مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

LOCKDOWN / EMERGENCY ACTION POLICY

2026-2027

+971 04 271 0000
P.O. Box: 76997, Al Awir, Dubai - UAE
info@pacespringfield.com

pacespringfieldinternationalschool

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1.1 PURPOSE

The purpose of this policy is to ensure that staff and students are familiar with the lockdown / emergency action procedure which is called if an intruder enters the premises who may be dangerous to them.

1.2 PROCEDURE

The lock-down alarm is a repetitive verbal announcement over the intercom: "Lockdown, lockdown, this is a lockdown!"

At the end of the lockdown, the following coded message will be announced over the speaker system to let everyone know it is safe: "Camels are in the playground"

2.1 ROLES AND RESPONSIBILITIES

2.2 SLT/ DEPARTMENT HEADS

Quickly and safely glance through the corridor and guide any students to the closest classrooms within their corridor

Quickly and safely ensure the doorways (fire doors / access doors) at the end of the corridor are closed

Quickly and safely check all offices in your area which should be locked and any blinds lowered

2.3 CLASSROOM TEACHERS

Quickly and safely glance outside the room to direct any students or staff members from the corridor into your classroom without delay

Ensure all your students are in the classroom by checking the attendance register

Use WhatsApp to report any student missing or any extra students you have in your care to reception

Lock the door/ push a table against the door if it cannot be locked.

Turn off the lights and computer monitors immediately. Pull the blinds down (where available)

Keep students quiet and make them sit or lie down on the floor under the tables and away from any windows. (sleeping bunnies for youngest students)

NEVER leave the room or designated safe area for any reason until the all-clear quote is repeated over the speaker system. Ensure the correct code is repeated before leaving the room

2.4 OTHERS

Physical Education classes should move into the nearest room, lock all doors and find a safe area

Anyone in the shaded areas should move to the nearest indoor safe shelter (unless advised otherwise)

If students and teachers are outside the school building/in play area, they should stop and gather in a safe place until directed where to relocate depending on the situation.

Anyone in the corridors or main reception area should move into the nearest secure room immediately.

Anyone in the masjid should safely go to the auditorium

Support staff should move to the nearest secure room, secure the doors and turn out the lights.

NEVER open doors during a lockdown, even in the event of a fire alarm. Always wait for the coded message that means things are safe.

During a lockdown 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.

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate.

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or SLT to a safe location in a phased process once the risk is identified as no risk to the immediate area or neutralized completely.

Once evacuated from the building, teachers should take roll to account for all students present in class.

SLT will divide and keep in communication with mobile phones / WhatsApp.

For further directives from SLT or law enforcement officers, announcements will be made over the intercom, public address system or by SLT walking the corridors.

The Principal or designated senior leader will inform all personnel once the lockdown has been lifted using the public address system. The all-clear message will be: “Camels are in the playground”

2.5 SAFE ZONES

To ensure the safety of all students and staff during a lockdown or emergency action, the following safe zone procedures must be followed:

- **Homeroom Classes:** Students must move to the designated safe zone located directly opposite their classroom. Teachers will remain with their class at all times.
- **FS Students and Specialist Classes:** Students must remain inside their classroom safe zone. Teachers and assistants will ensure students are positioned away from windows and doors.
- **Students in the Auditorium:** Students must move immediately to the closest designated safe zone as directed by the supervising staff. Staff must guide students quickly and safely to the nearest secure area.

All staff are responsible for knowing the safe zone locations for their teaching areas and ensuring students move calmly and efficiently during an emergency.

3.1 OPEN AREAS and FLOOR PLANS

Some 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 and the access / exit points

Accurate floor plans are a key component of lockdown plans and are important both from a planning and response standpoint. All staff should be familiar with the site layout and the location of rooms which may be required in a lockdown situation if caught outside the main building

4.1 WASHROOMS

As the washrooms' main door cannot be locked, these are identified as a danger area. During a lockdown, students in the washroom should stay in a locked cubicle - sat on the toilet with their feet raised

Senior leaders will identify an adult (cleaner) who normally works in close proximity to the washrooms to check and secure the bathroom as necessary

5.1 EMERGENCY ACTION IN THE EVENT OF NATIONAL SECURITY ALERT

In the event of a national security alert being received, students and staff should follow the same lockdown process as identified in the above policy. Particular care should be taken to ensure that wherever possible windows are covered by blinds and that students shelter under desks to minimize any impact from falling debris or broken glass. Staff must wait until the all-clear signal is given by the Principal (or designated senior leader) before returning to normal duties or before formal evacuation is instructed. The same all-clear message will be used in this context - "Camels are in the playground

6.1 STUDENTS AND STAFF OFF SITE

In the event of a lockdown or emergency action being declared or practiced, staff and students off-site at the time of the event should not attempt to regain entry to the site but should seek an immediate place of safety and await further advice from SLT / local authorities who will use the agreed all clear phrase

7.1 SUGGESTED NOTIFICATION TO PARENTS

Dear Parents,

We constantly revisit all safety procedures to ensure our students and staff are familiar with all processes. One of the procedures that PSIS will be practicing is a lockdown / emergency action drill. This is a standard practice across many schools both in the UAE and beyond. The purpose of practicing such a drill is to help students and staff to act quickly and automatically to the requirements of a lockdown drill. A lockdown / emergency action 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 secure in 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 / emergency action drill. These drills should be treated with the same level of importance as fire drills. During a lockdown / emergency action drill, classroom doors are secured 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 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 / emergency action drill. The importance of the practice will be explained to the children and they will be given lots of opportunities to ask any questions they may have in advance.

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

**Please note that during the drill the school will be closed for a short time to all visitors. The closure will affect all areas of the school including the main office so that staff, children and any visitors can practice these safety procedures.

Phones will not be answered during this time, however, we expect drills will take no more than 15 minutes of school time. If you have any questions about lockdown drills, please contact our reception staff on reception@pacespringfield.com

8.1 EMERGENCY TASK FORCE

The following members constitute the Emergency Task Force responsible for overseeing, reviewing, and supporting all safety, security, and emergency preparedness procedures within the school.

NAME	ROLES
Mr. Andrew Ellis Hubble	School Principal
Mr. Saifuddeen Kumbol Moideen	Operations Manager
Mr. Mohammed Arif	Safety Officer
Ms. Balkeys Mohammed	Medical Response
Mr. Arif Zaman	Transport Coordinator
Mr. Sirajudheen Cheralil	Cybersecurity Emergency Officer
Mr. Ummarul Farook	Communications Officer

8.2 EMERGENCY RESPONSE TEAM (ERT)

NAME	ROLE / RESPONSIBILITY
Mr. AbdelAziz	Incident Commander
Mr. Mohammed Arif	Safety Lead
Ms. Sinisha Sajith	First Aid / Medical Response
Ms. Heba El Gamal	School Counsellor / Psych Support
Mr. Thafseer	Building and Facilities Lead
Ms. Preethi Gangamma	Right Corridor Warden
Ms. Salwa Muneer	Left Corridor warden

9.1 FIRE EVACUATION PROCEDURE

- In the event of a fire alarm or evacuation requirement:
- Stop all activities and prepare students to exit.
- Teachers escort students through designated evacuation routes.
- Proceed to the assembly point and conduct roll-call.
- Report missing students immediately to SLT / Safety Officer.
- Re-entry is only permitted after clearance from Dubai Civil Defence or the Principal.

9.2 SHELTER-IN-PLACE PROCEDURE

- Used when external conditions make evacuation unsafe (e.g., sandstorms, external chemical spills):
- Move students to internal rooms away from windows and external walls.
- Close all windows, doors, and ventilation openings.
- Ensure water and first aid supplies are available.
- Maintain communication with SLT.
- Remain sheltered until the all-clear is given.

9.3 EXTREME WEATHER PROTOCOL

- During heavy rain, flooding, or unsafe road conditions:
- SLT monitors official Dubai Government weather alerts.
- Parents may be notified for early pickup if conditions worsen.
- Students on lower floors may be moved to upper floors.
- Students will not be released if roads are unsafe.
- All decisions follow Dubai Police, RTA, and KHDA guidance.

9.4 SUPPORT FOR STUDENTS OF DETERMINATION

- Each Student of Determination will have an Individual Emergency Plan (IEP).
- A designated support staff member will assist during emergencies.
- Mobility aids and medical equipment must be accessible.
- Staff will receive training on emergency support procedures.

9.5 COMMUNICATION PROTOCOLS

Internal Communication

- SLT communicates via intercom, WhatsApp groups, radios, or corridor announcements.
- Staff must follow instructions immediately.

External Communication

- Parents are notified through SMS, email, or school platforms.
- Only the Principal or designated spokesperson may communicate externally.
- Media & Social Media
- Staff may not post photos, videos, or information about emergencies.
- All media inquiries must be directed to the Principal.

9.6 COORDINATION WITH DUBAI AUTHORITIES

- The school will coordinate with:
- Dubai Police – 999
- Dubai Civil Defence – 997
- Ambulance – 998
- DEWA – 991 (electricity), 992 (water)
- RTA – Transport emergencies
- KHDA – Reporting major incidents
- Authority instructions override internal procedures.

9.7 INCIDENT REPORTING TO KHDA

- The following must be reported immediately:
- Injuries involving students or staff
- Major evacuations
- Lockdowns
- Safety breaches
- Structural hazards
- Transport incidents
- A written report must be submitted within 24 hours.

9.8 EMERGENCY DRILL REQUIREMENTS

- The school will conduct:
- Fire Evacuation Drill – 3 times per year
- Lockdown Drill – 1–2 times per year
- Shelter-in-Place Drill – once per year
- Bus Evacuation Drill – once per year
- Staff Preparedness Training – annually
- Records will be maintained for inspection.

9.9 CONTINUITY OF LEARNING

- If the school must close or learning is disrupted:
- Learning may shift temporarily to remote platforms.
- Teachers will provide online lessons and assignments.
- Parents will be updated regularly.

9.10 VISITOR MANAGEMENT

- Visitors must follow all emergency procedures.
- Reception secures visitor logs and ensures accountability.
- No visitors may enter or exit during drills or emergencies.

9.11 BUS AND TRANSPORT EMERGENCY PROCEDURES

- Bus attendants and drivers follow emergency protocols during incidents.
- Students remain inside the bus unless instructed otherwise.
- The Transport Coordinator communicates with RTA and SLT.
- Bus evacuation drills will be conducted annually.

10.1 CONCLUSION

The lockdown procedure is a critical component of our school's commitment to maintaining a safe and secure environment for all students, staff, and visitors. By adhering to the guidelines outlined in this policy, we ensure a coordinated and effective response to potential emergencies. Regular drills and clear communication will reinforce preparedness and help minimise risks during any real incident. The safety and well-being of our school community remain our top priority, and we appreciate the cooperation and vigilance of everyone involved. Together, we can maintain a safe learning environment for all.



Signature of Principal:

Last amended: August 2026

Policy Review Date: September 2027

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