

Name of Policy:	Lock Down Policy
Applicable to:	Whole School
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Contributors:	
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# Lock Down Policy

## NCBIS Mission Statement

*To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.*

## Purpose and Scope of Policy

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## **1. Aims**

The aims of our Lock Down Policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to Lockdown safety
- To minimise disruption to the Learning environment whilst ensuring the safety of all pupils, staff and visitors
- Provide a framework for responding to an incident and recording and reporting the outcomes

Lock Down can be initiated when:

1. A reported incident / civil disturbance in the local community could pose a risk to the school community
2. An intruder is on site, posing a risk to the school community (full classroom lockdown)
3. A Security warning is received from one of our Embassy or Multinational Security staff (a decision will then be made for full classroom lockdown, partial lockdown (in Auditorium) or simply retaining the whole community on school grounds
4. A major fire or explosion occurs within the immediate vicinity of the school

5. Severe air pollution including gas cloud, major smoke plume, requiring the community to stay on site until normal return to home is deemed safe and secure.
6. Packs of wild dogs are in the street and pose a Rabies / Disease / attack risk, requiring the community to stay on school premises, or only leave by school bus service.

## 2. Legislation and guidance

This policy is based on [best practice in International Schools, along with advice from the British and American Embassies in Cairo, along with frequent visits by Health and Safety / Security officers from leading Multi National Companies in Cairo, Egypt, responsible for the security of the children of their international workforce](#)

This policy complies with our Board Manual, and good educational Practice here in the MENA Region for International schools.

## 3. Roles and responsibilities

The policy and procedure has been devised and practised by the Health and Safety Committee, with feedback from the whole staff. The person responsible for the safety of staff, visitors and students is the Principal, but day to day Security is delegated to the Security team. Lock Down is initiated (trial or real emergency) by the Facilities Director, or in turn by the Principal or Executive Director, in his absence.

### 3.1 Appointed person

The school's appointed person is the Facilities Manager, working in conjunction with the Principal. They are responsible for:

- Taking the decision to initiate lock down, or organizing a trial procedure
- Ensuring that Security will check the campus, all staff, students and visitors know the procedures and that all external doors will lock, and all rooms and offices can be locked and isolated safely.
- Ensuring that food and water exist on campus, in case of an extended stay by staff and students
- That there are First aiders in school and that they are trained and qualified to carry out the role (see separate First Aid Policy)
- Ensuring effective communication by tannoy and loudspeakers during lockdown, and in a real situation, with Families and Security forces. The Principal would request ICT to send an SMS or group email to families, while the Head of Security would contact outside security agencies.
- Completion of a lock down log
- Ensuring feedback on the Lock down procedure is collected and analysed by the Health and Safety Committee
- Ensuring that the appropriate agencies outside the school are notified as per local norms and regulations.

### 3.2 The Board of Directors

*The Board of Directors* has ultimate responsibility for health, safety and security matters in the school, but delegates responsibility for the strategic management of such matters to the Principal and Health and Safety Committee. Day to day operational matters on safety and security are also the responsibility of Heads of school and in fact all staff members.

### 3.3 The Principal

- Ensures all staff are aware of Lock Down procedures and will personally evaluate the effectiveness of drills
- Ensures appropriate risk assessments are completed and appropriate measures are put in place for safety and security
- Undertakes, or ensures that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place, with appropriate training by OSAC and the American Embassy where available
- Remind all staff of Lock down arrangements during Induction
- Requests the budget for Security, along with working with OSAC to attempt to gain funding for Security projects (shatter proof external windows, improved external surveillance etc) so that we are not a “soft target”.

### 3.4 Staff

School staff are responsible for:

- Ensuring they follow Lock Down procedures and explain these carefully to their students
- Ensuring they know who the first aiders in school are
- Regularly checking their classrooms and offices to make sure blinds close and doors lock, with easily accessible and functional bolt or key
- Knowing safe areas if they are outside during “non contact time”, eg PE Changing rooms, Gym, Admin block
- Informing the Principal, or their line manager / h&s committee of any specific room or security issues or concerns

## 4. In-school procedures

In the event of a need to instigate lock down due to an intruder:

- The Facilities Director will announce “lock down, lock down, lock down now” by tannoy
- All staff will immediately close blinds/curtains, lock classroom doors, request silence, turn off lights and request students and visitors to sit on the floor, where they cannot be seen (usually underneath the classroom window).
- Swim pool students go to changing rooms, Secondary PE students to Gym / PE office area, Primary students by the Primary Building in PE go to their Primary classrooms.
- Staff should keep mobile telephone with them on silent, and advise / text Offices if any student is missing from the classroom due to visit to toilet, library or to Doctor (where they will stay)
- Secretaries will lock main block doors in A block, Reception and Primary, while Science Techs lock B block
- This is invacuation, so everybody stays in the classroom / locked area until the all clear is sounded
- Security are tasked with campus surveillance and notifying the appropriate response teams
- A whatsapp message of what is happening can be sent to staff in a real emergency
- All drills or simulations will be announced beforehand to staff (who will advise children) so that there is no panic or fear for the children.
- Lock down will finish with “all clear, all clear, all clear now”.

### 4.1 Lock Down if a serious threat is posed outside school

The Senior Management Group will have more time to consider all risks and if a long lock down is foreseen, but without an intruder on campus, then the decision could be made that all Primary children go into the Auditorium and music rooms, while Secondary go to the Drama, Balcony and Art rooms. All outside doors would be locked, blinds

drawn, but the advantages are “company”, food and water supplies, communication between teaching staff as well as toilet facilities (Music area and Drama area)

## 4.2 Off-site procedures

**All groups off site will be prepared as per trip policy, so if they return to school to a lock down situation, then clearly:**

1. **They do not enter school, and will be so advised by Office staff before they arrive**
2. **They will stay in one of our partner schools/ Colleges until the situation is safe (MES, MBIS, AUC, Malvern, BISC, Al Alsson, CES etc, or wait at Arabella Sports club, where Parents/ Drivers could collect students if normally travelling by car)**
3. **Safety procedures follow standardized practice.**

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils (copies available from the Doctor)
- Parents’ up-to-date contact details, with additional emergency contact number

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises, (or request that the company / host provides such risk assessment if no pre-visit can be made (eg overseas cultural trip)

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits and information should be obtained from the Doctor about best clinics / hospitals etc at the study visit / road trip.

## 5. Record-keeping and reporting

A Lock Down Log exists, and all drills are reported, with any problems or suggested improvements for the future. After a drill, a Google Doc is sent to all staff for their feedback, which is analysed in the subsequent H&S committee meeting.

### 6. Notifying parents

Parents will be notified before a drill, to allay any concerns. No child should have access to a mobile phone during a drill or emergency, but Parents should be warned just in case. It is also reassuring for our International families to know that these practices take place.

In the event of an actual lockdown, Communication with Parents will be as rapid as practicable. No parent will be allowed into school if an intruder is present, and no child will be released from a classroom in a crisis situation. Parents will be given enough information about what will happen so that they:

- Are reassured that the school understands their concern and also the need for each child’s safety and security

- Do not need to contact the school, which could tie up telephone lines possibly needed to contact emergency services
- Do not come to the School. They could interfere with emergency providers' access to school and could put themselves or others, at potential risk
- Wait for the School to contact them about when it is safe for them to collect children and who will provide this information
- **Understand the message that “ the school is in a full lock down situation. During this period the switchboard and offices will be unmanned, external doors locked and nobody allowed in or out, with exception of Security staff.”**

## 7. Training

It is good practice to train younger pupils on a regular basis with “silence games”, “hide from the door games” etc for the moment when a drill or real emergency takes place. Nursery children will accompany staff into the corresponding toilets where they will lock doors for total safety.

## 8. Monitoring arrangements

This policy will be reviewed by the Health and Safety Committee every year, in the light of any changes in Egyptian law, or International best Practice.

At every review, the policy will be approved by the Principal

## 9. Links with other policies

This Lock Down policy is linked to the

- Health and safety policy
- Risk assessment policy
- First Aid Policy
- Critical Incident Management Policy
- Lost Child Policy
- School guidance on supporting pupils with medical conditions
- Trip Policy
- Fire Evacuation policy (even if an alarm goes off, a dangerous intruder could be on campus, so an all clear is always announced before evacuation). In the worst case scenario, of a deliberate fire or explosion outside the ground floor caused by an intruder, then a tannoy message will still be needed before evacuation begins.) Movement to another classroom on the opposite side of the building would be a logical decision.