



# Lockdown Policy

## Version History

| Ver. No. | Authors                | Date           | Reviewer    | Next Review Date |
|----------|------------------------|----------------|-------------|------------------|
| 1.0      | Jasmit Kang, Principal | September 2025 | Amol Vaidya | August 2026      |

## Vision, Mission, and The Glendale Jewels

**Vision:** To Evolve, To Excel, To Be Inspired

**Mission:** Glendale International School offers an enriched British education that emphasizes character development, leadership, and academic excellence. Students explore their learning within a framework that integrates social and emotional development alongside a curriculum designed to inspire creativity, curiosity, and compassionate behavior.

### Core Values – The Glendale Jewels (3Rs and 3Es):

- **Respect:** Valuing and accepting everyone, regardless of differences.
- **Responsibility:** Being dependable, making good choices, and taking accountability for actions.
- **Resilience:** Overcoming challenges and bouncing back from adversity.
- **Empathy:** Understanding others' feelings and considering their perspectives.
- **Excellence:** Producing high-quality work, maintaining high standards, and taking pride in achievements.
- **Empowerment:** Motivating oneself and others to accomplish goals.

### 1. Purpose

The purpose of this plan is to ensure that staff and students are fully familiar with the lockdown procedure, which is activated in the event of a dangerous intruder on campus.



## 2. Procedure

The lockdown alarm consists of a repeated verbal announcement over the intercom: **“Lockdown! Lockdown! This is a lockdown!”**

### 2.1 Year Leaders / Department Heads:

- Quickly scan corridors and guide students to the nearest classrooms.
- Ensure doors at corridor ends are closed.

### 2.2 Classroom Teachers:

- Direct any students or staff from the corridor into the classroom immediately.
- Check attendance to ensure all students are present.
- Lock the door or secure it by placing furniture against it if locking is not possible.
- Turn off lights and computer monitors; lower blinds.
- Keep students silent and seated or lying on the floor.
- Remain in the classroom or designated safe area until the all-clear is given.

### 2.3 Other Staff and Situations:

- **Physical Education Classes:** Move to the nearest changing room, lock doors, and find a safe area.
- **Canteen Staff/Students:** Move to the nearest safe shelter.
- **Outdoor Areas:** Stop, drop, and remain still; relocate based on staff instructions.
- **Corridors:** Move immediately to the nearest secure room.
- **Support Staff:** Secure doors, turn off lights, and stay in safe areas.
- **Library:** Move to the nearest classroom.
- **General:** Do not rely on doors alone during a lockdown, even during a fire alarm.

During drills, “sweepers” may check rooms by knocking or attempting entry. Do not respond; remain hidden and silent.

- Stay in safe areas until operations officers or administrators provide instructions.
  - If evacuation is necessary, it will occur in a phased manner once the risk is neutralized.
  - Teachers must take attendance once evacuated.
  - SLT will communicate via radio or mobile phones.
  - Updates will be provided over the intercom, PA system, or in-person by SLT.
  - The Principal will signal the end of a lockdown with the message: **“The birds are singing again.”**
- Relocation instructions will follow as needed



### 3. Floor Plans and Key Areas

#### 3.1 Washrooms

- Washrooms cannot be locked and are considered high-risk areas.
- **Primary Students:** A nearby adult will check washrooms for students before lockdown. Students should be escorted to classrooms.
- **Secondary Students:** Instructed to evacuate washrooms immediately to the nearest safe area.
- **Last Resort:** If trapped, lock the door and climb onto the toilet seat.

#### 3.2 Open Areas

- Move to the nearest shelter or get down and stay still.
- Use nearby desks or objects for cover.

### 4. Suggested Lockdown Script for Students

\*"Good morning, students. You know our fire drill procedure, where we exit the building, line up, and take attendance. A RED sign means help is needed, and a GREEN sign means all is okay. Today, we will practice a new drill called a LOCKDOWN DRILL. This is used when it is safer to stay inside the building.

The alarm will sound over the loudspeaker: **'Lockdown! Lockdown! This is a lockdown!'**

No matter where you are, move quickly to the nearest classroom with an adult within one minute.

Once inside, follow your teacher's instructions:

- Stay silent. No talking or whispering.
- Ensure doors are locked, windows closed, and lights turned off.
- Sit or lie on the floor in a corner. Teachers will do the same.
- Remain in the room until the drill is over.

The end of the drill will be announced over the intercom: **'The birds are singing again.'** Afterward, we will discuss the drill as a class to see how we can improve. Let's take this practice seriously and do it correctly the first time. Thank you for listening. "\*



## 5. Suggested Notification to Parents

### Dear Parents,

At Glendale International School, we regularly review safety procedures to ensure staff and students are fully familiar with them. One of these procedures is the **lockdown drill**, which is standard practice in schools across the UAE and internationally.

Unlike fire drills, during a lockdown drill, students remain inside the school in classrooms, as it is safer than evacuating the building. Classroom doors are secured, and no one may enter or leave until the drill is complete.

We will explain the procedure to students before the drill and debrief afterward, reassuring them that it is only a practice. Drills are recommended termly by global educational accrediting bodies. Parents will always be informed in advance, and students will have the opportunity to ask questions beforehand.

### Lockdown Drill Details:

- **Date & Time:** (Insert Day/Date/Time)
- The school will be temporarily closed during the drill, including the main office. Phones will not be answered, and the drill will take no longer than 30 minutes.

Please speak with your child about the drill, emphasizing its importance while reassuring them it is only a practice.

For any questions, contact the Principal directly.



## 5. Suggested Notification to Parents

*Dear parents,*

*We constantly revisit all safety procedures to ensure our staff and students are familiar with all processes. One of the procedures that CIA will be practicing is a, lockdown drill. This is a standard practice across many schools both in the UAE and beyond. The purpose of practicing such a drill is to help students and staff to act quickly and automatically to the requirements of a lockdown drill. A lockdown drill is slightly different to a fire drill, in that the children are kept inside the school and the classrooms, when circumstances make it safer to remain secure in the classroom rather than leaving the building. Just as we prepare our children to properly respond to a fire drill, they also need to be aware of the proper response to a lockdown drill. They should be treated with the same level of importance as fire drills.*

*During a lockdown drill, classroom doors are secured and the children remain inside the room until instructed by the teacher to resume their activities, as exterior doors are locked and no one is permitted to enter or leave the building.*

*please be assured that staff at our school will spend time discussing the importance of this procedure with students prior to running a drill. We also take time after the drill to remind them that it was only a practice and there was no danger.*

*Global educational accrediting bodies advise that drills are held termly. Going forward, you and the children will always be notified in advance of a lockdown drill. The importance of the practice will be explained to the children and they will be given lots of opportunities to ask any questions they may have in advance.*

*The lockdown drill will take place in (Day/Date/Time).*

*Please take the time to speak with your son/daughter about this procedure and reinforce its importance, at the same time reassuring your child that, like a fire drill, this is a practice. that is designed to keep them safe.*

*\*\*Please note that the school will be closed for a short time during this drill, including the main office, so that staff, children and any visitors can practice these safety procedures. Phones will not be answered during this time and this will take no more than 30 minutes of the school's time.*

*Please contact the Principal if you have any questions about lockdown drills.*