make contact with the Principal/ Authorised Person or Security Staff. Once the threat has been averted, the 'All Clear' is to be sounded. The all clear signal is initiated via an agreed upon code word "Jumeirah, Jumeirah, Jumeirah".

- On the lockdown signal Staff should refer to the Lockdown Procedure which is displayed in each room in the school.
- In the event of a building lockdown, it is mandatory that all students and adults remain in classrooms. Students and adults who are outside but near 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 recognized by the wearing of a “Visitors Pass”. Inversely any person not wearing a DBS 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 sports field, they need to approach the nearest building, and get into that room before it is locked down. The sports hall is a designated lockdown room, PE Staff should immediately move students from the pitches to this area.
- If students are in the dining hall and the lockdown is sounded, all students should move immediately to the nearest foundation classroom. **Canteen Staff will go to the kitchen area, which will be secured.**
- If students are in the 6<sup>th</sup> Form common room and the lockdown is sounded, all students should move immediately to the nearest Secondary classroom.
- If Staff or students are in the Secondary library and the lockdown is sounded, all students and Staff should move immediately to the library office.
- If Staff and students are in the Primary library they should remain in this area, which will be secured.
- If Staff and students are in the practice music rooms, they should remain in this area, which will be secured.
- If Staff or students are in the pool, they should move immediately to the Sports Hall and enter via the backdoors.
- If Staff or students are on the tennis courts and the lockdown is sounded, they should move immediately to the Sports Hall.
- If Staff or students are in the auditorium, they should remain in this area, which will be secured.
- Inside each occupied classroom, where possible, the curtains or blinds in the room should be pulled to cover the windows. The students should be positioned on the floor against the wall adjacent to the door or in the most non-visible position and/or students should move themselves to sit under tables where possible. It may be appropriate for older students to lay flat on the floor. This procedure must be tailored for the individual rooms being used.
- Students should not be locked into a room without adult supervision
- Students mobile phones should remain turned off.
- Staff mobile phones should be set to silent.
- Insist that students and adults remain quiet.
- No one is to answer the door under any circumstances.

- Remain in this position until “all clear” is announced.
- After the “all clear” is sounded, the Principal can authorize the contacting of parents, if appropriate.

### **Security:**

When lockdown alarm sounds, security team will lock the main gate to entrance of the school and go to the security office or to the nearest room, whichever is closest, which will be secured.

### **For parents:**

Information about the school’s lockdown procedures will be disseminated to all parents via the school’s website. On the very rare occasion a lockdown is called, Dubai British School 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 lockdown**. Parents are also asked not to call the school, as this may tie up emergency lines that must remain open. Parents should not expect their child to call them nor should they call student mobiles, as 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 a lockdown that the overriding consideration for the school is the **safety and well-being of your child and school personnel**.

### **Intruder procedures:**

All visitors to school must first register at the security office, receive a “Visitors Pass” to be worn and clearly displayed. Any visitors without the school 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 any legitimate reason for being on site.

In such a case, they should use the following procedure:

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 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, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Principal, to have the Police called immediately.

## Appendix A

### Lockdown Procedure

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Classroom teachers are to, on hearing the lockdown signal:

1. **Move** to the nearest classroom or lockable room.
2. **Glance outside** and direct any student or Staff member into the classroom
3. **Bolt** all doors
4. **Lower** or close any blinds.
5. **Look** for the safe corner (this is the place in the room where the intruder cannot see you)
6. **Turn out** lights and computer monitors.
7. **Direct** everyone to turn off mobile phones
8. **Keep** students quiet
9. **Do not** open the door under any circumstances until the all clear is sounded.