



## **MEF INTERNATIONAL SCHOOL LOCKDOWN PROCEDURE**

### **STATEMENT OF AIM**

The aim of this Lockdown Procedure is to provide a structured and effective response to situations that pose an immediate threat to the safety and security of students, staff, and visitors within the school premises. This procedure is designed to minimize risk, ensure a coordinated response, and maintain a safe environment in emergency situations such as threats from intruders on or near school premises, nearby activities that pose a risk to the school, and other scenarios deemed a risk by the school's security team or local law enforcement agencies.

### **RATIONALE**

The rationale for the school's lockdown procedure is to ensure safety and preparedness in emergencies, such as intruder threats. It emphasizes clear communication, covers various campus locations, and includes regular drills and training. The procedure aims to ensure everyone knows and follows safety protocols efficiently, while also providing immediate medical support through accessible first aid kits.

### **PREPAREDNESS**

#### **First Aid Kits:**

- Ensure that all classrooms and major areas (like the gym, cafeteria, and library) are equipped with first aid kits.
- Train staff on basic first aid and the location and use of the kits.

#### **Annual Drills and Staff Training:**

- Conduct annual lockdown staff training during orientation each year.
- Conduct at least one lockdown drill per year.
- Ensure that new and returning staff are familiar with lockdown procedures.
- Regularly update and review the lockdown procedure with staff to incorporate new safety measures and feedback from drills.

### **LOCKDOWN PROCEDURE**

#### **Initiating Lockdown:**

- Security initiates lockdown with a 30-second alarm via the PA system.
- Principals send a message "Lockdown" to their respective communication groups.
- Alerting Authorities:
- The Head of School and Secondary Assistant immediately call 155 (emergency services).

#### **Classroom Lockdown Protocol:**

- Teachers close and lock all windows and doors. Cover the window in the door, if applicable.
- Turn off lights and draw shades, especially for street-level classrooms.
- Instruct everyone to move away from windows and doors toward interior walls and drop down.
- Maintain silence; cell phones should be silenced or turned off.

- Do not unlock the door or leave the classroom under any circumstance.

**Protocol for Other Areas:**

- In hallways, playgrounds, or unspecified areas, students and staff should take refuge in the nearest classroom or room and lock/barricade the door.
- In the gym, move to the locker room and follow classroom lockdown protocol.
- In restrooms, lock and stand on the toilet. Do not leave until the school administration calls to end the lockdown.
- In the cafeteria, a member of the cafeteria staff will lock the doors, move to corners away from entries, and follow the classroom lockdown protocol.

**Ending the Lockdown:**

- The lockdown will be ended by announcing the phrase “The lockdown is now over,” repeated three times over the PA system.
- An administrator or authority will come to each classroom and take attendance to account for everyone. Students and staff should not leave or allow others to leave without permission from an administrator or authority.
- Other administrators will check the campus for individuals located in other areas ensuring all individuals are accounted for.
- Once the all-clear has been given, all teachers should respond via the Emergency communication group with the word “safe”.

**Post-Lockdown Procedures:**

- Provide support to students and staff who may be distressed or traumatized.
- Conduct a debriefing to review the effectiveness of the lockdown and identify areas for improvement.
- Communicate with parents and the community about the lockdown, reassuring them about student safety and explaining the measures taken.

Document History		
Date	Details	Responsible
August 2018	Policy created	Figen Sonmez
November 2023	Policy updated	Lockdown Policy Committee