مدرسة بيس سبرينق فيلد انترناشونال ذ.م.م

PACE SPRINGFIELD INTERNATIONAL SCHOOL L.L.C

LOCKDOWN POLICY

2026–2027

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pacespringfieldinternationalschool

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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 which is called if an intruder enters the premises who may be dangerous to them.

2. PROCEDURE

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

2.1 SLT/ MLT are to:

- Quickly glance through the corridoor and guide any students to the closest classrooms within their corridor
- Ensure the doorways at the end of the corridoor are closed

2.2 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 a table against the door if it cannot be locked.
- Turn off the lights and computer monitor immediately. Pull the blinds down.
- Keep students quiet and properly seated on the floor.
- NEVER leave the room or designated safe area for any reason until the all-clear is sounded.

2.3 Others

- Physical Education classes should move into the nearest room, 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 play area, they should stop, drop and remain still. You will be directed where to relocate depending on the situation.
- Anyone in the corridoor should move into the nearest secure room immediately.
- Support staff should move to the nearest secure room, secure the doors and turn out the lights.

- Students and staff in the library should move to the closest classroom.

a) NEVER open 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 DSL team or an administrator to move or evacuate.

- ❖ If an evacuation occurs, all persons/classrooms will be directed by DSL team 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 role to account for all students present in class.
- ❖ SLT will divide and keep in communication with radios or mobile phones.

d) For further directives, DSL team and announcements will be made over the intercom, public address system 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: "All clear"

f) Principal will direct you to the relocation spot depending on the situation.

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 facilitate to create 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 during 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, head of year should identify an adult who normally works near 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 are trapped in a washroom, they should lock the door and climb on top of the toilet seat.

3.2 OPEN AREAS

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

4. SUGGESTED "LOCK DOWN SCRIPTS" TO STUDENTS

Good morning, Students, we all know how to practice a fire drill each term. This is the time the loud fire alarm bell rings, and we quickly file out of the building and move out to the field. Then everyone lines up by class and teachers take attendance and we raise our class sign to tell volunteer of fire Controller we are OK. Green means OK. If someone raises the RED side, it will tell everyone that help is needed.

That is the practice drill we do to get OUT of the building where there is a fire. When it is safe to return, we hear the all-clear announcement as a verbal direction, and we know it is okay to go back inside the building. We also do another kind of drill. This may be new to some of you. This drill will be called a LOCKDOWN DRILL. We will use this kind of drill when it is safer to stay INSIDE the building and not go outside.

What will a LOCKDOWN DRILL alarm sound like? When you hear the loudspeaker verbal command "Lockdown – Lockdown, this is a Lockdown" several time in a row that tells you we are going to do a LOCKDOWN DRILL.

What should you do if you hear this announcement? No matter where you are or what you are doing when you hear this announcement you must get inside a building to a classroom with an adult within ONE MINUTE. Quick, safe moving is really going to be important when we practice this drill. When you are safe inside a classroom, listen to the directions from teachers or adults in charge of that room.

Things the adult in charge need you to do during this drill will include:

- Remain silent in the classroom. Absolutely NO talking or even a whisper
- Watch your teacher lock the classroom door, close windows and turn off the lights
- Sit or lay down on the floor in the corner, 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 the adult in charge tells you it is 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 make reference to "All clear".

When a 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 am counting on you to do your very best when we practice this 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,

We constantly revisit all safety procedures to ensure our staff and students are familiar with all processes. One of the procedures that PSIS will be practicing is a lockdown 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 drill is slightly different from 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 drill. These drills should be treated with the same level of importance as fire drills.

During a lockdown 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 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 they may have in advance.

The lockdown drill will take place on DAY DATE TIME

Please take the time to speak with your son/daughter 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 office, so that staff, children and any visitors can practice these safety procedures. Phones will not be answered during this time, and this will take no more than 30 minutes of school time.*

if you have any questions about lockdown drills, please contact at info@pacespringfield.com



Signature of Principal:
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