



**DUBAI
BRITISH
SCHOOL**
JUMEIRAH PARK



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SCHOOL JUMEIRAH PARK
FOUNDATION

Lockdown Procedure for Classrooms Policy

This procedure is reviewed annually to ensure compliance with current regulations

	Date	Name(s):
Created:		Operations Manager
Last reviewed:	August 2021	
To be reviewed:	August 2022	

DBSJP LOCKDOWN PROCEDURE

In the event that an emergency should occur requiring a lockdown of the school, the following procedures should be followed:

1. Lockdown will be initiated by an announcement over the PA system. The announcement will be the following “Lock Down, Lock Down Lock Down – This is a Lockdown”
2. Teachers should stand outside their rooms to bring in any students outside the door.
3. Students and adults, who are outside but near a building, are to move into the closest occupied classroom.
4. Staff, who are not teaching at the start of a lockdown, should lock the staffroom or if in the grounds, go to the nearest classroom. In doing so, Staff should check outside areas for students and direct them to the nearest classroom, and invite known visitors inside. Known visitors are recognised by the wearing of a “Visitors Pass”.
5. All classroom doors should then be locked from the inside by turning the knob on the inside of the door or by using a doorstep.
6. If possible, email Reception and SLT that your room is secure. Notify Reception and SLT of any missing children and also the names of any staff or students that have entered your room as a place of safety for the lockdown.
7. Lights should be turned off and any window or door blinds should be pulled down to restrict sight into the classroom. Internal windows should be covered with paper if available.
8. Wherever possible, students need to be placed in a position within the room where there are no sight lines from windows or the door. This needs to be done quickly and quietly.
9. Everyone must maintain absolute silence until the all clear is given. Reassure the students that the police are on their way and they are safe. Explain to them that it is very important to remain quiet, especially if they hear noises in the hall or someone trying to open the door.
10. Students and staff will not respond to any alarms, such as a fire alarm, or to any direction unless given by the police or the Principal or his designate.
11. Mobile phones should not be used unless it is to contact the Principal or designate for information regarding an intruder. The Principal or designate will coordinate with police authorities and emergency services personnel.

The ‘all clear’ signal will be an announcement over the PA system by announcing the agreed upon code word 3 times indicating the Lock down is finished.