



Lockdown Policy

Adopted: August 2014

Revised/Amended: August 2015, August 2016, August 2017

Next review: May 2018

CEO/Board		 Principal
 Head of Primary School	 Head of Secondary School	Other relevant staff

Distribution List:

- CEO/ Board
- Principal
- Section Heads
- Academic Staff
- Parents

Lockdown Policy





School Vision, Mission and Core Values

Our Vision

Providing world-class education

Our Mission

To empower students with a holistic, rigorous and international education for success in an ever changing world

Core Values

Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students and teachers from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

- Safe guarding students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

Lockdown Procedures

The following procedures should be followed:

1. Members of the Senior Leadership Team will authorise and announce a 'lockdown alarm tone' by use of the agreed tone on the public announcement system. This announcement should be repeated several times.
2. A member of the Senior Leadership Team or Facility Manager will contact the Emergency Services.
3. Facility management will **Disable bells**. Move on announcement only.
4. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.



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5. Students, staff and visitors that are outside of the school site SHOULD NOT enter the school site.
6. Move outside classes and students on the playfields and common areas to the nearest classrooms
7. Clear corridors, toilets, and other rooms that cannot be secured.
8. Lock classrooms and the facility team locks the exterior doors and leave the key in the door.
9. Have children sit or lay below windows or to a part of the classroom where they cannot be seen.
10. Keep all students silent.
11. Turn off all lights, computer monitors and electronic devices to be put on silent.
12. At the start of the academic year the Principal will communicate with the staff a code/password which will signal the all clear
13. Take a register of students in each classroom.
14. Teachers should also prepare a list of missing and extra students in the room.
15. DO NOT respond to anyone at the door until 'all clear' is announced.
16. Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
17. Once the threat has subsided, a member of the Senior Leadership team will announce the 'all clear' over the public announcement system or the megaphone.
18. Teachers should take this list with them once they are directed to leave the classroom.
19. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible back to their Homerooms to take the register of the students.

Policy Review and Evaluation

The Principal will consult/ liaise with the Facility Manager, Heads of Section before making any





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appropriate recommendations to the Innoventures Group Management. This policy is to be reviewed annually, though; any deficiencies or weaknesses in SEN Admissions Policy will be remedied without delay.

Drafted: May 2015

Lockdown Policy Committee Members

Zeba Khan	(Head of Primary School)
Jacynta Hodges	(Head of Counselling)
Susie Mcshane	(KG Coordinator)
Garima Kapoor	(Nursery Coordinator)
Ian Plant	(Secondary School)
Gary Williams	(Dean of Students)

