



Nurture
Lifelong
Learning

Arcadia School

and

Arcadia High School

Lockdown Procedure

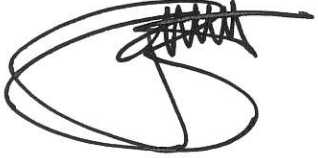




Version 4.0 2025



Nurture
Lifelong
Learning

ARCADIA SCHOOL

www.arcadia.sch.ae

| | Designation | Name | Signature |
|----------------------|--|---------------------|---|
| Developed By: | Senior Quality Health and Safety Officer | Paul Paolo Pate III |  |
| Reviewed By: | Director of School Operations | Dileep Yadav |  |
| | Head of Primary | Sarah Gray |  |
| | Head of Secondary | Michael Strachan |  |
| Approved By: | Executive Principal | Giles Pruett |  |
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Introduction:

As part of the school critical incident response planning measures and in response to a potential threat to the school site and community within, a series of procedures have been developed to manage such an incident. In order to prepare the members of the community for such an eventuality, it is important that a lockdown procedure is in place and practiced annually in order to prioritise the safety and wellbeing of every person and to establish a clear set of routines. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/civil disturbance** in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder on the school site** with the potential to pose a risk to staff and pupils. i.e. active shooter
- A warning being received regarding a risk locally**, of air pollution (smoke plume, gas cloud etc) or chemical, biological or radiological contaminants.
- The close proximity of a wild animal** roaming loose that pose as a potential risk to the members of school community. i.e. wild dogs, large stray birds of prey.

An annual drill is in place to ensure that we manage routines and educate our students and staffs of the importance of the procedures, in case of the eventuality of an intrusion into our school community buildings.

Roles and Responsibility:

- Incident Commander / Drill Master** – Giles Pruett (Executive Principal)
 - Leads the annual drill and make sure that all procedures are implemented and followed.
 - Ensure that previous drill improvements are take into considerations and being applied.
- Deputy Incident Commander** – Paul Paolo Pate III (Health and Safety Officer)
 - Ensure that all the drills are well documented and presents a drill report every after drill and organize a post drill assessment with the SLT.
- External Communications Lead (Parents and Guardians)** – Jordan Elam (Head of Admissions)
 - Communicates to parents and guardians giving accurate updates regarding the current situation under the supervision of the incident commander.
- Internal Communications Lead (Foundation Stage)** – Niahm Reynolds(Head of FS)



- Communications lead for the foundations stage, directly communicates to incident commander.
- **Internal Communications Lead (Primary)** – Sarah Gray (Head of Primary)
 - Communications lead for the Primary, directly communicates to incident commander.
- **Internal Communications Lead (Secondary)** – Michael Strachan (Head of Secondary)
 - Communications lead for the Secondary, directly communicates to incident commander.
- **Internal Communications Lead (Staff and Admin)** – Aukse Lighbody (Head of HR)
 - Communications lead for staff and admin, directly communicates to incident commander.
- **External Communications Lead (Police and Emergency Services)** – Ahlam Ismail (Government Relations Executive)
 - Communicates to police and emergency services under the supervision of the incident commander.
- **External Communications Lead (Corporate)** – Dileep Yadav (Director of Finance and Admin)
 - Communicates and giving accurate updates on the situation to corporate office, if applicable.
- **External Communications Lead (External Providers)** – Vinod Pereira (FoH)
 - Communicates to external providers under the supervision of the incident commander.
- **Facilities Lead and External Communications Lead (Contractors)** – Sachin Thomas (FM Engineer) / Mohammad Yaseen (Facilities Manager)
 - Leads facility team and ensure all equipments are in good proper working order.
 - Ensure to rectify all reports made by class teacher as per the classroom checklist.
- **All Class Teachers, Subject Teachers and Assistant Teachers**
 - Ensure to follow below listed procedures during lockdown and drills.
 - Ensure that all items in the classroom checklist all checks out and in order on a regular basis. Any shortcomings, faults should be immediately reported to SLT, HSO and/or Facilities Lead. Please see **Appendix A**.



Communications:

During the lockdown, it is very important that **lines of communications is clearly established and kept open** but not make unnecessary calls to the central office as this could delay more important communication. Communication details such as missing student during headcount, location of threat must be immediately communicated to appropriate communications lead so that immediate action will be taken and take into consideration. **“Arcadia Team”** google space group will be the main line of communication during the lockdown and users/members are advise to keep this line open and only important/relevant messages should only be sent during the lockdown. **External communications** must only originate from external communications lead to avoid confusion and misinformation. Emergency contact numbers please see **Appendix B**.

Arrangements for communicating with parents in the event of a lockdown, should be routinely shared either via newsletter or the school website.

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child’s welfare, and that it is doing everything possible to ensure his/her safety.
- Do not need to contact the school. Calling the school could tie up telephone lines that are required for contacting emergency support providers.
- Do not come to the school. They could interfere with emergency support provider’s access to the school and may even put themselves and others in danger. Wait for the school to contact them about when it is safe to collect their children, and where this will be from.

Lockdown Steps and Procedures:

The lock-down alarm is a repetitive verbal announcement, **“Lock down, Lock down, this is a Lock down!”** and a continual siren sound. When you hear this verbal command for lockdown, do the following:

1. **Ensure all students are in your classroom.** Check your attendance register for the day. Immediately communicate/report if there is a missing student in your class through your communication lead.



2. **Proceed to a nearest safe haven, if you are not situated inside an enclosed space, classroom or office.** Immediately proceed to a nearest safe havens. Please see **Appendix C (AS)** and **Appendix D (AHS)**
3. **Lock your classroom door** from the inside and **turn off the lights immediately and close blinds/curtains if applicable. Turn off all monitors and smartboards** that may be source of illumination inside the classroom. It is also advise if practicable to use an item of furniture and/or heavy item to block and reinforce the door.
4. **Move all students to an area in the room where they cannot be seen** through the window of from the outside, if possible. Block your hall window access. Instruct your students to remain quiet to not give away your position to the potential threat.
5. **Never leave the room or designated safe area for any reason until the all-clear is sounded.** This will be in the form of a code phrase spoken over the speaker system or in person from the corridors by the designated safety lead for the school, normally the Executive Principal and/or Head of Primary.
6. **In the event of Fire or Full Evacuation,** follow instructions from Incident Commander only or through official communications leads and exit the building using the nearest and safest exit going to the designated assembly point.
7. Never open the door to your secure area until you hear the all-clear message. **SAFE PHRASE – “EVERY YEAR SAFE PHRASE IS CHANGE”**
8. **Unlock the classroom. Perform another head count** to account all occupant of the room. Report immediately if there is anyone missing.

APPENDIX – A: CLASSROOM CHECKLIST

| Sl.No | Description | Yes | No | N/A |
|-------|---|-----|----|-----|
| 1 | Door locks are in proper working conditions. | | | |
| 2 | Working classroom light switch | | | |
| 3 | Audible classrooms PA speakers | | | |
| 4 | Smartboards/monitors can be switched off properly | | | |
| 5 | Window blinds and curtains | | | |



APPENDIX – B: EMERGENCY CONTACT NUMEBRS

| Roles | Name | Number |
|--|---|------------------------------------|
| Executive Principal | Giles Pruett | +971 56 4331763 |
| Head of Primary | Sarah Gray | +971 50 120 6479 |
| Asst. Head of Primary | Alice Foley | +971 56 5113929 |
| Head of Foundation Stage | Lauren Duffy | +971 50 3685050 |
| Head of Secondary | Michael Strachan | +971 55 1872225 +971 54 9913041 |
| Health and Safety Officer | Paul Paolo Pate III | +971 56 5454667 |
| Head of HR | Aukse Lighbody | +971 50 3519651 |
| FoH / Reception | April L. / Mareyette A. | +971 4 5522700 |
| Director for Finanace, Admin and School Operations | Dileep Yadav | +971 50 4218473 |
| Government Relations Executive | Ahlam Ismail | +971 56 5025406 |
| School Nurse - AS | Mica Flor Canillo | +971 56 1481053 |
| School Nurse - AHS | Shayne Candido | +971 54 3456951 |
| Facilities - AS | Sachin Thomas | +971 54 7489517 |
| Facilities - AHS | Mohammad Yaseen | +971 56 5062428 |
| Police | Dubai Police (Nearest Police Station – Al Barsha Police Station) | 999 |
| Fire | Dubai Civil Defense (Nearest DCD Station - Al Barsha DCD Station) | 997 |
| Ambulance | Dubai | 998 |
| Nearest Hospital | Saudi German Hospital (Al Barsha) | 800 2211 |



APPENDIX – C: LOCATIONS OF SAFE HAVENS – Arcadia School:

If you find yourself outside an enclosed space/room or outside in an open area during the lockdown, immediately proceed to a nearest enclosed room or safe havens.

| | |
|---|--|
| All Classrooms | Lock into the same spaces |
| Security Area (Security Reception) | Security Office (CCTV Room) |
| Front of House (Main Reception) | Conference Room 1 / Admissions Office / Common Office / Stationery Store Room |
| Lounge/Reception Area | Conference Room 1 / Admissions Office / Common Office / Stationery Store Room |
| Café Area | Conference Room 1 / Admissions Office / Common Office / Stationery Store Room |
| Administration Offices (HR Dept.) | Conference Room 1 / Head of HR Office |
| Library | Food Tech Lab / Canteen Kitchen |
| Green Balcony (1st Floor) | Canteen Kitchen |
| Canteen | Canteen Kitchen |
| MPH | Music Room / Art Room 1 & 2 |
| Swimming Pool | Nearest Changing Rooms / FM Office |
| 3rd Floor Play Area | Swimming Pool Changing Room / FM Office |
| Roof Play / Recreation Area | Swimming Pool Changing Room / FM Office |
| Basement Area | MEP Room / Housekeeping Storage Room |



APPENDIX – D: LOCATIONS OF SAFE HAVENS – Arcadia High School:

If you find yourself outside an enclosed space/room or outside in an open area during the lockdown, immediately proceed to a nearest enclosed room or safe havens.

| | |
|---|----------------------------------|
| All Classrooms | Lock into the same spaces |
| Security Area (Security Reception) | Security Office (CCTV Room) |
| Front of House (Main Reception) | Rear Officer / CCTV Control Room |
| Lounge/Reception Area | Rear Officer / CCTV Control Room |
| Café Area | Rear Officer / CCTV Control Room |
| Administration Offices | Finance Office |
| Finance | Inside the same room. |
| Library | Library Conference Room |
| Swimming Pool | Nearest Changing Rooms |
| Basketball Court | Nearest Changing Rooms |
| MPH | Nearest Changing Rooms |
| Football Pitch | MPH Changing Rooms |
| Canteen | Canteen Kitchen |
| Basement | MEP Room |