



14c. Lockdown Policy

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Rationale

The British International School of Tunis (BIST) has implemented this policy to ensure that in the event pupils and staff are faced with hazards in the school grounds or outside the school, they will then be locked within the school building for their own safety. This policy applies to employees, parents/students and visitors. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown mode. All visitors to the school must first register at the security office to receive a "Visitors Badge" which is to be worn and clearly displayed.

Aims

The aim is to provide a safe and secure environment for our pupils, staff and visitors. To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

Implementation

The lockdown policy applies when pupils and staff need to be locked within buildings for their own safety. This will usually occur if there is an intruder on school grounds, but may also occur in the event of a hazardous situation such as a chemical spill or fire in close proximity, which makes it dangerous for pupils, staff and visitors to be outside, it may also be applied when there is an incident in the vicinity of the school.

Authorised Persons' Role

On recognising the situation calls for lockdown, the Security Lead immediately triggers the Emergency alarm and maintains phone contact with police. Remaining in contact allows the police to be constantly updated on the situation. When police officers arrive, they will make contact with the Principal and/or Security Lead. Once the threat has been averted, the "all clear" message will be sent out via the Google Lockdown Chat group.

- Once the lockdown is announced, staff should refer to the Lockdown Procedures which are displayed in each room in the school (see appendix A).
- In the event of a building lockdown, it is mandatory that all pupils and adults remain in the classrooms. Pupils and adults who are outside but near buildings should move into the closest occupied classroom.
- Staff not teaching or located outside the building at the start of a lockdown, should move to the nearest classroom. In the meantime, staff should check outside areas for pupils and direct them to the nearest classroom. Known visitors, wearing of a "Visitor Badge", should be invited in. **Any person not wearing an identification badge is assumed to be an unknown visitor and should not be in a room with any staff or children.**
- Staff should quickly glance outside the room to direct any pupils or staff members in the hallways into their room before bolting the door, drawing the blackout curtains and assuming lockdown.

- Inside each occupied classroom, the curtains or blinds in the room should be pulled to cover the windows, where possible. The pupils should lie on the floor against the wall adjacent to the door or in the most non-visible position. It is appropriate for older pupils to lie flat on the floor. This procedure must be tailored for the individual rooms being used.
- All mobiles should be set to silent, unnecessary calls must be avoided.
- Staff will ensure that pupils and adults remain quiet.
- No one is to answer the door under any circumstances.
- After the “All Clear” message is received, the Principal can authorise contacting parents, if appropriate.

Security

When the lockdown alarm sounds, the security team will inspect outdoor spaces, learning areas and toilets to make sure no one is there. Next, they will lock all the gates. During lockdown no one will be allowed to access the school.

Primary school:

- The security guard assigned to monitor the CCTV cameras will remain at his post.
- The second guard checks the outdoor spaces. Then he will lock the doors, inspect toilets and common areas and direct any individual found to the nearest classroom. Individuals will be directed to the nearest classroom.
- The security guard monitoring the CCTV in the security lodge will check the outdoor spaces in the wooden block, astroturf and administration.

Secondary school:

- The security guard assigned to monitor the CCTV cameras remains in place, while the second guard checks the outdoor spaces. Then he will lock the doors, inspect toilets and common areas and direct any individual found to the nearest classroom.

Please see Appendix 1 for specifics.

Lockdown Procedure

Issue recognised during a 'short-alarm' incident.

Staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; however, teaching and work are to continue as usual. This may be as the result of a reported incident/civil disturbance in the local community with the potential to pose a risk to staff and students in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate Action

- A short alarm sound will be triggered
- All outside activity to cease immediately, student and staff return to the main building
- All staff and students remain inside the building. External doors and windows are to be locked
- Free movement may be allowed within the building depending on the situation.
- Staff should await further instructions

This may be a precautionary measure. This action allows the school staff and pupils to be in a state of readiness should the situation escalate further.

Emergency services will advise about any next steps in respect of the prevailing threat.

Issue recognised during a 'long-alarm' incident.

This signifies an immediate threat to the school and/or may be an escalation of a 'short-alarm' lockdown. The aim of a full lockdown is for the school to appear empty.

Immediate Action

- All pupils and staff stay in their classroom or move to the nearest classroom. In Primary anyone on the Astro or playground must move to the EYFS classroom.
- External doors to be locked by site security. Classroom doors to be locked from the inside using the key and the door stopper.
- Windows to be locked, blinds pulled down (so that an intruder cannot see in).
- Pupils/staff sit quietly out of sight and where possible in a location that would protect them from gunfire. Individuals with mobility problems should be seated out of view from the windows.
- Lights, computer monitors and projectors to be turned off.
- Mobile phones should be on silent mode and unnecessary calls avoided.
- Staff should await for the clear message via the Google Lockdown Chat group.

If a fire alarm sounds during lockdown, the fire brigade has to be contacted as normal, fire alarm procedure activation. The guard assigned to the CCTV cameras will inspect the fire alarm panel to determine the location of the fire. If cameras are not covering the fire area, the security guard will coordinate a physical inspection with the Principal.

Non-teaching staff:**Primary Campus**

- Non-academic teams must go to the nearest classroom to their location.
- Anyone in the EYFS playground or Astro must go to the EYFS classroom.
- Anyone in the hall must go to the nearest classroom (EYFS or Year 3.)

Secondary Campus

- Front office and admin staff must join the boys changing room.
- Cleaners and catering Staff must join the girls changing room.
- Anyone outside or in the canteen area must go to the Sixth form room.

Informing Parents

Information about the school's lockdown procedures will be available to all parents via the school's website.

If a lockdown occurs, parents will be notified as soon as it is practical. However, parents are requested to refrain from coming to the school as pupils will not be released during lockdown. Parents are also requested not to call the school, as this may block emergency lines that must remain open.

Parents should not expect their child to call them nor should they call pupil mobiles, as the lockdown situation requires silence in order not to alert an intruder to the presence of pupils and staff in classrooms.

If your child's stay at school is extended beyond the regular time you will receive information by SMS about the time and place that you can pick up your child.

Please be assured in the event of a lockdown that the overriding consideration for the school is the safety and well-being of the children and school personnel.

Intruder Procedures

All visitors to school must first register at the security office and receive a "Visitors Pass" to be worn and clearly displayed. Any visitors without the school identification are intruders and will be asked to leave the school premises and property immediately.

From time to time, staff may be confronted by an intruder in the school grounds, or may need to confront somebody who does not appear to have any legitimate reason for being on site. In such a case, they should use the following procedure:

- When alerted to the presence of an intruder, take another staff member with you to help deal with them.
- Ask a third staff member to call security.
- Direct the intruder to security.
- Remain calm and control the conversation. If the intruder refuses to cooperate, do not escalate the situation.
- Leave and contact Security requesting the police presence. If the intruder is carrying a weapon, back away slowly and leave the area and as soon as it is safe to do so, report the situation to the security to have the police called immediately.

Lockdown Drills

Lockdown practices will take place a minimum of once per term to ensure everyone knows exactly what to do in such a situation. Monitoring and evaluation of practices will take place and staff both internally and from an external agency, staff will be debriefed, with any changes required to the policy and procedures.

Evaluation and Review

This policy will be reviewed as part of the school's annual review cycle, and at times when our emergency management procedures are under review.

Appendix 1

Lockdown Procedure Classroom teachers are to follow, on hearing the lockdown signal:

REMEMBER

Lockdown keys and instructions are always indicated by a yellow lockdown sticker on the left side of all doors.

Live information will be available on the Google Lockdown Chat Group.

1. Move to the nearest classroom or lockable room.
2. Glance outside and direct any pupil or staff member into the classroom.
3. Bolt all doors (Lockdown keys and instructions are always indicated by a yellow lockdown sticker on the left side of all doors, you will need to break the tag).
4. Lower or close any blinds.
5. Look for the safe corner (this is the place in the room where the intruder cannot see you).
6. Turn lights and computer monitors off.
7. Phone should be on silent mode and all unnecessary calls are avoided.
8. Keep pupils quiet.
9. Do not open the door under any circumstances until the all clear message is received via the Google Lockdown Chat group.
10. As lockdown ends, teachers return to their class and conduct a roll call, notifying the Security Lead and relevant Principal immediately if any pupils are not accounted for.

Look for this sign on the left hand side of all doors

