



مدرسة الكويت الانجليزية
KUWAIT ENGLISH SCHOOL

Primary School Lockdown Policy

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Lockdown Policy

Aims

- To provide a safe and secure environment for students and staff
- To provide protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Policy Statement

If an emergency situation occurring in the vicinity of the school or within the school itself threatens students & staff safety, the school may be placed under “lockdown”. This prevents people from moving around, leaving or entering the school building.

Emergency Situations may include the following:

- A reported incident/civil disturbance in the local community (with the potential to pose a risk to staff and pupils at the school)
- An intruder on the school site (with the potential to pose a risk to staff and pupils at the school)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the school
- The close proximity of a dangerous animal roaming loose.

The lockdown policy applies to all students, staff, volunteers, parents and people visiting the school site.

Although such measures may seem extreme, they have proven effective in ensuring the safety of both staff and students.

Should a lockdown occur, parents are asked to remain calm as school and local authorities manage the situation. If it appears the lockdown will last for an extended period of time, or go beyond dismissal time, school staff will attempt to notify parents by phone or email, as students will not be allowed to leave the premises until recommended by the appropriate authorities.

A lockdown practice will take place at least once a year and guidance will be displayed in every classroom.

The lockdown will be announced with a **distinctive, extremely loud, continuous one-tone siren. Remember that there are now EMERGENCY BUTTONS:**

- Behind desk in the Junior Office
- In Senior School Office on the 2nd Floor



- In Admin Office on the Ground Floor
- In Infants' Reception Area
- In the workers' room in the Basement to the right of the 'slope' (just inside the door to the right)

Anyone can announce a lockdown through one of these means.

The alarm is very loud - do not attempt to communicate with colleagues: this will waste time. Just get into class with the students, lock up and follow procedure.

Once you hear emergency alarm adhere to the following procedures:

- All school doors and windows are locked. (Each classroom and corridor has a key hanging up by the doors). Take the key out of the door once it is locked. Keep it close by at all times through Lockdown so that it can be used immediately, if required.
- All students and staff remain in their classrooms or offices.
- Staff should check outside areas for students and direct them to the nearest classroom.
- Nannies to go to the nearest classroom.
- Lock door and keep key close by.
- Move students out of sight-line from door window and classroom windows.
- Cover door glass, if possible.
- Students can go under tables, if you need be..
- Close blinds/curtains.
- Turn off lights and computer monitors and everyone close Chromebooks but electricity should remain on.
- Turn off sound on mobile. Have Whatsapp/Google Hangouts app on phone to use silently, but only if really necessary.
- Remain quiet. Totally silent from beginning to end.
- Inappropriate behaviour, given the gravity of the situation, can result in a detention.
- No one is permitted to leave and no one, including parents, is allowed to enter campus.
- Once in lockdown mode staff should notify the Junior Office immediately of any students not accounted for on Google Hangouts/Whatsapp.
- All staff should remain calm and encourage the children to remain calm.
- At any point during the lockdown, the fire alarm may sound which will prompt an evacuation of the building. This is an up-down-up-down two-tone siren in contrast with the continuous monotonal Lock Down siren. In this case, students should leave silently and calmly following practised evacuation procedure.

If students and teachers are outside the school building, far from school premises (e.g. Salwa Park), they should stop, and remain still. Wait to be directed, depending on the assumed severity of the situation. Staff must always take a mobile phone to Salwa Park or out of the school building. Staff must inform the office and sign in and out on paper when leaving the premises with or without children. Do not go to Salwa Park alone with a class: two teachers should always escort one class or group of students.

If teachers and students are in the bathrooms, they exit the bathroom and join others in the nearest classroom if possible. Anyone in the corridors should move to the closest classroom immediately. Check toilets - remember who is responsible for doing that in your area.

Nurses/support staff should stay where they are, secure the doors, turn out the lights and locate to the nearest safe area.

Communication with Parents

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as possible via email. Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. This could tie up telephone lines that are needed for contacting emergency providers
- Do not come to school. This could interfere with emergency provider's access to the school and may put themselves at danger
- Wait for the school to contact them about when it is safe for them to come to the school to collect their children

Parents will be told:

..the school is in a full lockdown situation. During this period the phones and entrances will be unmanned, external doors locked and nobody allowed in or out...'