



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

LOCKDOWN & EMERGENCY ACTION POLICY

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1. PURPOSE

The purpose of this policy is to ensure that staff and students are familiar with the lockdown and emergency action procedures required when an intruder or dangerous situation threatens the safety of the school community.

2. PROCEDURE

Depending on the situation a different announcement will be broadcast over the speaker system. See 2.1 for details of what will be announced for each situation.

The all-clear signal will be a coded message using an incorrect colour–animal–fruit combination, e.g., *“Yellow Elephants are eating blue strawberries.”*

2.1 THREAT TYPES

- 2.1.1 LOCKDOWN (Amber):** Internal threat – danger inside the building.
- 2.1.2 CODE RED (Red):** External threat – danger outside the building.
- 2.1.3 EVACUATION (Blue):** Only when instructed by SLT or Police

3. EMERGENCY RESPONSE PROCEDURES

3.1 LOCKDOWN (Internal Threat)

Announcement: “Lockdown, lockdown, this is a lockdown!”

Objective: Secure, hide, silence.

3.1.1 Immediate Classroom Actions

- Lock the classroom door immediately.
- If the door cannot be locked, push a table against it.
- Move students out of sight of doors and windows.
- Turn off lights and computer monitors.
- Silence all devices.
- Close blinds fully to minimise visibility.
- Place a **“DO NOT OPEN”** sign on the door (poster requirement).
- Ensure students sit or lie low under tables or in corners.
- Maintain complete silence.

3.1.2 Attendance & Reporting

- Check the attendance register.
- Report missing or extra students via WhatsApp to Heads of School.

3.1.3 Attendance & Reporting

- NEVER open the door for any reason until the safe word is given.
- Ignore fire alarms during lockdown unless instructed otherwise.
- Remain with students at all times.

3.1.4 If Outdoors

- Seek the nearest indoor shelter immediately.

3.1.5 Sweeper Teams During Lock Down Drill

- Do not respond to knocks, calls for help, or attempts to enter.
- Remain silent and hidden.

3.1.6 All Clear

- Wait for the safe word before opening doors or moving students.

3.2 CODE RED (External Threat)

Announcement: “Code Red, Code Red, Code Red.”

Objective: Shelter inside, away from external danger.

3.2.1 Immediate Classroom Actions

- Move away from windows and external walls.
- Proceed to the nearest **internal safe zone**:
 - Corridors
 - Atrium or stairwell (if outside)
 - Internal administrative areas
- Sit with backs against the wall.
- Remain calm and silent.

3.2.2 If Movement is Unsafe

- Stay inside the classroom and away from windows.
- Close blinds.
- Students shelter under desks (which are not near the windows) to minimise risk from debris or broken glass.

3.2.3 If Outdoors

- Seek the nearest indoor shelter (stairwell or atrium)
- If movement is unsafe, remain low and wait for instructions.

3.2.4 Attendance

- Primary Teachers to WhatsApp on their year group and secondary teachers to WhatsApp on their school group to say all students are accounted for or if a student is missing.

3.2.5 All Clear

- Wait for the Principal or SLT to announce the safe word before resuming normal activity. The announcement will simply say: "The code red is lifted".

3.3 EVACUATION (External Threat)

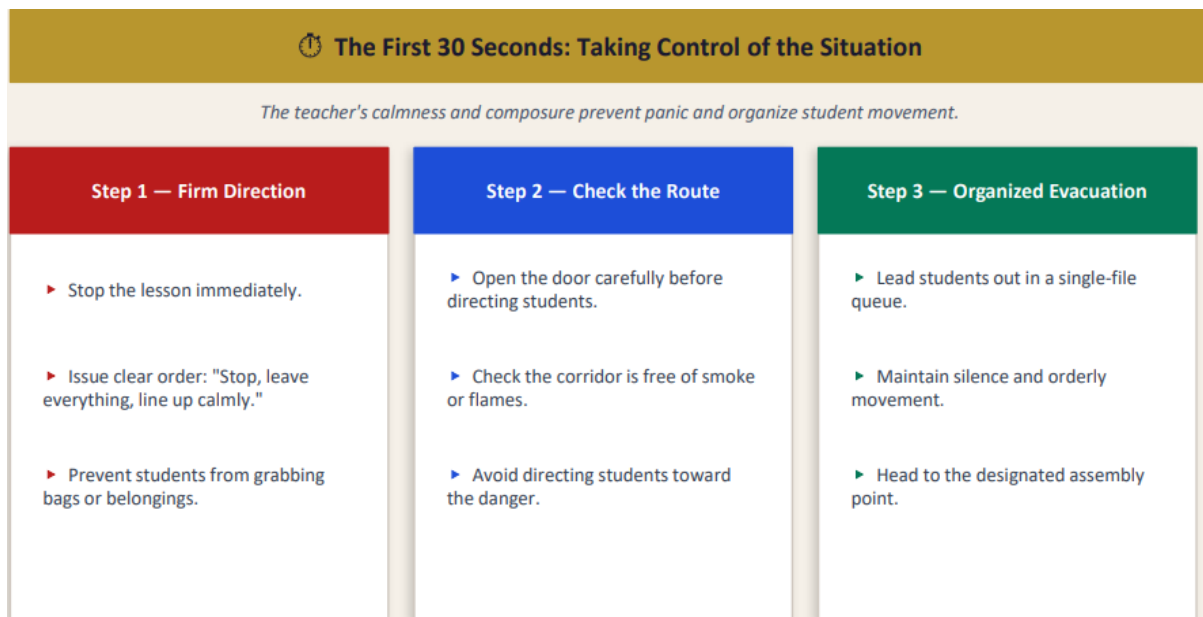
Announcement: "Evacuate, Evacuate, Evacuate." (with addition of which zone to evacuate to)

Objective: Move safely to designated evacuation zone (see 3.3.3)

3.3.1 All Staff Role

 Field Leader Manage evacuation calmly, guiding students clearly toward safe escape routes.	 Protector & Guide Ensure all students evacuate from classrooms and corridors — leave no student behind.
 First Responder Provide basic first aid and psychological support until rescue teams arrive.	 Communication Link Active communication with school administration and emergency teams on absent or missing students.

3.3.2 Immediate Actions



- Follow SLT or Police instructions only.
- Move calmly with the class you have to the designated evacuation zone which will be announced over the tannoy and on WhatsApp groups.
- Teachers ensure students use the road safety rules (zebra crossing, etc.) if moving to Zone B.
- Stay with your group at all time

3.3.3 Evacuation Zones

- **Point A:** Gulf Asian School
- **Point B:** India International School
- **Point C:** Front of School (usual fire assembly point)

3.3.4 Attendance

- Take a register immediately upon arrival in the safe zone.
- Confirm all students accounted for via WhatsApp Polls.

3.3.5 Teacher Check list on arrival at the evacuation safe zone



4. ROLES AND RESPONSIBILITIES

4.1 SLT / Heads of Department / Emergency Task Force

- Sweep corridors and guide students into classrooms.
- Ensure corridor fire doors and access doors are closed.
- To check offices and lower blinds.
- Communicate to staff via the communication channels (see Point 6 below)

4.2 Classroom Teachers

**The teacher's calm is the
FIRST LINE OF DEFENSE
against panic.**

- Manage evacuation calmly, guiding students clearly toward safe zone or evacuation routes.
- Evacuate the building with your class in a safe and orderly manner. Make a quick head count. Hang a yellow "evacuated" sign on the door.
- Take attendance and report via WhatsApp once in your safe place.
- Remain with students (do not leave them unattended) and await further instructions from SLT.

Strict rules to ensure SAFE and QUICK movement:



Complete Silence

Prevent talking or shouting to ensure emergency directives from management or rescue teams can be heard.



Quick & Organized Walking

Move with quick, organized steps without running, pushing, or falling — especially on stairs.



Form a Line & Follow Route

Walk in single or double file; keep to the right side of corridors to leave space for emergency teams.



Elevator Ban

Absolutely prohibited from using electric elevators during any evacuation under any circumstances.

Compliance with instructions ensures everyone's safety

4.3 Classroom Teachers

Secure your room / office and support the evacuation of the class you have been assigned to.

4.4 Quick check list for all staff



APPROVED ACTIONS — Do These

- ✓ Direct parents always to the school's official channels (official text messages, administration).
- ✓ Reassure students and keep them calm to reduce family fear via personal phones.
- ✓ Comply fully with instructions from senior administration and the school emergency team for all statements.



PROHIBITED — Never Do These

- ✗ Send text messages or take/share photos or videos from the incident scene.
- ✗ Respond to individual calls and inquiries from parents during the evacuation process.
- ✗ Publish unconfirmed information or personal opinions on social media.

5. SPECIAL AREAS

5.1 Washrooms

- Students make their way to the nearest class and teacher (they do not need to go to their own class).
- A designated cleaner will help secure the area and add an 'evacuated sign'.

5.2 Open Areas

- Staff must know the nearest classrooms and exit points.
- Staff must be familiar with floor plans.

6. SAFETY ZONES

6.1 Evacuation Zones

- Gulf Asian School
- India International School
- Front of School (fire assembly points)

6.2 Medical Point

- Front of School in the event of an evacuation and students stay on site.
- First aid kits and grab bags must remain ready for medical staff for any evacuation or code red alert.
- In the event we are evacuated to another school, the medical point will be communicated via WhatsApp.

6.3 Once Evacuation is Completed

- Students will either be taken back to school or parents will be asked to collect their child.
- If students are asked to return to school, teachers will be told when they can lead their classes in an orderly manner back to school.
- If parents have been asked via official channels to collect their children, teachers must tick off on their register any student being collected by their parent.

7. COMMUNICATION

7.1 Quick Communication Check List for All Staff

✓ APPROVED ACTIONS — Do These	✗ PROHIBITED — Never Do These
✓ Direct parents always to the school's official channels (official text messages, administration). ✓ Reassure students and keep them calm to reduce family fear via personal phones. ✓ Comply fully with instructions from senior administration and the school emergency team for all statements.	✗ Send text messages or take/share photos or videos from the incident scene. ✗ Respond to individual calls and inquiries from parents during the evacuation process. ✗ Publish unconfirmed information or personal opinions on social media.

7.2 Communication Methods Between Staff

- Intercom and WhatsApp will be used for real-time updates amongst staff.
- SLT will coordinate via mobile, walkie-talkie and WhatsApp.
- Staff must wait for the safe word before resuming normal activity.
- Head of Safety will communicate with the relevant authorities and feedback to the Principal who will disseminate information to the SLT.

8. STAFF & STUDENTS OFF-SITE

8.1 Off-Site Protocol

- Do not attempt to return to campus.
- Seek immediate safe shelter.
- Await instructions from SLT or local authorities.

9. PARENT COMMUNICATION

We must only communicate to parents via official communication channels. Ensure the below rules are followed.

✓ APPROVED ACTIONS — Do These	✗ PROHIBITED — Never Do These
✓ Direct parents always to the school's official channels (official text messages, administration). ✓ Reassure students and keep them calm to reduce family fear via personal phones. ✓ Comply fully with instructions from senior administration and the school emergency team for all statements.	✗ Send text messages or take/share photos or videos from the incident scene. ✗ Respond to individual calls and inquiries from parents during the evacuation process. ✗ Publish unconfirmed information or personal opinions on social media.

Parents will be notified of any of the above emergency situations via text message as soon as possible. In the event of evacuation, parents will be informed of which location to collect their child. Draft messages are ready so messages can be sent quickly.

10. CONCLUSION

These procedures ensure a coordinated and effective response to internal threats, external threats, and evacuation scenarios.

Regular drills and clear communication reinforce preparedness. The safety and well-being of the school community remain the highest priority.

APPENDICES

EMERGENCY RESPONSE TEAM AND EMERGENCY TASK FORCE

Emergency Response Team

S.NO	NAME	DESIGNATION	ROLES
1	KUSH BAINS	PRINCIPAL	HEAD OF SCHOOL
2	SAFI AHMED	MANAGER	OPERATIONS MANAGER
3	DAN STRATFORD	VICE PRINCIPAL	CHIEF WARDEN
4	MOHAMMED FARHAN	ASST. MANAGER & HSE OFFICER	SAFETY OFFICER
5	FARSEEN FAISAL	REGISTRAR	COMMUNICATIONS OFFICER
6	DHANYA SUKUMARAN NAIR	NURSE	SCHOOL LEAD NURSE
7	MUHAMMAD YOUNAS	TRANSPORT IN-CHARGE	TRANSPORT COORDINATOR
8	SUSAN MAUREEN DAVIS	HEAD OF PASTORAL CARE	DSL OFFICER
9	JAMAL MOHAMED ZAHIR	IT IN-CHARGE	CYBERSECURITY EMERGENCY OFFICER

Emergency Task Force

EYFS

S.NO	NAME	DESIGNATION	ROLES
1	TAIBA HUSSAIN	DEPUTY HEAD OF PRIMARY	FLOOR WARDEN
2	DANA FULTON	HEAD OF YEAR 1	FLOOR MARSHAL
3	SOPHIA ISLAM	HEAD OF FS	FLOOR MARSHAL
4	DHANYA SUKUMARAN	NURSE	FIRST AID

KEY STAGE TWO

S.NO	NAME	DESIGNATION	ROLES
1	RAJIV JETHIJI	HEAD OF PRIMARY	FLOOR WARDEN
2	QASIM BHATTI	ASSISTANT HEAD TEACHER	FLOOR MARSHAL
3	ATIYAH GHULAM	ASSISTANT HEAD TEACHER	FLOOR MARSHAL
4	GEETHU ELDHOSE	NURSE	FIRST AID

SECONDARY BOYS

S.NO	NAME	DESIGNATION	ROLES
1	HAYDER KHAN	HEAD OF SECONDARY	FLOOR WARDEN
2	SARATH CHANDRA PRASAD	HEAD OF PE	FLOOR MARSHAL
3	TADHG WALSH	EXAMINATIONS OFFICER	FLOOR MARSHAL
4	MEENU JOSEPH	NURSE	FIRST AID

SECONDARY GIRLS

S.NO	NAME	DESIGNATION	ROLES
1	OZ MISIRI	DEPUTY HEAD OF SECONDARY	FLOOR WARDEN
2	DEBBIE MARSH	HEAD OF YEAR 8	FLOOR MARSHAL
3	NUR AL ZUHARRI	HEAD OF YEAR 9	FLOOR MARSHAL
4	DHANYA SUKUMARAN	NURSE	FIRST AID

Signed:



Last amended: September 2026

Policy Review Date: September 2027