


PRE UNIVERSITY EDUCATION DIVISION					 السدرة Sidra أكاديمية قطر Qatar Academy عضو في مؤسسة قطر Member of Qatar Foundation
QATAR ACADEMY SIDRA					
QATAR ACADEMY SIDRA LOCKDOWN PROCEDURE					
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QATAR ACADEMY SIDRA LOCKDOWN PROCEDURE


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1. Record of Amendments

This is a record of changes made to this document, based on review.

Rev	Approval Date	Document ID Code	Description of Change
00			Initial Release

2. Purpose


The purpose of this document is to set a formal procedure in executing a physical lockdown of Qatar Academy Sidra schools in an event of an emergency, natural disaster, incident or civil disturbance that has a potential risk to cause harm to its students and staff.

3. Scope

The scope of this procedure shall cover all QAS schools to include its students and staff.


4. Terms and Abbreviations

Term	Definition
QF	Qatar Foundation
CO	City Operation
SD	Security Department
QAS	Qatar Academy Sidra
PUE	Pre-University Education
HSE	Health Safety and Environment Directorate
LM	Lockdown Manager
ALM	Alternated Lockdown Manager

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5. Roles and Responsibilities

Role	Responsibility
QAS Principal	Shall be designated as the LM
	Shall initiate, manage and conclude the lockdown
	Shall be responsible to communicate with parents in the event of a lockdown
	Shall appraise QF/PUE senior management of any updates regarding the situation of the school while on lockdown and after it is concluded.
QAS Vice Principal	Shall be designated as the ALM in the absence of the QAS Principal
CO-Security Guards	Shall be responsible in executing the lockdown
	Shall ensure that all assets are secured and safe
	Shall ensure that no one gets in or out of the school while the lockdown is in place
	Shall ensure that relevant emergency responders are guided and provided access to the school during an emergency
	Shall ensure that the gates are closed and all access to the school buildings are closed and secured.
QAS Faculty	Shall close down all windows and classroom doors and move their students to a designated safe spot inside the classroom away from the doors and window doors line of sight.
	Shall ensure that blinds and curtains are drawn and windows of internal doors are covered

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	<p>Shall notify Student Services immediately of any students/staff under their care that is not accounted for or any additional students/staff in their classroom via the designated communication channels</p> <p>QAS Staff shall encourage students to keep calm.</p> <p>Shall bring inside students that are caught outside of the school building while the lockdown has been initiated.</p>
QAS Admin staff	Shall be responsible for visitors/guests and take them into the admin office while the lockdown is initiated.
QAS Students	<p>Shall follow the instructions of QAS faculty and staff and relevant school authority.</p> <p>Shall remain in their classroom or proceed to the nearest classroom once the Lockdown audible signal has been initiated.</p>
HSE	Shall respond to emergency and coordinate with external emergency response teams

6. Procedure

6.1. Procedure Flowchart

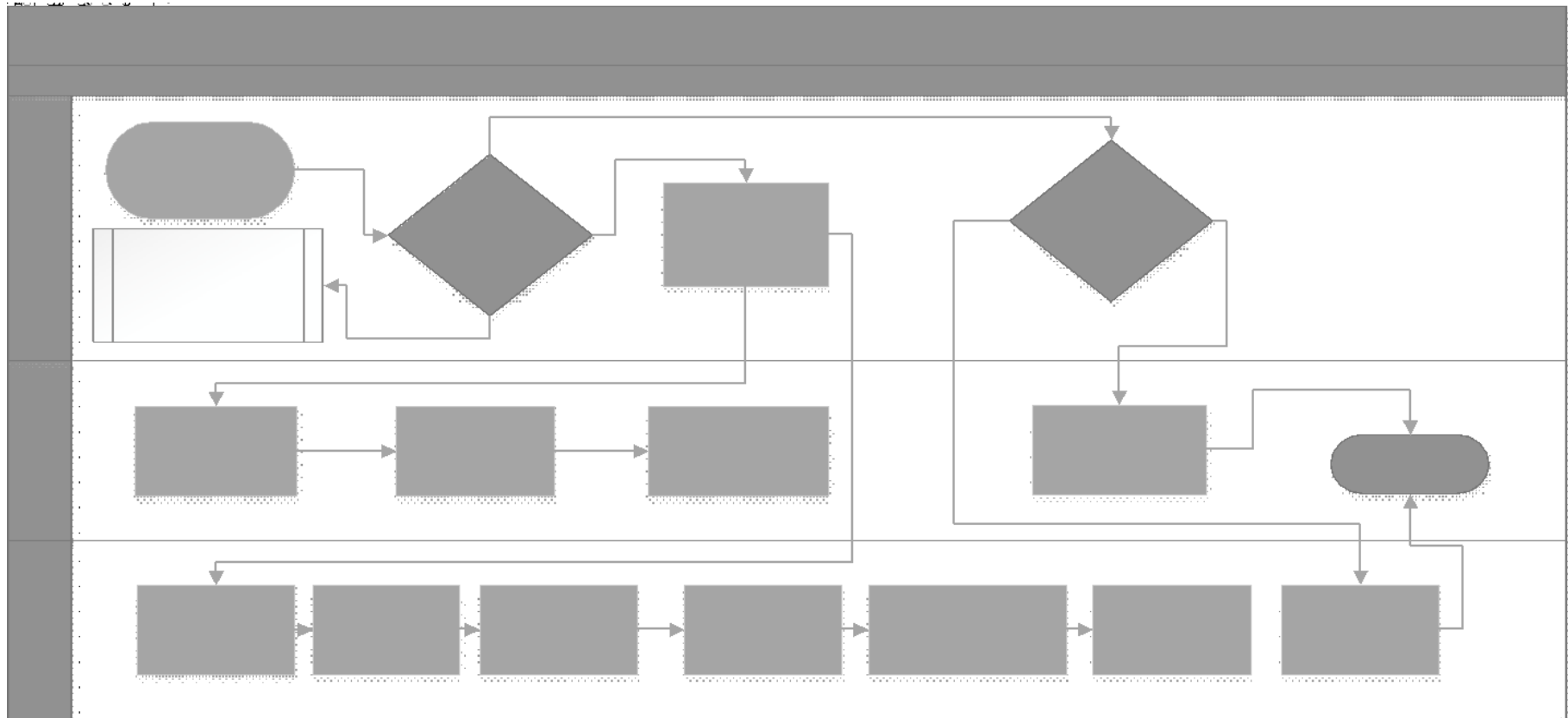
In this section describe briefly the purpose of this procedure flowchart.

A procedure flowchart is a graphical representation of a process. It summarizes the logical sequence of a process from start to end. A Flowchart must also demonstrate which stakeholder carries out which activities.

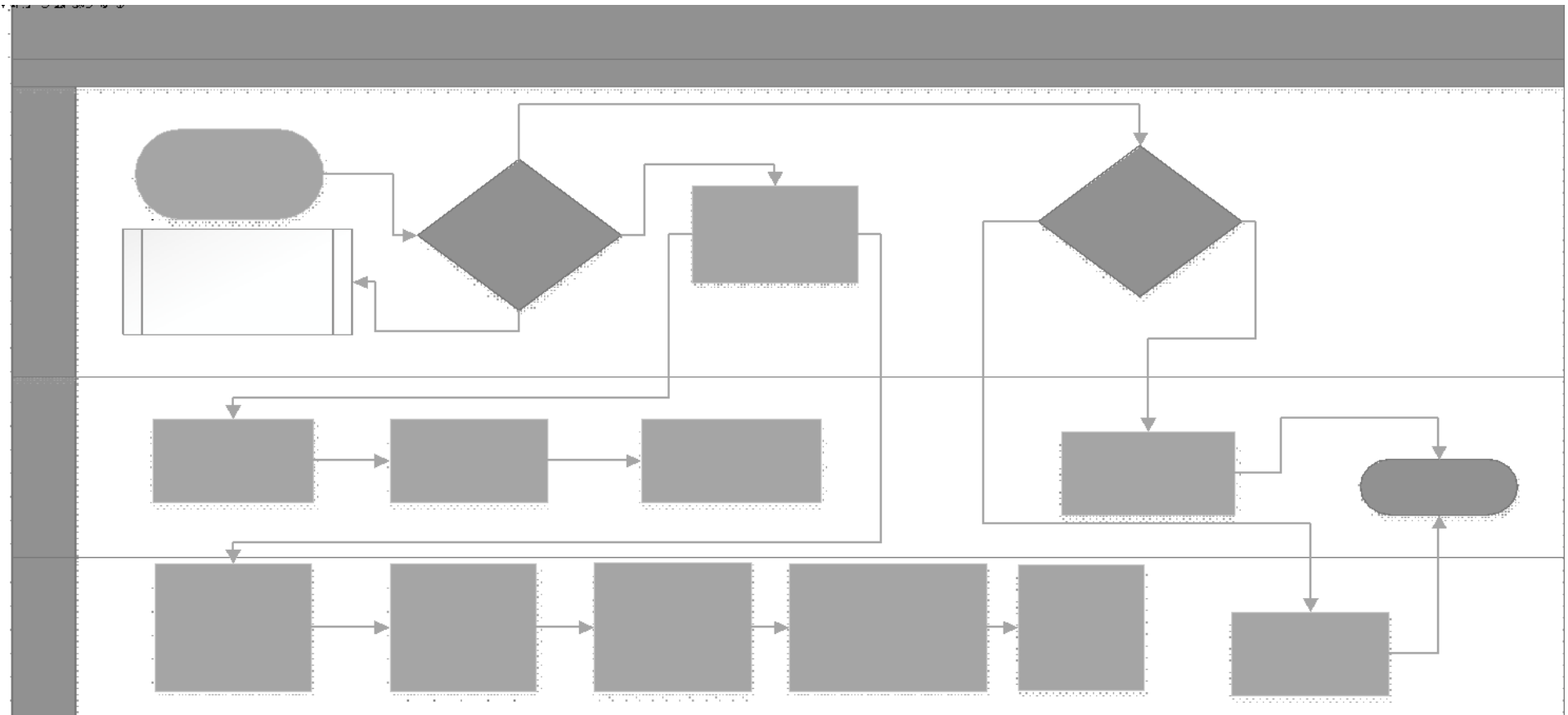
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6.2. Procedure flowchart



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6.3. Narrative

The narrative is a detailed account of the procedure, from start-to-end. It describes how specific functions and activities of the process will be implemented.

6.3.1. Full Lockdown


Reference Number	Narrative
01	Potential risk event or threat to QAS
02	LM initiates lockdown Protocols
03	Lockdown Audible alarm goes off
04	QAS Management informs parents and QF higher Management of the initiation of the Lockdown
05	Security Staff shall close all gates and close all access doors
06	Security Staff secures access doors and does not allow individuals to go in or out of the school
07	QAS Faculty to close all classroom doors and draw down all blinds and curtains
08	QAS Faculty covers all door windows and draws down all blinds and curtains.
09	QAS Faculty proceed to safe spot inside the class room and hide
10	QAS Faculty do a headcount and report missing/additions to student services via agreed communication platforms

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11	HVAC and Heaters should be closed and seal up all crack around doors and vents
12	QAS Staff will wait for further orders
13	Security Staff facilitate access to HSE emergency responders and law enforcement
14	LM lifts the lockdown
15	Security Staff opens the gates and all access doors
16	QAS Faculty and Staff opens classrooms/offices
17	END


6.3.2. Partial Lockdown

Reference Number	Narrative
01	Potential risk event or threat to QAS
02	LM initiates lockdown Protocols
03	Lockdown Audible alarm goes off
04	QAS Management informs parents and QF higher Management of the initiation of the Lockdown
05	Security Staff shall close all gates and close all access doors

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06	Security Staff secures access doors and does not allow individuals to go in or out of the school
07	QAS Staff stay and return inside the building
08	QAS Staff shall close all windows, external doors and draw down curtains
09	Free movement may be permitted while inside the building dependent upon circumstances
10	In the event of air pollution or Bio-Chem-Radiological HVAC and Heaters should be closed and seal up all crack around doors and vents
11	Staff will wait for further orders
12	Security Staff facilitate access to HSE emergency responders and law enforcement
13	LM lifts the lockdown
14	Security Staff opens the gates and all access doors
15	QAS Faculty and Staff opens doors and windows
16	END

7. References

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No.	Title	Code
1	QAS Safe haven Document	