



LOCKDOWN AND VIOLENT THREAT POLICY

RPE-PL-02-04

POLICY OWNER	Education Quality and Accountability Office
MONITORING AND EVALUATION	Principal and Senior Leadership Team
APPROVED BY	School Board
APPROVAL DATE	
DATE POLICY CAME INTO EFFECT	
PERIOD OF REVIEW	2 years
DATE OF NEXT REVIEW	

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1 RPE Mission and Vision

Mission

Richmond Park Education aims to provide an inclusive learning environment that **nurtures, inspires and empowers** the students to reach their full potential academically, socially, and emotionally. Through innovative teaching methods, engaging and challenging enrichment programmes, personalised attention, and collaboration with families and the community, we cultivate critical thinking, creativity, and a lifelong passion for learning.

Vision

Vision of Richmond Park Education is to prepare the students to become compassionate, confident, and responsible global citizens who are equipped with the knowledge, skills, and values to thrive in an ever-changing world.

2 Introduction

This policy was prepared by RPE Education Quality and Accountability Office.

The School Board has agreed and ratified this policy.

This policy is to be read in conjunction with the Health and Safety Policy, of which it is an extension.

3 Rationale

This policy outlines the procedures for implementing lockdown and evacuation safety measures within the Richmond Park International School, Sarajevo (hereinafter: the School), to ensure the safety, health, and well-being of students, staff, and visitors in case of a violent threat.

This policy provides clear guidelines and procedures for responding to violent threats on school premises or in its vicinity. Additionally, a comprehensive lockdown and violent threats policy fosters a culture of preparedness, empowers staff members with essential lifesaving skills, and instils confidence among students, parents, and the school community in the school's commitment to providing a safe learning environment.

4 Aims

The aims of our Lockdown and Violent Threat Policy are to:

- ensure the health and safety of all staff, students, and visitors,
- ensure that staff and School Board members/governors are aware of their responsibilities relating to safety in case of a violent threat,
- provide a framework for responding to a violent threat.

5 Roles and Responsibilities

School Board

The School Board has devolved responsibility from the Richmond Park Education Board for

approving this policy and ensuring it is implemented appropriately. The School Board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

Principal

The Principal is responsible for the implementation of this policy, including:

- ensuring that staff are familiar with lockdown procedures,
- ensuring that form tutors practise necessary procedures with their classes each term,
- ensuring that evacuation procedures drill is conducted at once per term,
- ensuring that Secretaries have up-to-date class lists and green-red visual signal cards available at all times. These will be handed to form tutors after evacuation.

Staff

School staff are responsible for:

- ensuring they follow lockdown procedures,
- ensuring they know what evacuation procedures and evacuation plans are in place,
- informing the Health and Safety Officer of any shortcomings of the evacuation procedures and plans.

6 Lockdown Procedures in Case of a Violent Threat

The following security measures shall apply to protect against any threat caused by the presence of an armed individual on or near the school premises.

Level 1: Violent Threat Inside the School

1. The Principal or another individual in authority makes the announcement of a lockdown over the sound system.
2. Sound alarms will ring inside and outside the building.
3. If accessing the sound system is not possible, announcements are repeatedly made through staff groups on Viber.
4. Any individuals in the hallways are required to immediately head to the closest room and lock the door.
5. Teachers in each classroom lock their door and move the students to the safe corner (the labelled wide corner out of line of sight, left or right of the door) as shown in Figure 1.

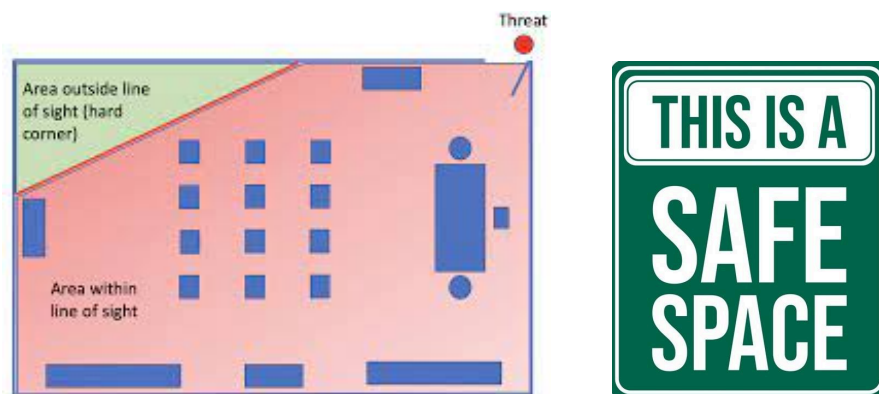


Figure 1: Safe corner of the classroom and label used for that corner.

6. Students and staff on the outside of the school building are supposed to head away from the building and meet in the public parking lot.
7. All students and teachers are required to lie on the floor if gunshots are heard, unless they hear otherwise.
8. Everybody stays quiet in classrooms and nobody uses phones, computers or other devices. Teachers keep everyone facing away from the glass and doors where possible.
9. Windows are closed, but the curtains stay open and the lights stay on, so police and emergency officials can see inside each room.
10. Release no one except by the direction of the Principal or designate or the police.
11. Do not release students or staff for restrooms or lockers.
12. The Secretary contacts the Police or local authorities by calling 122.
13. Have a consistent message for parents who are calling the School during the lockdown.
14. Take attendance in each room. Note those who are absent and notify the Secretary immediately/after the emergency is over.
15. In the theatre, the teachers lock all access doors and everybody stays quiet inside.
16. In the canteen, doors will be locked by kitchen staff. Everybody moves away from the glass door and hides behind the serving counter or right across from it, which are less visible areas.
17. In the library, students will move to the storage room guided by the librarian and stay quiet.
18. Only open the doors when an "ALL CLEAR" or "RELEASE CODE" are given.
19. If necessary, parents will be called, but only after the emergency is over.
20. The Secretary will call other schools in the immediate vicinity, which may be affected by the circumstances that created the need for the lockdown.

Level 2: Violent Threat Outside the School Building

The same procedure is applied as in Level 1 scenario, except the lights are turned off and the blinds and drapes are closed, and exterior school doors are locked by the Security Officer.

Level 3: Violent Threat in the Neighbourhood

This situation involves slightly less serious precautions, because the threat is further away. It involves increased supervision, locking the outside doors and controlling the movement of students inside the building. Students shall not be let out of the School building until the threat is removed.

7 Bomb Threat Inside the School Building

The following security measures shall apply to protect against a bomb threat inside the school building.

1. The Principal carefully evaluates each threat for authenticity. No threat should be disregarded.
2. The Principal makes the announcement of an evacuation over the sound system.
3. Sound alarms will ring inside and outside the building.
4. If accessing the sound system is not possible, announcements are repeatedly made through staff groups on Viber.
5. Everybody evacuates the school immediately and quietly, using the evacuation routes,

- heading far away from the building and meeting in the playground assembly points.
6. The Secretary contacts the Police or local authorities by calling 122.
 7. The Secretary delivers green-red visual signal cards to teachers with each class.
 8. Teachers take attendance and raise the green-red visual signal cards. If some individuals are missing the school security officer or police re-enters the building to retrieve them. Everybody waits until "RELEASE CODE" is given by police/local authorities.
 9. If necessary, parents will be called, but only after the emergency is over.

8 Training and Drills

All school staff must have an annual refresher training for lockdown and evacuation procedures as part of the induction.

All form tutors must practise the Level 1 lockdown procedure with their class during a Character Education lesson by the end of the second week of each term.

Evacuation drills are conducted as part of fire drills. Staff and students must know that the same procedures apply for evacuation in case of a bomb threat.

9 Monitoring and Reviewing the Policy

SLT reviews the information in the policy biannually and makes adjustments as appropriate.

Amendments or additions to this policy require approval by the School Board, following the established adoption procedure.