



المدرسة الملكية الكندية-القاهرة
Royal Canadian School-Cairo

Lock Down Policy

OUR VISION

RCS Cairo aims to cultivate future leaders who demonstrate the global understandings, empathy and skills to solve 21st century challenges and make their world a better place.

OUR MISSION

RCS will nurture intellectual curiosity, academic excellence, environmental awareness and pride in community, host country and home country.

Purpose and Scope of Policy

To ensure the safety of all members of the RCS community through the awareness of, and preparation for, any potential events that may jeopardise that safety.

1. Aims

The aims of our Lock Down Policy are to:

- Ensure the health and safety of all staff, students and visitors
- Ensure that staff are aware of their responsibilities with regards to Lockdown safety
- To minimise disruption to the Learning environment whilst ensuring the safety of all pupils, staff and visitors
- Provide a framework for responding to an incident and recording and reporting the outcomes

Lock Down can be initiated when:

- A reported incident / civil disturbance in the local community could pose a risk to the school community
- An intruder is on site, posing a risk to the school community (full classroom lockdown)
- A Security warning is received from one the Ministry in Egypt or the Canadian Embassy

2.Roles and responsibilities

The person responsible for the safety of staff, visitors and students is the Head of School, but day to day Security is delegated to the Security team. Lock Down is initiated (trial or real emergency) by the Head of School, or in turn by COO or Government Regulations Officer the in her absence.



3.1 Appointed person

The school's appointed person is the Head of School, working in conjunction with COO or Government Regulations Officer

They are responsible for:

- Taking the decision to initiate lockdown, or organizing a trial procedure
- Ensuring that Security will check the campus, that all external doors will lock, and all rooms and offices can be locked and isolated safely.
- Ensuring that food and water exist on campus, in case of an extended stay by staff and students
- Ensuring effective communication by loudspeakers during lockdown, and in a real situation, with Families and Security forces. The HOS would request Admissions to send an SMS or group email to families, while the Head of Security would contact outside security agencies.
- Ensuring that the appropriate agencies outside the school are notified as per local norms and regulations.

3.2 The Board of Directors

The Board of Directors has ultimate responsibility for health, safety and security matters in the school, but delegates responsibility for the strategic management of such matters to the Head of School and School Clinic Staff. Day to day operational matters on safety and security are also the responsibility of Head of school and in fact all staff members.

3.3 The Head of School

- Ensures all staff are aware of Lock Down procedures and will personally evaluate the effectiveness of drills
- Inform all staff of Lock down arrangements and give access to the policy link via Google Drive

3.4 Staff

School staff are responsible for:

- Ensuring they follow Lock Down procedures and explain these carefully to their students
- Ensuring they know where the clinics are in school
- Regularly checking their classrooms and offices to make sure blinds closed and doors locked, with easily accessible and functional key
- Knowing safe areas

4. In-school procedures

In the event of a need to instigate lock down due to an intruder:

- The Head of IT will announce "lock down, lock down, lock down now" by tannoy



- All staff will immediately close blinds/curtains, lock classroom doors, request silence, turn off lights and request students and visitors to sit on the floor, where they cannot be seen (usually underneath the classroom window).
- Swimming pool students go to changing rooms, PE students to PE office
- Staff should keep mobile telephone with them on silent, and advise / text if any student is missing from the classroom due to visit to the toilet, library or to Clinic (where they will stay)
- Security are tasked with campus surveillance and notifying the Head of School
- A whatsapp message of what is happening can be sent to staff in a real emergency
- All drills or simulations will be announced beforehand to staff (who will advise children) so that there is no panic or fear for the children.
- Lock down will finish with “all clear, all clear, all clear now”.

4.1 Off-site procedures

All groups off site will be prepared as per trip policy, so if they return to school to a lockdown situation, then clearly:

1. They do not enter school, and will be so advised before they arrive
2. Safety procedures follow standardized practice.

When taking students off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of students (copies available from the Doctor)
- Parents’ up-to-date contact details, with additional emergency contact number

Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking students off school premises, (or request that the company / host provides such risk assessment if no pre-visit can be made (eg overseas cultural trip)

There will always be at least one first aid kit on school trips and visits

5. Notifying parents

In the event of an actual lockdown, Communication with Parents will be as rapid as practicable. No parent will be allowed into school if an intruder is present, and no child will be released from a classroom in a crisis situation. Parents will be given enough information about what will happen so that they:



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- Are reassured that the school understands their concern and also the need for each child's safety and security
- Do not need to contact the school, which could tie up telephone lines possibly needed to contact emergency services
- Do not come to the School. They could interfere with emergency providers' access to school and could put themselves or others at potential risk
- Wait for the School to contact them about when it is safe for them to collect children and who will provide this information
- Understand the message that "the school is in a full lock down situation. During this period the switchboard and offices will be unmanned, external doors locked and nobody allowed in or out, with the exception of Security staff."