



BRITISH INTERNATIONAL SCHOOL (BIS-2) · AY 2025–26

School Lockdown Policy

Committed to Safety, Preparedness & Student Wellbeing

UAE MOE & NCEMA Aligned



1. Policy Statement

British International School (BIS-2) is committed to ensuring the safety and wellbeing of all students, staff, and visitors. This Lockdown Policy outlines the procedures to be followed in the event of an emergency requiring the restriction of movement within the school premises.

2. Purpose

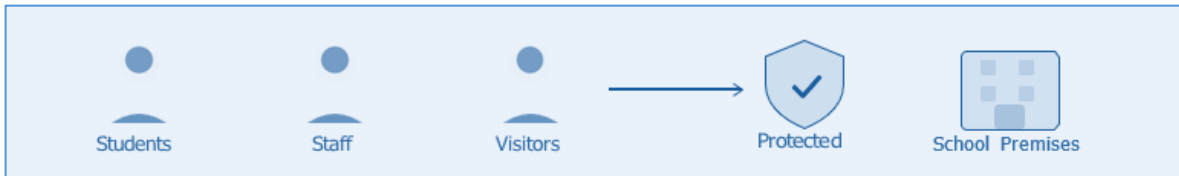
The purpose of this policy is to:

- Protect students, staff, and visitors from potential harm
- Provide clear procedures during emergency situations
- Ensure effective communication and coordination
- Align with UAE Ministry of Education (MOE) and NCEMA guidelines

3. Scope

This policy applies to:

- All students
- Teaching and non-teaching staff
- Visitors on site



Our **vision** is of a natural, holistic, student-centered learning environment that empowers and inspires our students to be creative, innovative, happy, 21st century green leaders.

The **mission** of British International School contributes to our vision by educating young leaders in global citizenship. Our purpose is to champion a new model of learning that connects the lessons from nature to a relevant and effective preparation for a fast-changing future.



4. Types of Lockdowns

4.1 Full Lockdown

Implemented when there is an immediate threat within or near the school.

Procedures:

- Lock all classroom and office doors
- Switch off lights and close blinds
- Move students away from doors and windows
- Maintain silence at all times
- Switch of mobile sound and shut the electronic devices
- No movement in corridors
- Await further instructions

4.2 Partial Lockdown (Secure Perimeter)

Implemented when there is a potential external threat.

Procedures:

- Lock all external doors
- Continue lessons internally with caution
- Restrict movement across the school

FULL LOCKDOWN checklist

- ✓ Doors locked ✓ Lights off ✓ Devices silenced
- ✓ Blinds closed ✓ Away from windows ✓ Silent
- ✓ No corridor movement ✓ Awaiting "All Clear"

5. Roles and Responsibilities

5.1 Principal / Senior Leadership Team (SLT)

- Initiate lockdown procedures
- Liaise with emergency services and authorities
- Communicate with staff and parents
- Issue “All Clear” notification in a code

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5.2 Teachers

- Ensure immediate safety of students
- Lock classroom doors
- Take attendance and report status
- Keep students calm and quiet

5.3 Support Staff

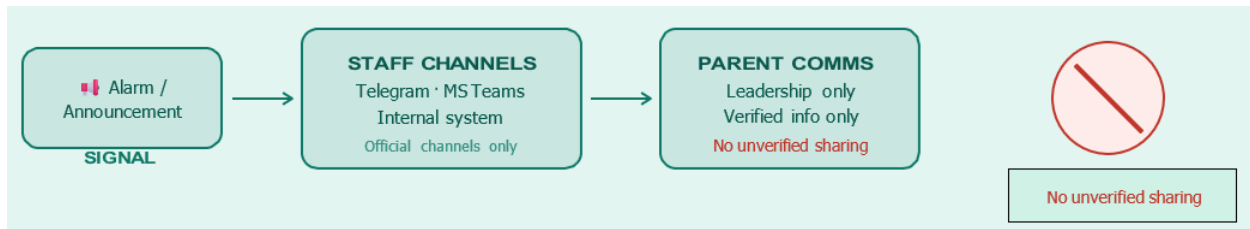
- Assist in securing premises
- Support communication and supervision
- Help with supervision

5.4 Students

- Follow teacher instructions
- Remain calm and silent
- Stay in designated safe areas

6. Communication Protocol

- Lockdown signal to be clearly defined (e.g., announcement or alarm)
- Staff to use official communication channels (Telegram / MS Teams/internal system)
- Parents to be informed only by school leadership
- No sharing of unverified information



7. Lockdown Procedures

7.1 Before Lockdown

- Conduct regular drills
- Ensure emergency supplies are available
- Staff training on procedures

7.2 During Lockdown

- Follow lockdown instructions immediately
- Maintain silence and remain in safe positions

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- Do not open doors under any circumstances

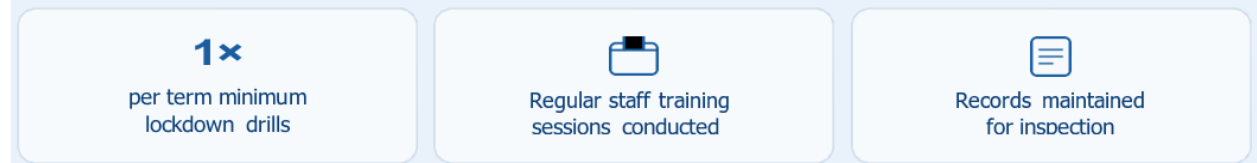
7.3 After Lockdown

- Wait for official “All Clear”
- Resume normal activities in a controlled manner
- Provide emotional support to students



8. Drills and Training

- Lockdown drills conducted at least once per term
- Staff training sessions conducted regularly
- Records maintained for inspection purposes



9. Monitoring and Review

- Policy reviewed annually
- Incident reports documented and evaluated
- Improvements implemented based on feedback

10. Key Contacts



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11. Approval

Approved by: Mr. Mohammed Abdul Azeem

Date: 20.4.2026

Review Date: 20.4.2027



British International School Branch 1– Committed to Safety, Preparedness, and Student Wellbeing

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