

BCAD LOCK DOWN POLICY

**INTEGRATED MANAGEMENT SYSTEM
(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 41001:2018,
ADOSH SF)**



BRIGHTON COLLEGE ABU DHABI
Bloom Gardens, Khalifa Park, Abu Dhabi, United Arab Emirates

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Aligned with the BCAD Lockdown Drill Plan 2026/2027

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1. Policy Statement

Brighton College Abu Dhabi will use lockdown procedures when remaining in secure indoor areas is necessary to protect pupils, staff and others on campus from a threat. This policy applies to pupils, employees, volunteers, parents, carers, visitors and contractors.

This policy is to be read with the BCAD Lockdown Drill Plan 2026/2027. The same simple actions apply throughout the College: secure the nearest safe room, stay quiet and out of sight, and wait for the official all-clear.

2. Aims

- Protect pupils, staff and everyone else on campus during a lockdown.
- Provide clear, consistent instructions for classrooms, offices, support teams and other school areas.
- Prepare the College through calm, supervised drills and follow-up improvements.

3. Practice and Procedure

3.1 General requirements

Lockdown may be required because of an intruder or another hazard on or near the school site, such as a nearby chemical spill or external fire that makes it unsafe to remain outside. Leadership will apply the relevant emergency procedure for the actual situation.

Everyone must stop normal activities, use the nearest safe room or the location specified in this policy, and follow staff instructions. Movement to a room must be safe. Pupils must remain with an adult throughout the lockdown.

3.2 Starting a lockdown drill or responding to an incident

Lockdown drill

- The Head Master approves the lockdown drill.
- The Head Master or Manager of School Operations (MSO) authorises the start of the drill.
- The MSO acts as Drill Controller. The Vice-Principal or a nominated senior leader acts as deputy.
- The lockdown announcement is made using the tannoy system. The fire alarm must not be used as the lockdown signal.

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- Staff must act immediately when the lockdown drill announcement is heard.

Real lockdown incident

- Any member of staff who becomes aware of an actual or suspected threat must immediately inform Reception, the Head Master, MSO or another member of the College Leadership Team.
- The Head Master or MSO will determine whether a lockdown is required. Where there is an immediate threat and delay could place people at risk, the lockdown may be initiated without waiting for further approval.
- Reception or another nominated member of staff will make the lockdown announcement using the tannoy system.
- Reception will contact the Police or emergency services where required and provide the available information about the incident.
- Once the lockdown announcement is made, all staff must immediately follow the lockdown procedure and secure the pupils and other persons in their area.
- The Head Master retains overall leadership of the incident. The MSO coordinates the operational response and supports liaison with the Police and emergency services.

**“Attention. This is a lockdown drill. Lockdown procedures are now in effect. This is a drill.”
Repeat three times.**

Do not contact Police for a drill. For a real incident, the Head Master or MSO contacts emergency services. Reception/Security must be informed promptly of an observed threat, when it is safe to do so, so that leadership can activate the relevant response. A real incident must not be announced as a drill.

3.3 Actions in every occupied room

These instructions apply to classrooms, offices and meeting rooms:

- Stop the activity. Bring anyone immediately outside into the room, if safe.
- Secure the room, secure doors, close blinds or curtains and switch off lights.
- Stay out of sight. Move away from doors and windows.
- Wait quietly. Silence phones, keep the door closed and remain inside until the official all-clear.

Staff must stay with pupils, use calm and simple instructions, and keep pupils supervised. Pupils must not be left locked in a room without an adult. Staff who are not teaching should use the nearest safe occupied room.

3.4 Locations outside classrooms

Pupils follow the nearest member of staff. Use the locations below when it is safe to move there.

Location at the time of the signal	Lockdown action / destination
Pool / netball courts	PE staff lead pupils to the changing rooms and Sports Hall.
Dining Hall	Remain in the Dining Hall and secure the area. Duty and catering staff remain with pupils.
Main Library	Move to the Media Room at the back of the Library.
Pre-Prep Library	Remain in the Library and secure the area.

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Location at the time of the signal	Lockdown action / destination
School field	Enter the closest building and use a lockdown room.
Theatre	Move to the Dance Studio or Drama classrooms.
Music rooms	Move to the nearest classroom.
Toilets / corridors	Go to the nearest safe occupied room and stay there.
Sixth Form Common Room	Remain in the Sixth Form Common Room
Other areas	Use the nearest safe occupied room.

Keep the door closed. Stay quiet and out of sight. Wait for the official all-clear.

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3.5 Support teams, visitors and contractors

All support teams stop normal activities and follow the same secure-room instructions.

Team / group	Required action
Reception and visitors	Reception guides visitors to a secure room. Other visitors stay with their host.
Office staff	Use the nearest secure office or room.
Facilities / BFM and contractors	Stop work safely. Contractors follow Facilities/BFM to a secure room. Remain inside until the all-clear.
Cleaning team	Use the nearest secure room.
Catering team	Secure the dining area and remain inside.
Landscaping and bus teams	Follow Security. Bus teams outside campus stay outside. Those inside follow Security to a secure area.
Clinic	Secure in place.

3.6 Backup communications and urgent help

If the tannoy fails, IT informs the MSO. Reception/Security use the agreed radio or phone backup, and Heads of School pass on the message. The backup arrangements must be agreed before the drill.

If urgent help is needed, contact Reception/Security when it is safe to do so.

If a real emergency occurs during the exercise, stop the drill immediately and follow the relevant emergency procedure. The Head Master or MSO contacts emergency services if needed.

3.7 Official all-clear

The Head Master is responsible for issuing the official all-clear. If the Head Master is unavailable, this responsibility passes to the Vice-Principal, and then to the MSO.

The all-clear will be communicated through the tannoy system. Everyone must remain in lockdown until the authorised all-clear message is received.

“The lockdown drill is now complete. All clear. Please return to normal activities.”

For a real incident, leadership and emergency services, where applicable, must confirm that the threat has ended before the official all-clear is issued. Staff and pupils then follow leadership instructions for a safe return to activities.

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3.8 Prevention and site access

Visitors must sign in at the front gate and wear a clearly displayed Visitor Pass. Staff should report any concerns about an unidentified or unauthorised person to Reception or Security.

If a person behaves in a threatening manner, staff must avoid confrontation, move to a safe location and alert Reception or Security as soon as it is safe to do so. The Head Master or MSO coordinates the response and any required contact with the emergency services.

3.9 Preparation and conduct of drills

- Heads of School brief their teams. Staff explain the procedure to pupils in calm, age-appropriate language before the drill.
- Inform parents before the first lockdown drill and explain its purpose.
- Check doors, keys and the tannoy. Agree the radio or phone backup and support for pupils who need help.
- Plan for a drill lasting 10–15 minutes. The planned duration does not replace the requirement to wait for the official all-clear.
- During the drill, keep pupils calm and supervised. Observe whether the signal is heard and rooms are secure, without leaving a secure room to carry out checks.

3.10 Communication with parents and carers

During a real lockdown, the Head Master or MSO authorises communication with parents as soon as it is practical and safe. Parents must be asked not to come to the school, call the school unnecessarily or contact pupils' mobile phones. Emergency communication lines must remain available.

Pupils will not be released to parents during lockdown. If the school day is extended, leadership will communicate the arrangements, time and location for collection when it is safe to do so.

3.11 Recovery and policy communication

After the all-clear, staff reassure pupils and support anyone who is distressed. The MSO leads a short staff debrief and follows up agreed actions. For a real incident, the College's Critical Incident and Disaster Recovery Policy applies.

Make the policy and relevant lockdown instructions available through staff briefings, handbooks and appropriate school communication channels. Display the relevant room instructions so that staff can refer to them readily.

4. Assessment and Record Keeping

The MSO/HSE Officer retains drill and incident records in line with the College's OSH record-keeping arrangements. Record the exercise date and duration, signal audibility, room security, communication issues, support needs, debrief findings and agreed improvements. Each improvement must have an owner and due date, with follow-up to completion.

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5. Staffing and Resources

Role	Responsibility
Head Master	Approves the drill and policy; may start the drill; coordinates emergency-service contact with the MSO; may authorise the all-clear.
MSO	Acts as Drill Controller; may start the drill and authorise the all-clear; coordinates emergency-service contact; leads the debrief and follows up actions.
Vice-Principal / nominated senior leader	Acts as deputy Drill Controller. The Vice-Principal may authorise the all-clear. A nominated deputy does not acquire all-clear authority unless also the Head Master, Vice-Principal or MSO.
Heads of School	Brief their teams, coordinate support for pupils and pass on messages through the agreed backup arrangements.
HSE Officer	Supports the MSO with policy maintenance, preparation, records, debrief findings and improvement follow-up.
Reception / Security / IT	Support announcements and urgent communication. IT reports tannoy failure; Reception/Security activate the agreed backup and provide the guidance specified in this policy.
All staff and support teams	Follow the room and location instructions; supervise pupils where applicable; remain in a secure area until the official all-clear.

The HSE Officer maintains the policy with the MSO, with final approval by the Head Master. The OSH Committee and relevant authorities may be consulted where required. Resources include secure rooms, accessible keys, working tannoy and backup communications, displayed room instructions and agreed pupil support arrangements.

6. Monitoring and Review

The MSO/HSE Officer reviews this policy annually and after a drill or incident where changes are needed. Changes require confirmation by the Head Master. Keep the policy, drill plan and staff instructions aligned, and communicate approved changes to the relevant teams.

7. Related Documents / References

- BCAD Lockdown Drill Plan 2026/2027.
- BCAD OSH Policy and Critical Incident and Disaster Recovery Policy.
- ADOSH SF, Version 4.0, 15 July 2024, Element 06: Emergency Management.
- ADOSH SF, Version 4.0, CoP 7.0: Fire Prevention, Planning & Control.
- ADEC OSH Section Manual for Medium Risk Entities: Guidelines for the Development of School Emergency Management Plans, v1.1.