



SWISS INTERNATIONAL SCHOOL  
QATAR

# LOCKDOWN POLICY

Staff Incharge	Head of School
Latest revision	August 2023
Approved by	Head of School
Next Revision	August 2025





## Our Vision

SISQ aims to develop learners who are  
**FULFILLED INSPIRED PREPARED**

## رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين  
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشَبَّعُونَ

## Notre Vision

SISQ encourage les apprenants à devenir  
**ACCOMPLIS INSPIRÉS PRÊTS**

## Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

## رسالتنا

من خلال المتعة والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إنهم فضوليون ومشاركون ومتحمسون للتعليم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، وواقفون من أنفسهم.
- مشبعون اجتماعياً: يطورون علاقات ذات مغزى؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- ملهمون لمواصلة التعلم: فهم فضوليون ومتسائلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- ملهمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحيات الآخرين؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تنسم بالنزاهة: أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومفتحون ومتعددة الثقافات في نظرتهم؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

## Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Émotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.



A lockdown is an emergency procedure intended to secure and protect staff, students, and everyone who is in the proximity of the school campus during an immediate threat. SISQ activates a lockdown when the best response to a danger or threat is to take cover inside a locked room within the school.

The emergency procedures are updated annually and publicised with relevant stakeholders to ensure everyone understands their role. Prompt, appropriate, decisive action is vital in emergency situations

- All members of staff, students, and parents are aware of their roles and responses to different situations which might occur.
- All members of staff and students are trained how to act in emergency situations
- All members of staff and students are subject to regular practices.

**An emergency lockdown** is a situation that requires staff and students to be hidden away from a potential threat to the campus or people on the campus. The Head of School/ Divisional Principals should be informed of a threat by all available means and by any staff member. They will instruct that the lockdown signal be activated and follow procedures.

## Levels of lockdown:

Lockdown RED	Lockdown YELLOW
A threatening or dangerous person/s	A severe weather condition (sandstorm, flood), A chemical or pollution cloud outside. Earthquake
Follow general responsibilities for all staff as reasonably applicable considering the lockdown level.	
Head of School is responsible for	
<ul style="list-style-type: none"><li>» Announcement of 'lockdown RED'. Start and end</li><li>» Calling 999 for help</li><li>» Assessing the risk together with Facilities officer and safety officer</li><li>» Communicating with parents &amp; staff</li></ul> <p><i>Note: Lockdown announcements can be made by the divisional principals and second-divisional vice principal. In absence of principals, the reception and administrative assistant (west building)</i></p>	<ul style="list-style-type: none"><li>» Announcement of 'lockdown Yellow' start and end</li><li>» Calling 999 for help</li><li>» Assessing the risk together with Facilities officer and safety officer (AC, water, transport)</li><li>» Communicating with parents &amp; staff</li><li>» Basic supplies (food, water, torch)</li></ul> <p><i>Note: Lockdown announcements can be made by the divisional principals and second-divisional vice principal. In absence of principals, the reception and administrative assistant (west building)</i></p>
All staff, students and visitors	



<ul style="list-style-type: none"> <li>» Move silently to the nearest classroom or room (preferably with an adult)</li> <li>» Turn off lights, TVs, monitors, cell phones, close blinds and windows, and lock the doors (in a classroom without door inner lock knob, keys can be found in the designated place)</li> <li>» Sit on the floor avoiding sight lines from windows and doors</li> <li>» Remain silent and wait for the all clear</li> </ul> <p><i>The goal is to make the room look vacant</i></p>	<ul style="list-style-type: none"> <li>» Move inside the classroom, close doors, windows</li> </ul> <p><i>The goal is to avoid any external conditions affecting the internal space</i></p>
<b>Employees in charge of a student group</b>	
<ul style="list-style-type: none"> <li>» Gather all students in a class (if they are outside the classroom and do a quick peek to a hallway or corridor); follow the above rules;</li> <li>» Teachers and classes outside the school should be notified not to come back to the school and wait for instructions from the Head of School</li> </ul>	<ul style="list-style-type: none"> <li>» Gather all students in a class (if they are outside the classroom and do a quick peek to a hallway or corridor). Follow the above rules;</li> <li>» Teachers and classes outside the school should be notified not to come back to the school and wait for instructions from the Head of School</li> </ul>
<b>Security staff</b>	
<ul style="list-style-type: none"> <li>» Lock the 2 main gates (excluding the bus lane gate) before going inside the security room and follow the above rules</li> </ul>	<ul style="list-style-type: none"> <li>» Lock the 2 main gates (excluding the bus lane gate) before going inside the security room. Follow the above rules;</li> </ul>
<b>Earthquake Procedure</b>	
<p>Drop ,Cover and Hold On Procedures Slides 16 &amp; 17</p> <p><b>Earthquakes</b> are rare in this part of the world, but staff and students are informed of the <b>Drop, Cover and Hold</b> response to a tremor. Everyone should drop to the floor, cover their heads with their arms and try to get underneath a table to protect themselves from any falling materials. They should try to hold on to a table or piece of furniture during the earthquake. After the earthquake, the teacher will lead students to the evacuation point using the evacuation route but may have to vary the route to avoid damaged buildings or covered walkways.</p>	

## Lockdown Procedures

**Phase 1:** A member of staff alerts the Head of School (Extension 3134, Mobile 50281093). The principal or designated members in each building start the lockdown announcement, which continues for two minutes and is then turned off. The member of staff in the announcement room remains here and locks the door.

## HEAD OF SCHOOL TO CALL EMERGENCY SERVICES



### Designated People

East Building - Head of School, Primary Principal, Receptionist.

West Building - Secondary Principal/Vice Principal, Academic Assistant/MYP/DP Coordinators

### **ANNOUNCEMENT**

#### **THIS IS A RED/YELLOW LOCKDOWN**

**Phase 2:** All teachers should lock their classrooms with the students inside.

Follow the **CLOSE** procedure:

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight; minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure; be aware you may be in lock down for some time

The classroom key is held by the teacher or is in a safety box under the desk. Having locked the door staff will close windows, draw blinds or curtains and turn-off the lights. Children should be quiet, out of sight and away from windows.

The school gates will be locked. Security staff will secure each pupil building at the ground floor, check bathrooms and keep in short-wave communication.

Students doing PE outside should go to the sports hall. Admin staff should seek safety in the nearest room.

If the lockdown happens before, after school or at break, children should go to the nearest available classroom where they will be advised accordingly by members of staff. Students in outdoor areas should proceed to the nearest securable room. If staff or students are outside and cannot get to a lockable room, they go to the far end of the bleachers area, staying out of sight of the main campus buildings.

**Phase 3:** The announcement is turned off after two minutes but the lockdown continues until the ALL CLEAR when announcements will be made in both the East and West Building.

During the lockdown all staff and students must stay in silence in their rooms until the 'All Clear' announcement has been activated. There should be a communication blackout by students with NO mobile phone use. Staff should try to take a register of people in the room and ensure everyone stays calm.

**Phase 4:** The LT member leading the lockdown seeks to gather information on the threat. A decision about the end of lockdown will be made by the Head of School in collaboration with emergency services.

Parents will be informed through an electronic message sent.





*School is in a lockdown situation due to .....*

*The emergency services are aware of the situation and are working with the school. All external doors are locked, nobody is allowed in or out of the building.*

*Please do not collect your child or come to the school until you receive the 'all clear' message.*

*Thank you*

Once they are sure the threat is over the End of Lockdown announcement is made to indicate the ALL CLEAR.

### **ANNOUNCEMENT**

#### **LOCKDOWN HAS ENDED**

**Phase 5:** Once the All Clear has been sounded, all students will gather in both East and West building halls, respectively. Those in the west building will gather in west hall and those in the east building will gather in the east hall for debriefing. The Principal will communicate with parents, media and the Board. Admin staff will bring accurate registers to the East and West Halls. If required, a communication will be sent to parents to arrange collection from exit gates including a supervised handover of children to parents.

Following an emergency lockdown, there will be a review of the incident and any appropriate action will be taken. In a broader context it is important that members of staff do not respond to questions from the Press or Media. Should it be necessary these will be handled centrally by the Head of School, the Business Manager and/or the Chairman of the Board.