

Lockdown Policy

2024 – 2025



POLICY INFORMATION

Policy lead:	Muhammad Asim Arshad
Last review date:	January 2025
Reviewed by:	SLT
Next review date:	January 2026
Approved by:	Principal – Daspo Yiappos

1. Purpose

1.1 The Lockdown policy is designed to define the Health and Safety preventive and protective actions the Oxford School Dubai can take to control, limit and minimize the impact to life and property caused by any emergencies

2. Scope

2.1 This policy applies to all in the TOS including, all Interested parties, Stake holders, vendors, contractors associated support service within the school community.

3. Policy Statement

General Statement:

- 3.1 These help to prevent people from entering the school site.
- 3.2 Normal school routine should re-commence as soon as possible after the event.
- 3.3 Staff to be vigilant in reporting the entry of unauthorized person or persons onto the school grounds.
- 3.4 All shall follow NCEMA, UAE Life and Fire Safety Code 2018, KHDA, DM and DHA Guidelines. School Shall communicate Health and safety expectations, so the team can get the necessary arrangements in place.
- 3.5 All are required to follow this protocol. School reserves the right to enforce a check and implement additional control procedures; to ensure risks are mitigated, thus preserving the integrity and safety of the organization.

4. Procedure

- 4.1 This procedure minimizes access to the school environment and secures all people in the rooms.
- 4.2 This document is intended for The Oxford Schools Leadership team to establish a Command and control to manage all emergencies. This document was developed based on current data and experience,
- 4.3 This document must be updated as more information becomes available for improvements after drills

Signal to Lockdown

- 4.4 "Monkey inside School" a continuous announcement will be sounded over the Public Address System. This is the signal to Lockdown the whole school.

Lockdown

- 4.5 Administration doors are locked by office personnel.
- 4.6 Classroom doors are locked by teachers.
- 4.7 Access to all people denied.
- 4.8 All outside activities and lessons stop immediately and students are taken to the nearest classroom.
- 4.9 If a class or group is not on the school site, the teacher should keep the students off-site until an all-clear signal is given to return.
- 4.10 Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move.

- 4.11 Class lists/rolls are checked.
- 4.12 Report all students/persons unaccounted for to the principal (or delegate).
- 4.13 Students are to remain calm and silent inside classrooms out of line of sight i.e., under desks or against walls.
- 4.14 Toilet block checked by ancillary staff or AT (if safe to do so) to ensure all students are safe in their rooms.
- 4.15 Names of the missing students should be provided to HODs and front office as soon as possible
- 4.16 Staff and students remain in their rooms **don't open the door** until receive the confirmation from principal office that the school is safe.
- 4.17 Staff Should have class/office door keys to lock the door **OR** need to block the door with tables and chairs
- 4.18 Glass panels and glass doors need to cover.
- 4.19 Lights need to be switched off inside the classrooms and offices.
- 4.20 Student names lists shouldn't display outside the classroom.

Special considerations

- 4.21 All vulnerable groups (e.g. Pupils of determination, pregnancy etc.) shall be assisted to the nearest room safely.

Lockdown cancellation

- 4.22 Staff and students remain in their rooms until advised by the principal that the Lockdown procedures cancelled.
- 4.23 One long whistle on the public address is the clearance signal.

Communications

- 4.24 If the lockdown goes for an extended time, then the School Response Commander informs the parents and stakeholders via Communications Strategy utilizing established formats.
- 4.25 Considerations for dealing with the safety of students and staff participating in non-routine activities. e.g., off-site professional development, school camps, school excursions, off-site sports carnivals etc.

Pre-arrangements

- 4.26 Facilities can be locked internally.
- 4.27 Visitor sign-in registers are maintained by the security office.
- 4.28 Support staff provided with Lockdown summary.
- 4.29 Staff and students will be made aware of this signal and its meaning and importance at regular times throughout the year.

Special Attention – Transportation and out of school activities

- 4.30 Operations shall contact Transport coordinator for children en-route or returning to school through Bus Operators
- 4.31 Contact Bus/Transport Operators to advise and re-route students and staff.
- 4.32 If possible, record: Student head count by year group, Staff head count. Bus routes, times, and service contacts.
- 4.33 Consider medical/medication requirements for identified students and staff.

4.34 Have you considered:

4.35 Communications

Documentations for DCD, KHDA, DSIB,

4.36 Drill report shall be maintained as documented records.

4.37 Building Maintenance contract

4.38 Staff training on Lockdown procedures

5. Roles & Responsibilities

Incident command.

5.1 Principal and SMT /HSM- Establish Emergency Co-ordination Centre, Liaise with emergency services, Identification, and allocation of resources.

Control

5.2 Assessment of emergency. Order evacuation/Lockdown as required. Allocate resources. Authorize additional resources and personnel Give 'All Clear' on termination.

School Operations

5.3 Operations Coordinator shall be overall responsible to ensure life safety system and sweep the facilities Risk Manager

5.4 The Health and Safety Manager shall ensure compliance. Effective emergency management, ongoing monitoring of the competencies/training of the staff to implement the plan medical team.

5.5 Clinical staff shall support medical and injury care

6. References

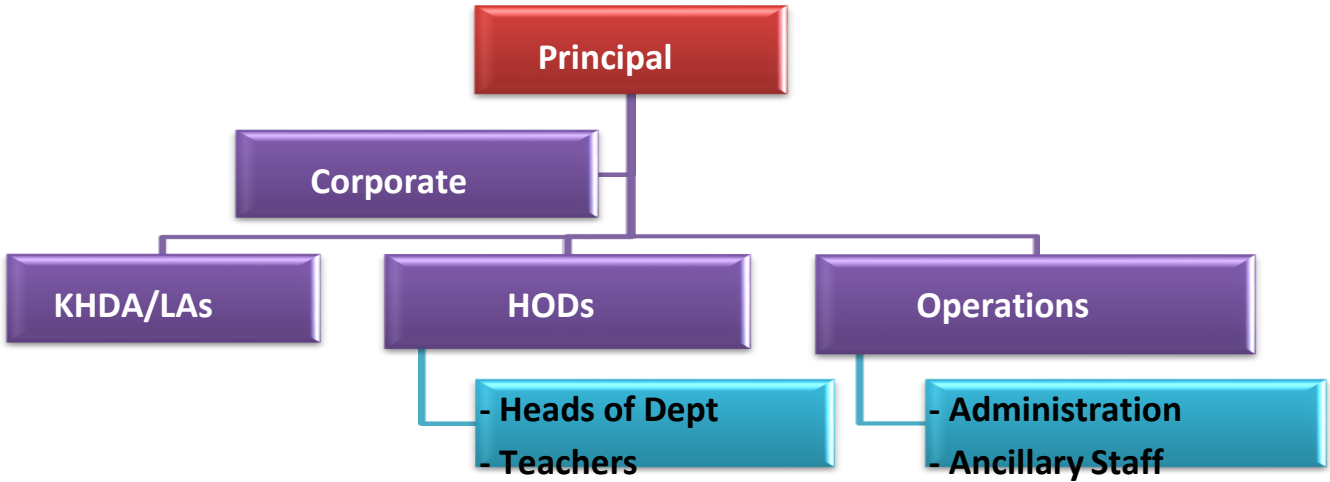
6.1 <https://www.khda.gov.ae/en/safetyattraininginstitutes>

6.2 <https://www.dha.gov.ae/Covid19/Pages/home.aspx>

6.3 <https://www.dcd.gov.ae/portal/en>

6.4 [Emergency Procedures](#)

7. Annexure -1- Communication



7. Annexure -2- Annual Plan

Descriptions	2024-2025											
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Planned												
Actual												

END