



PACE مدرسة بيس البريطانية ذ.م.م.  
BRITISH SCHOOL L.L.C.  
SHARJAH

# LOCKDOWN PROCEDURE



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## PURPOSE

The purpose of this plan is to ensure that both staff and students are familiar with the lockdown procedure which is called if an intruder enters the premises who may be dangerous to them.

## PROCEDURE

The lock-down alarm is a repetitive verbal announcement over the intercom: “Lockdown, lockdown, this is a lockdown!”

At the end of the lockdown, the following coded message will be announced over the speaker system to let everyone know it is safe: “Blue Elephants Eat Yellow Strawberries”

### 2.1 SLT/ DEPARTMENT HEADS

- a) Quickly and safely glance through the corridor and guide any students to the closest classrooms within their corridor.
- b) Quickly and safely ensure the doorways (fire doors / access doors) at the end of the corridor are closed.
- c) Quickly and safely check all offices in your area should be locked and any blinds should be lowered.

### 2.2 CLASSROOM TEACHERS

- a) Quickly and safely glance outside the room to direct any students or staff members from the corridor into your classroom immediately.
- b) Ensure all your students are in the classroom by checking the attendance register.
- c) Use WhatsApp to report any student missing or any extra students you have in your care.
- d) Lock the door/ push a table against the door if it cannot be locked.
- e) Turn off the lights and computer monitors immediately. Pull the blinds down.
- f) Keep students quiet and make them sit or lie down on the floor under the tables and away from any windows. (sleeping bunnies for youngest students)
- g) **NEVER** leave the room or designated safe area for any reason until the all-clear quote is repeated over the speaker system. Ensure the correct code is repeated before leaving the room.

### 2.3 OTHERS

- a) Physical Education classes should move into the nearest room, lock all doors and find a safe area.
- b) Anyone in the shaded areas should move to the nearest safe shelter.
- c) If students and teachers are outside the school building/in play area, they should stop, drop and remain still. You will be directed where to relocate depending on the situation.
- d) Anyone in the corridors or main reception should move into the nearest secure room immediately.
- e) Anyone in the prayer rooms should safely go to the swimming pools (directly next to the prayer room) as the swimming pool can be locked.



- f) Support staff should move to the nearest secure room, secure the doors and turn out the lights.
- g) **NEVER** open doors during a lockdown, even in the event of a fire alarm. Always wait for the coded message that means things are safe.
- h) During the drill, teams of sweepers will be going around checking to see if everyone is safe - they will do this by testing doors to see if they can access the room, knocking on doors asking for assistance or insisting to enter. DO NOT under any circumstances respond to any such calls. Make sure you and your class remain totally silent and hidden from sight.
- i) Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate.
- j) If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or SLT to a safe location in a phased process once the risk is identified as no risk to the immediate area or neutralized completely.
- k) Once evacuated from the building, teachers should take roll to account for all students present in class.
- l) SLT will divide and keep in communication with mobile phones / WhatsApp.
- m) For further directives, law enforcement officers and announcements will be made over the intercom, public address system or by SLT walking the corridors.
- n) Principal or senior leaders will signal all personnel if the lockdown has been lifted. The all clear message will be: “Blue Elephants Eat Yellow Strawberries”

## 2.4 FLOOR PLANS

Accurate floor plans are a key component of lockdown plans and are important both from a planning and response standpoint.

Some areas may be large open areas that do not have the means to lock down. In these areas please be familiar with the nearest classroom.

## 2.5 WASHROOMS

- As the washrooms' main door cannot be locked, these are identified as a danger area. During a lockdown, students should stay in a locked cubicle - sat on the toilet with their feet raised - in the washroom rather than put themselves in danger by trying to get to a classroom.
- Senior leaders should identify an adult (cleaner) who normally works in close proximity to the washrooms to check that they will secure the bathroom.

## 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 PBS Sharjah 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 classrooms, when circumstances make it safer 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. These drills 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. All 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 will 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 opportunity to ask any questions they may have in advance.

Please take the time to speak with your son/daughter about this procedure and reinforce its importance, at the same 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 15 minutes of the school's time. If you have any questions about lockdown drills please contact at [headofpastoralcare@pacebritish.com](mailto:headofpastoralcare@pacebritish.com).

## CONCLUSION

The lockdown procedure is a critical component of our school's commitment to maintaining a safe and secure environment for all students, staff, and visitors. By adhering to the guidelines outlined in this policy, we ensure a coordinated and effective response to potential emergencies. Regular drills and clear communication will reinforce preparedness and help minimise risks during any real incident. The safety and well-being of our school community remain our top priority, and we appreciate the cooperation and vigilance of everyone involved. Together, we can maintain a safe learning environment for all.

*Signed:*

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