




**BLOOM WORLD  
ACADEMY**

Reference Number

BWA-38

Lockdown and Critical Incident and Response Policy	
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Reviewer	John Bell, Executive Principal 



## BLOOM WORLD ACADEMY

### 1. Aim

**Bloom World Academy (BWA)** considers this policy to be:

- an essential part of the school;
- supportive to staff and students in managing certain situations;
- an important framework that will ensure consistency in applying values and principles throughout the establishment;
- a roadmap for day-to-day operations;
- compliant with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- aligned to the school's guiding statements and identified goals which are formed in strategic leadership meetings.

### 2. Statement of intent

BWA believes this policy to be a working document that is fit for purpose, represents the school ethos, mission and vision, enables consistency and quality across the school and is related to the relevant UAE legislation.

Bloom World Academy operates in alignment with UAE national safety frameworks, including guidance from:

- UAE National Emergency Crisis and Disaster Management Authority (NCEMA).
- Dubai Police.
- Dubai Civil Defence.

The school will respond to official UAE Emergency SMS alerts, airspace monitoring notifications, and instructions from local authorities where required.

This policy ensures that in the event of a potential threat, the school can implement graduated safety procedures, allowing staff and students to respond appropriately while maintaining calm and order.

In all situations, Bloom World Academy prioritises safety, clarity of communication, and calm, consistent action. This policy is designed not only to respond to incidents, but to ensure the school community feels informed, prepared, and supported at all times.

### 3. Scope

This policy applies to all stakeholders. This policy applies to employees, volunteers, parents/carers/students, and people visiting the school site. It covers the procedures and personnel responsibilities if and when the school is required to go to lockdown.



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### 4. Unique definitions

A shared understanding of the following definitions are integral to the implementation of this policy, and as such staff should endeavour to use the correct terminology at all times.

- **Lockdown** – A controlled procedure where movement is restricted, and students and staff remain in secure locations within the building.
- **Shelter-in-Place** – Remaining inside a building and moving to the safest internal areas away from external risk.
- **Evacuation** – The orderly movement of students and staff from an unsafe location to a safer designated area.
- **Full Site Evacuation** – Complete evacuation of the school site due to significant risk (e.g. fire, explosion, structural damage).
- **Reunification** – A structured process for safely releasing students to authorised adults following an emergency.
- **All Clear** – Official communication confirming that normal operations can safely resume.
- **Critical Incident** – Any event that poses a risk to safety, wellbeing, or normal school operations.
- **Secure Perimeter** – All entry/exit points are locked and monitored to prevent access.

### 5. Communication Protocol

Clear, consistent, and timely communication is critical during any incident.

#### Lead Responsibility

- All external communication will be issued by the Executive Principal or a designated member of the Executive Leadership Team.
- Staff must not communicate directly with parents unless directed.

#### Communication Channels

The school will use the following channels:

- **SMS** – urgent, immediate communication.
- **Email** – detailed updates.
- **Toddle / ManageBac/ LAP +App** – learning and class-level communication.
- **Website / Social Media** – if required for wider updates.

#### Key Principles

- Communication will be calm, clear, and factual.
- Messages will include clear guidance for parents.



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- Only verified information will be shared.
- Updates will be provided as the situation evolves.

### Frequency

- Initial notification.
- Follow-up updates as required.
- Final “all clear” communication.

### 6. Processing and practice

Bloom World Academy (BWA) is committed to ensuring the safety and wellbeing of all students, staff, and visitors. This policy establishes a clear framework for responding to external threats or hazardous situations that may require the school to initiate a lockdown or protective safety procedure.

#### *The policy provides:*

- Clear procedures for responding to potential threats.
- A structured escalation system based on risk levels.
- Guidance aligned with UAE national emergency communication systems.
- Defined roles and responsibilities for all stakeholders.

The aim is to ensure that the school community can respond quickly, calmly, and effectively to protect all individuals on site.

### 6. Risk Escalation System

Bloom World Academy uses a three-stage colour-coded system to assess risk and guide staff response.

#### ● GREEN – Heightened Awareness (Stage 1)

This stage may occur if:

- Sounds of interceptions or airspace activity are heard nearby.
- External disturbances occur outside the school.
- Authorities issue precautionary advisories.
- Suspicious activity occurs in the local area.

#### Actions

##### *Staff will:*

- Remain calm and reassure students.
- Move students away from windows and glass walls.
- Suspend outdoor activities.



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- Bring all students indoors if outside.
- Continue lessons while monitoring the situation.

If students are at break (\*as per KHDA guidance no outdoor activities are currently taking place).

### ***If Students Are at Break***

If interception sounds or unusual airspace activity is heard while students are outside:

Staff must immediately:

- Direct students calmly to the nearest classroom.
- Move students into classrooms or internal learning spaces.
- Ensure students remain away from windows.

This stage focuses on precautionary safety without causing alarm.

### **● AMBER – Shelter in Place (Stage 2)**

#### **Core Principle:**

Move to internal corridor spaces. Reduce exposure.

This is the primary protective action and should be sustained unless risk escalates.

#### **This stage is activated if:**

- UAE Emergency SMS alert instructs to remain indoors.
- Airspace/interception activity is identified.
- External uncertainty or potential risk is present.
- Airspace alerts indicate possible risk.
- The Senior Leadership Team determines heightened safety measures are required.

#### **Immediate Actions**

##### **Actions:**

- Students move from classrooms into internal corridor spaces away from windows and glass.

##### **Teachers must:**

- Lead students quickly and calmly into corridors or internal areas with no external sightlines.
- Position students along internal walls.
- Ensure students remain seated, calm, and supervised.



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- Movement around the school is restricted during this stage.

### ● RED – Full Evacuation/Critical (Stage 3)

This stage is **only implemented if the building is deemed unsafe**, including:

- Structural damage.
- Fire within the building.
- Explosion impact.
- Risk of collapse.

Immediate Actions:

- The fire alarm will sound
- Staff must:
  - Lead students via designated evacuation routes.
  - Avoid unsafe or damaged areas.
  - Take class registers when safe to do so.
  - Move to pre-designated external evacuation zones.

Critical Notes:

- Students must remain with their teacher at all times.
- Registers must be taken and reported.
- No student may leave the site unless part of reunification procedures.

### Emergency Procedures During Arrival and Dismissal

#### *Reunification and Arrival/Dismissal Emergency Procedures*

Bloom World Academy is committed to ensuring the safe, controlled and well-coordinated management of students during emergency situations. This includes all stages of the school day, from before leaving home through to arrival, dismissal and reunification. All procedures align with UAE national alert systems, including Emergency SMS notifications, and prioritise student safety, safeguarding and clear communication.

#### *Before Leaving Home*

Bloom World Academy recognises that, in line with the UAE's National Early Warning System, incidents may occur before students depart for school.



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In the event of a UAE Emergency SMS alert, interception activity, or official instruction issued before the school day begins:

- Parents should follow all UAE government guidance, including instructions to remain indoors or limit movement.
- Students should not travel to school if an alert advises staying at home or sheltering in place.
- The school will communicate with parents as early as possible regarding any changes to school operations.
- Parents are encouraged to check official school communication channels prior to departure.
- Transport services will be reviewed and adjusted in line with guidance from authorities.

If an alert is issued during travel to school:

- Parents should prioritise reaching the nearest safe location rather than continuing the journey.
- School transport will continue to school where it is safe to do so, or delay arrival or return to a safe location if required.

### ***Parent Drop-Off***

If an emergency occurs during drop-off (e.g. interception activity, external disturbance, or UAE alert):

- Students will be immediately directed to the nearest safe internal space.
- Staff will ensure students move away from open areas, windows and glass panels.
- Security will secure gates and control access points.
- Parents on site will be directed to either leave the premises promptly or move to a designated safe area, depending on the situation.
- Staff will prioritise the rapid and calm transition from outdoor to indoor spaces.

### ***Reunification Procedure***

In the event of a critical incident, evacuation, or situation where normal dismissal cannot safely take place, a controlled reunification process will be implemented.

This may occur in response to:

- UAE Emergency SMS alerts.
- External threats or incidents in the surrounding area.
- Damage to the school environment.
- Direction from emergency services or authorities.



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### ***During reunification:***

- Parents will be notified through official school communication channels when it is safe to begin collection.
- Students will only be released to authorised individuals recorded on the school system.
- A formal sign-out process will be followed to record the release of each student.
- Students will remain supervised at all times until safely collected.
- If an active UAE alert advises remaining indoors or limiting movement, reunification will be delayed until it is safe to proceed.

This process ensures that all student release procedures are secure, traceable and aligned with safeguarding expectations.

### ***Parent Pick-Up***

If an emergency occurs during dismissal:

- Students will remain under staff supervision and will not be released until it is safe to do so.
- If a UAE Emergency Alert is active, dismissal procedures may be paused and students kept indoors.
- Parents on site must follow instructions from staff and security immediately.
- A controlled reunification process will be implemented where required.
- Clear communication will be provided to ensure an orderly and safe collection process.

### ***Parents On-Site***

If an incident occurs while parents are on site:

- All individuals must follow instructions from staff and security without delay.
- Parents may be required to remain in a safe area, move indoors, or leave the site, depending on the nature of the incident.
- Movement across the campus may be restricted in line with shelter-in-place or lockdown procedures.
- Staff will prioritise student supervision and safety at all times.

### ***School Transport (Drop-Off and Pick-Up)***

In the event of an emergency involving school transport:

- Students will remain under the supervision of the bus driver and bus supervisor.



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- Buses may be held, redirected or returned to school as directed by the Senior Leadership Team or authorities.
- If an alert occurs during transport, students may be required to remain on the bus or move to the nearest safe building.
- Students will only be released to authorised individuals in line with school procedures.
- Parents will be informed of any changes to transport or collection arrangements.

### Roles and Responsibilities

With regard to the implementation of this policy, roles and responsibilities are clearly stated below.

#### Executive Principal

It is the responsibility of the Executive Principal to:

- Initiate and announce the appropriate safety response (Stage 1 – Precautionary Awareness, Stage 2 – Shelter in Place, Stage 3 – Emergency Relocation) via the public address system or internal communication channels.
- Monitor official communications including **UAE Emergency SMS alerts**, guidance from Dubai authorities and local emergency services.
- Ensure communication with local authorities and emergency services where required.
- Coordinate with staff to secure all buildings and ensure all students and staff are safe.
- Make decisions regarding movement of students to designated safe areas, including the Ground Floor PE facilities, if required due to debris or damage.
- Provide regular updates to parents through established communication channels.
- Ensure consistent and timely communication with parents.
- Approve all external messaging during an incident.
- Make decisions regarding school closure, delayed start, or dismissal.

#### Teachers

It is the responsibility of the Teachers to:

- Move students away from windows and external glass panels.
- If located in a glass classroom, move students into the adjacent corridor or internal wall space where there is no external exposure.
- Keep students calm, quiet and reassured at all times.
- Take attendance and report any missing or additional students to the administration when requested.
- Follow the appropriate stage of the safety protocol and prepare to relocate students to designated safe areas if instructed.
- Provide first aid where necessary until further assistance is available.
- Do not communicate with parents or allow students to communicate with parents.



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- **GREEN:** Bring all students inside
- **AMBER:** Move students to corridor/internal safe zone
- **RED:** Evacuate building using fire procedures

### Security Personnel

It is the responsibility of the Security team to:

- Monitor and secure all entry and exit points to prevent unauthorised access to the school site.
- Lock external gates where instructed by the Senior Leadership Team.
- Monitor external activity and report any concerns immediately to SLT.
- Support the safe movement of students and staff to designated safe areas if required. Assist emergency services upon arrival to the school.

### Support Staff

It is the responsibility of the Support staff to:

- Assist in securing common areas such as hallways, bistros and sports hall.
- Support the movement of students indoors if an incident occurs while students are outside during break or transition times.
- Help account for all students and staff.
- Provide assistance to teachers and administration as needed.
- Ensure that any students or staff with additional needs are attended to and supported appropriately.

### Administration

It is the responsibility of the Administration team to:

- Manage communication lines, ensuring updates are passed to all relevant parties.
- Maintain a log of events and actions taken during the incident.
- Support the Executive Principal in liaising with emergency services and parents.
- Assist with internal communication to staff across the school.
- Handle inquiries from parents and provide information as appropriate once authorised by the Executive Principal.

### Students

It is the responsibility of the Students to:

- Follow the teacher's instructions immediately and without question.
- Remain calm, quiet and stay in the designated safe area within the classroom or corridor as instructed.
- Move away from windows or glass areas when directed by staff.



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- Turn off or silence mobile phones to avoid unnecessary disruption.
- Assist classmates if needed and ensure everyone remains together and safe.

### Parents

It is the responsibility of the parents to:

- Refrain from calling or texting their children during an incident in order to keep communication lines open and avoid causing unnecessary concern.
- Wait for official communication from the school before taking any action or coming to the school site.
- Follow the guidance provided by the school and emergency services.
- Ensure their contact details are kept up to date with the school to allow timely communication if required.
- Avoid sharing unverified information on WhatsApp or social media.
- Trust official school communication channels.
- Be prepared for delays to drop-off or collection where necessary.

### 12. Safeguarding

Bloom World Academy is fully committed to safeguarding and promoting the welfare of all children.

During any emergency situation:

- Student safety remains the highest priority.
- Staff must maintain supervision at all times.
- Students must be reassured with calm and age-appropriate communication.
- The school will provide pastoral and counselling support following any incident where required.
- Staff will conduct age-appropriate check-ins with students.
- Guidance may be shared with parents on supporting children at home.

### 13. Mitigation and Preparedness

Bloom World Academy takes a proactive approach to ensure readiness.

Drills will take place every half term and all stakeholders will receive training on the different stages and actions.

### Environment

- Safe areas are clearly identified and regularly reviewed.
- Internal movement routes are planned and communicated.



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### Systems

- Backup communication methods are available.
- Key information (class lists, contacts) is accessible offline.

### Staff

- Regular training and scenario-based briefings.
- Clear delegation of responsibilities.

### Students

- Age-appropriate awareness of safety procedures.
- Regular practice through drills.

## 13. Training and Drills

To ensure preparedness:

- Lockdown drills will be conducted annually.
- Staff will receive emergency response training.
- Procedures will be reviewed with staff at the beginning of each academic year.

## 14. Policy Review

This policy will be reviewed:

- Annually.
- Following any critical incident.
- When updated guidance is issued by UAE authorities or KHDA.

### Stage 1 – Precautionary Awareness (Green)

Stage 1 may be implemented if unusual activity is observed in the surrounding area or if sounds of interceptions or airspace activity are heard nearby.

During a crisis or a time of high safety concerns, no students will be permitted to be outside unless transitioning to the school building during drop off or pick up.

This stage is precautionary and allows the school to ensure students are safely positioned indoors.

#### ***During Stage 1:***

- Staff should remain calm and reassure students.
- Outdoor activities and break times will be stopped and students will be brought indoors.



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- Students who are outside should be calmly directed to the nearest building or classroom.
- Students should remain away from windows and external glass areas where possible.
- Teaching and learning may continue while the situation is monitored.
- The Senior Leadership Team will continue to monitor the situation and determine whether further action is required.

### **Stage 2 – Shelter in Place (Amber)**

Stage 2 may be implemented if an official UAE Emergency SMS alert is received, or if authorities advise individuals to remain indoors.

This stage requires students and staff to remain inside buildings while additional precautionary safety measures are taken.

#### ***During Stage 2:***

- The following message will be replayed over the intercom – “Attention all staff and students - this is Stage 2: Shelter in Place. Please move immediately to your corridor and designated safe space, Follow staff instructions carefully. Please remain calm.”
- Students must move from classrooms into internal corridor spaces or internal areas away from windows and external glass.
- Teachers should lead students quickly and calmly to these internal locations.
- Students should be positioned along internal walls and remain seated where possible.
- Movement around the school should be limited once students are in position, unless instructed by the Senior Leadership Team.
- Staff should continue to supervise students and maintain a calm environment.
- The Senior Leadership Team will continue to monitor official updates and determine whether the situation can return to normal or escalate further.
- Once the UAE All clear message has been received – the following message will be played over the intercom “Attention all staff and students. Thank you for your calm and cooperation. The situation is now all clear. Please take your time to return to your classrooms and continue with your learning. Staff are here to support you if needed.”

### **Stage 3 – Emergency Relocation (Red)**

Stage 3 will be implemented if the building is deemed unsafe, including structural damage, fire, explosion impact, or risk of collapse.

#### ***During Stage 3:***

- Students must evacuate the building immediately when instructed.
- The fire alarm will sound.
- Students must be moved to pre-designated external evacuation zones.



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- Teachers should lead students via designated evacuation routes.
- Students should remain calm and follow teacher instructions at all times.
- Staff and students must avoid unsafe or damaged areas.
- Staff should take class registers when safe to do so.
- Movement should be calm, controlled, and as direct as possible.
- Staff should continue to supervise students and maintain a calm environment.
- Students and staff must remain in evacuation zones until further instructions are provided.

### **End of Safety Procedures**

The safety procedure will remain in place until the Executive Principal or Senior Leadership Team confirms that it is safe to return to normal school operations.

An announcement will be made to confirm when the procedure has ended and normal activities may resume.

### **Pre-Prepared Messaging Templates**

#### **Communication Templates**

##### **Alert Before School**

"We have received an official alert and are monitoring the situation. As a precaution, please remain at home until further notice. We will update you shortly."

##### **Shelter in Place**

"The school has moved to a precautionary safety procedure. All students are safe and supervised. Please do not come to the school at this time."

##### **End of Day Delay**

"Dismissal is currently delayed. Students remain safe and supervised. Please do not approach school until we have given the all clear."

##### **All Clear**

"The situation has been resolved, and normal routines may resume. Thank you for your cooperation."