



Intrusion and Lockdown Policy

1. Purpose

The purpose of this policy is to ensure that all schools have effective **intrusion detection and lockdown procedures** in place to protect students, staff, and visitors from any **external or internal threat** to their safety.

This policy provides guidance for recognizing potential intrusions, initiating lockdowns, and maintaining communication and control during and after an incident.

2. Scope

This policy applies to all school staff, students, visitors, contractors, and service providers present on the premises.

It covers incidents including but not limited to:

- Unauthorized entry or intruder presence on campus.
- Threats of violence or criminal activity near or within the school.
- Security breaches during school hours or after-school programs.
- Situations where evacuation is unsafe and shelter-in-place is required.

3. Policy Statement

The school is committed to maintaining a **safe and secure environment** by ensuring:

- A clear and practiced **Lockdown Procedure** is in place.
- All staff are trained to respond quickly and calmly to threats.
- Security systems, alarms, and access control are properly maintained.
- Communication with emergency services is immediate and effective.
- The safety and wellbeing of students and staff are prioritized above all else.

4. Legal and Regulatory Framework

This policy complies with the following regulations and standards:

- **ADEK Health, Safety & Environment Framework (2024)**
- **ADOSH 4.0 – Emergency Preparedness and Crisis Management**
- **NCEMA 6000 – National Emergency, Crisis and Disaster Management Standard**
- **UAE Civil Defence Safety and Security Regulations**
- **Abu Dhabi Monitoring and Control Center (MCC) – School Security Guidelines (2017)**
- **ISO 45001:2018 – Occupational Health and Safety Management Systems**

5. Roles and Responsibilities

5.1 School Principal / Management

- Ensure a **Lockdown Plan** is developed, communicated, and practiced at least twice per year.
- Coordinate with local **police, Civil Defence, and ADEK** for response support.



- Approve the appointment of trained staff as **Lockdown Wardens** and **Incident Commanders**.
- Ensure all entrances, exits, and access control systems are secure.
- Lead post-incident communication and recovery processes.

5.2 OSH Department / Safety Officer

- Develop and maintain the **School Lockdown Procedure (OSH-R-13A)**.
- Conduct **risk assessments** of school security and access control points.
- Train all staff on lockdown response, communication signals, and safe sheltering.
- Conduct **biannual lockdown drills** and submit reports to ADEK.
- Maintain emergency contact lists and ensure readiness of communication systems.

5.3 Security Staff

- Monitor CCTV, perimeter gates, and access points at all times.
- Immediately report any suspicious activity or unauthorized entry to the Principal and OSH Officer.
- Activate the **lockdown alarm or code** upon confirmation of a threat.
- Secure external doors and assist emergency responders upon arrival.

5.4 Teachers and Support Staff

- On receiving a lockdown alert:
 - **Lock all classroom doors** and turn off lights.
 - **Move students away from windows and doors.**
 - Maintain silence and calm.
 - Take attendance and keep students under supervision until “All Clear” is announced.
- Do not open doors for anyone unless instructed by the principal or police.

5.5 Students

- Follow teacher instructions immediately during lockdowns.
- Stay quiet and remain in safe positions.
- Report any suspicious persons or behavior to staff immediately.

6. Lockdown Triggers

Lockdown procedures shall be initiated when any of the following occur:

- An intruder or armed individual is identified on or near campus.
- Threats of violence or suspicious people attempting unauthorized access.
- Police or Civil Defence advise the school to lock down due to nearby incidents.
- Discovery of explosive devices or dangerous materials.
- Any emergency where you leave the building could expose individuals to danger.



7. Lockdown Procedures

7.1 Initiation

- The **Principal or Security Team** activates the lockdown via alarm, PA system, or coded message (e.g., “Code Red”).
- Immediate communication is sent to staff and key responders.

7.2 Staff Actions

- Lock all doors and secure entry points.
- Turn off lights and close blinds or curtains.
- Move everyone away from doors and windows.
- Maintain silence—phones should be on **silent mode**.
- Wait for further instructions through the PA system or authorized messenger.

7.3 Communication during Lockdown

- Communication with external parties must only be handled by the **Principal or OSH Officer**.
- The school’s **Emergency Communication Tree** must be followed.
- Parents shall be informed only once the situation is under control and verified safely.

7.4 All Clear

- The lockdown will remain in effect until the **principal, police, or Civil Defense** declares the premises safe.
- Once cleared, an “All Clear” signal will be announced and staff may resume normal operations.

8. Evacuation Decision

If during a lockdown it becomes safer to evacuate (e.g., due to fire or structural damage), staff shall follow the **Fire Evacuation Plan** under the direction of emergency services.

9. Communication and Coordination

- The school must maintain updated contact numbers for:
 - Local police station
 - Civil Defence
 - ADEK Emergency Desk
 - School OSH Officer and Principal
- Communication channels (PA system, radios, and mobile devices) must be regularly tested.



- Emergency communication templates shall be prepared for use during lockdowns.

10. Training and Drills

- **Lockdown drills** must be conducted at least **twice per academic year**.
- All staff must participate in **annual security and lockdown response training**.
- Students will be instructed on lockdown procedures through awareness sessions, using **age-appropriate explanations**.
- Each drill must be documented using the **Lockdown Drill Record**
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11. Post-Incident Review

After every lockdown or drill:

- Conduct a **debrief meeting** to review performance and identify improvement areas.
- Document lessons learned in the **Post-Incident Review**
- Provide psychological support or counseling to staff and students if required.
- Revise procedures based on feedback and recommendations.

12. Monitoring and Review

- The OSH Department will conduct periodic inspections to verify readiness of security systems and procedures.
- This policy shall be reviewed annually or following any security incident.
- Updates will be communicated to all staff and included in induction programs.

13. References

- ADEK Health, Safety & Environment Framework (2024)
- ADOSH 4.0 – Emergency Preparedness and Crisis Management
- NCEMA 6000 – Emergency and Disaster Preparedness Standard
- Abu Dhabi Monitoring and Control Center (MCC) CCTV and Security Standards 2017
- UAE Civil Defence Safety Code
- ISO 45001:2018 – Occupational Health and Safety Management Systems

Principal

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