



BRITANNICA INTERNATIONAL SCHOOL, SHANGHAI

LOCKDOWN POLICY

Updated September 2024

This is an emergency procedure which would go into effect if a hostile intruder/ group or natural disaster came onto the school campus, or if somebody posed a threat within the school campus, with the potential or intent of endangering students and/or staff.

While this policy does not attempt to be full-proof against all aspects of intruder attack or natural disaster, it does provide guidance to staff on how to minimise the risk of pupils and themselves. Staff are asked to be vigilant at the time of an emergency to ensure the most effective protection is created for themselves and others in their care, given their exact situation at the time.

The procedure is as follows:

- On recognising a threat, any member of school staff may directly contact the Principal or a senior colleague by the quickest means available to them.
- Microphones to initiate a school lockdown are located in the Vice-Principal and Principal's offices located on floor four and one respectively.
- Any member of SLT may initiate a school lockdown, but this will ideally be initiated by the Principal, given his availability or the Vice-Principal in his absence.
- The Principal (or member of SLT) will make a judgement on whether the lockdown should be initiated.
- If a lockdown is decided then the Principal (or member of SLT) will use the microphone in either the Principal's office or the Vice Principal's office.
- A lockdown comes into place on hearing the words 'Tell it to the Marines' repeated three times through the tannoy system.
- The member of staff nearest to the emergency police button in the Principal's Office, located on the back wall, right hand side should alert the police. The Principal's PA and the School Receptionist should phone the Police station using either their mobile phone or the school phone. Both of these members of staff will ensure that they have the contact details of the Police Station on their phones.

- On hearing the alarm all students should move towards the nearest member of staff and be guided into shelter into the nearest (preferably lockable) room available to them. Doors that can't be locked should be barred with furniture.
- Staff in exposed areas such as the sports hall or indoor playground should move into the nearest adjoining safe area (e.g., PE Store Room or Uniform Shop). If students are in the pool, they should go into the lockable staff changing room.
- If possible, all indoor corridor doors should be locked on passing as staff and students move to a safety area, to better secure and isolate areas of the schools.
- Students and staff should move away from internal and external windows and hide behind or underneath furniture.
- If the room is fitted with blinds then these should be lowered. Rooms should be darkened if possible, by turning off lights, computers and overhead projectors.
- Staff should keep pupils as calm and as quiet as possible.
- The Site Manager will contact the guard gate and ask them to keep the gates secured and prevent other people entering the premises, with the exception of the police.
- Staff and students should continue to barricade themselves until the all clear is given.
- The all clear is the phrase 'The Marines have now left' heard over the tannoy system.
- In the situation of a true lockdown, as opposed to a lockdown drill, on the sounding of the all clear, staff will accompany the students that they supervising to the fire drill muster area and a full headcount will be carried out to ensure all personnel are accounted for. In such a case, the same procedures will take place as defined in the fire drill and emergency policy