

SCHOOL LOCKDOWN POLICY

1.0 Objectives

The objective of this document is to describe the school lockdown procedure

2.0 Scope

This process applies to GIIS Dubai.

3.0 Policies

On rare occasions, if there is a threat to the school from external sources, it may be necessary to seal off the school so that it cannot be entered from the outside. This is called a 'lock-down'. School Lockdown Procedure

- Siren will sound continuously.
- Staff in classrooms to secure doors and windows (draw curtains) and calm pupils.
- Admin staff to secure the main door and window (draw curtains).
- Any student or staff who is outdoors but within the campus should go to the main hall immediately.
- Any student who is in the playground should go to the nearest hall or library.
- NO ONE SHOULD MOVE AROUND IN THE SCHOOL.
- Any student in corridors, toilets etc. should be directed by staff to the nearest classroom.
- Teachers in the Staff room should stay in the staff room only.
- Staff should record names of all pupils in their room.
- Ali/Security will lock the building gates.
- If the school is under attack, stay in your room, you will be evacuated by the authorities. Do not under any circumstances leave your room or keep doors/windows open.
- If practical, staff should notify the front office who will then inform the Principal and Deputy Principal that we have entered lockdown. In case of any serious threat, the Admin staff will then call the police and inform them accordingly.
- Stay in your rooms until further notice.

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