



LOCKDOWN POLICY

HS07

Policy owner:

**Head of Health, Safety, Security
and Special Projects**

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KEY CONTACTS

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PURPOSE

Doha college (dc) is implementing this policy to ensure that the school community knows how to react should a lockdown be called to protect the community in the event of an incident which requires such a response.

This policy applies to everyone on campus which includes but is not limited to: students, staff, parents, carers, and visitors.

AIMS

- To provide a safe and secure environment for our students, staff, and visitors.
- To establish protocols and procedures that effectively monitor and manage a potentially dangerous situation.

IMPLEMENTATION

The lockdown policy applies when members of the DC community need to be locked within buildings for their own safety. This will usually occur if there is an intruder on school grounds but may also occur in the event of a hazardous situation such as chemical spill that makes it dangerous to be outside.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
COO	Shall be responsible to communicate to parents in the event of a lockdown
HSSSP	Shall be designated as lockdown manager
	Shall initiate, manage, and conclude a lockdown
	Will respond to the emergency and coordinate with the external emergency services
	Will ensure emergency services are provided with detailed information about the intruder and the location
	Will Inform the security supervisor what access gate the emergency services will access the campus
Security Supervisor	Shall be designated as alternative lockdown manager should the HSSSP be away or unavailable
Security Supervisor / Team	Shall be responsible for executing the Lockdown
	Shall ensure assets are secure and safe

	Shall ensure all main gates are closed and no one enters the campus
	Shall ensure the campus police are informed and assist
	Shall ensure all gates are closed and buildings are secured
	Shall provide access for emergency services
Staff	Shall ensure all windows and doors are locked
	Those with students in the room with them are to move their students to a blind spot within the room away from the intruder's line of sight
	Shall ensure all blinds are down and all windows on doors are covered
	Shall notify the lockdown manager if a student or staff under their care is not accounted for via the designated communication channel 'Whatsapp'
	Shall encourage all students to be calm and silent
	Shall bring in students who are caught outside of the classroom
Front Office Staff	Shall be responsible for visitors and guests within the main reception area and take them into the admin office when the lockdown is initiated
	Shall be responsible for all their visitors once they've left the Reception area
Students	Shall follow instructions from staff
	Shall remain in their classroom until "All Clear" has been announced unless otherwise directed by a member of staff
	Shall proceed to the nearest classroom if they are not in a classroom when the lockdown signal has been initiated
	Shall remain silent and assist with the classroom lockdown
Estates	Will ensure all contractors have been accounted for via a designated communication link
	Act as a liaison for the contractor supervisors and highlight any absences to the lockdown manager
Parents	To ensure minimal contact with their child via mobile phone

COMMUNICATION BETWEEN PARENTS AND DOHA COLLEGE

In the event of an actual lockdown, the incident will be communicated to parents as soon as is practicable.

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

- Are given information as and when possible as the school understands the concern that they have for their son's or daughter's welfare.
- Do not need to contact the school, because doing so could tie up telephone lines that are needed for contacting emergency service providers.
- Avoid going to the school, as their presence there might make it more difficult for emergency personnel to reach the building and might also put themselves and other people in danger.
- Wait for the school to get in touch with them and let them know when it is safe for them to come to collect their son or daughter as well as the location from which they should collect them.

COMMUNICATION BETWEEN LOCKDOWN MANAGER AND STAFF

- All staff are requested to ensure that they are able to access their emails when the lockdown signal is activated. This will allow staff to stay informed on the latest updates and receive any additional instructions that may be necessary. It is important to stay updated and prepared during times of emergency, and reliable communication channels such as email can play a crucial role in achieving this.

LOCKDOWN SIGNAL

- A continuous bell (for 10 seconds or more) will serve as the signal to initiate the lockdown; there will not be a tannoy announcement.

INTRUDER PROCEDURES

- All visitors to school must first register at the security office and receive a "Visitors' Lanyard" to be worn and clearly displayed.
- If a member of staff is confronted by an intruder, or suspects they have seen one, they should immediately:
 - Challenge the intruder (verbally to ascertain who they are and what their intentions are; only physically if they believe there is an imminent threat to a member of the DC community).

- Report the matter to Security
- The staff member should not leave the intruder as their location may become unknown. They should attempt to direct the intruder to the Police Guardroom at Gate 1 and where possible escalation should always be avoided so the use of casual conversation and/or body language to calmly direct the situation if to be adopted if appropriate.
- If the intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. At this point back away slowly and leave the area and as soon as is safe to do so report the situation to the Security and then the Police (calling 999).

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About Doha College

Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

Core Values

Excellence and diligence
Respect and Integrity
Commitment and Accountability
Perseverance and Honesty
Fun and Enjoyment
Challenge and reward

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