



# Lockdown Policy

## 2024 - 2025

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### General Information

|   |                        |                              |
|---|------------------------|------------------------------|
| 1 | Facility Name          | AL MAAREF PRIVATE SCHOOL     |
| 2 | Location Address       | AL QUSAIS FIRST              |
| 3 | Reviewed by            | COLIN OSAGIE OVIASOGIE       |
| 4 | Date of Current Review | 16 <sup>TH</sup> AUGUST 2024 |
| 5 | Approved by            |                              |

If a LOCK-DOWN is discovered:

- 1) Member announces through the Public Address System and makes this announcement: **“This is a lockdown.”**

Terminology to communicate the type of lock-down:

**“Lockdown”** should only be used when there is a major incident or threat of school violence within the school, or in relation to the school. **“Hold and Secure”** should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., a bank robbery occurs near a school but not on school property).

**“Shelter in Place”** should be used for an environmental or weather-related situation.

- 2) Open classroom doors and quickly secure all children who are in the hallway, bathroom, or general vicinity.
- 3) Lock classroom doors from the inside and turn off all lights. Blinds are drawn, PC monitors switched off, mobile phones on vibration. Tip tables over and encourage children to hide behind the tables in a brace position.
- 4) Have your red/green emergency folder in hand. Children should not be close to windows, if possible. Children and adults should remain silent.
- 5) Take attendance to ensure that all children in your class are present. Note names of children you may have brought into your class at the lock down announcement.

Check any adjoining rooms for children’s attendance and note names of those who are unaccounted for in the room. (Although staff cannot leave, keeping record of who is **Present with YOU** is critical in an emergency).

- 6) Do not open the door for anyone regardless of what you hear going on outside. If someone knocks at the door, do not respond. An administrator may be under threat and be forced to ask you to open the door. Do Not Open.
- 7) Be prepared to follow further instructions from the Head of Setting/Deputy or Designee.
- 8) NEVER open the door or leave the classroom until the clear alert sounds...
- 9) If children are unable to get into the building, they are to lay flat on the ground behind objects or trees. Children should not run, but remain face down, flat on the ground.

#### **Crisis Reporting Procedures:**

Only the following personnel are authorized to report a crisis to local authorities: a.

School Director, if unable then

b. Safety Officer, if unable then

c. Director of Operations

This plan should be shared only with administrative personnel and staff employees.

#### **Lockdown Checklist:**

Director of School or Director of Operations will:

- 1) Determine if there is a need for a campus lockdown and if so, make the “all call” announcement or sound warning siren.
- 2) (Alert office staff 3) Call local authorities.
- 4) Call Fire Department

- 5) Notify the Corporate Office
- 6) Lock administration office doors and restrooms.
- 7) Alert the Safety Officer, housekeeping, security guard and teachers outside the buildings. Instruct them to enter a building at the closest location.
- 8) Wait 1 minute. Begin cell phone contact check with building principals and Safety Officer.

**Administration Office Team:**

- 1) Assist by locking the main doors on the ground floor.
- 2) Check that building security guards are doing same.

**Principal Assistant's or Supervisors will Script for "Call Chain":**

ASK the person who answers:

- a. Are all your class students accounted for? Is anyone missing?
- b. Is there anyone in your room who is not on your class list? What are their names?
- c. Do you have an adjoining room? Are all the students in that room accounted for?

Document all information given to you from the classrooms you have contacted.  
When all calling chains have been completed, report to the school Director.