

Lockdown Procedures & Communication at School

At Al-Madinah School, the safety and wellbeing of our students, staff, and wider school community are our highest priorities. As part of our emergency preparedness, the school conducts **two lockdown exercises each year** to ensure everyone understands procedures and can respond calmly and safely if a real situation were ever to occur.

Our lockdown exercises are conducted in partnership with **Harrison Tew**, who supports schools in reviewing and strengthening emergency procedures. These exercises provide students and staff with an opportunity to practise how to respond appropriately in a safe and controlled environment.

Practice Lockdown Exercise

A **lockdown exercise** is a planned **practice drill** designed to prepare students and staff for emergency situations. These exercises help us test procedures, practise communication systems, and ensure everyone knows what to do in the event of an emergency.

Families will always be informed when a **practice lockdown exercise** is taking place.

Legitimate Lockdown

A **legitimate lockdown** occurs when there is a real or potential safety concern requiring students and staff to remain safely secured inside classrooms or designated areas.

In a real lockdown situation, families will be notified as soon as possible and updated throughout the incident.

How Will Communication Be Sent?

In both a **practice lockdown exercise** and a **legitimate lockdown**, communication will be sent through the following channels:

- **Text message**
- **Email**
- **School Facebook page**
- **School website**

Please ensure the school has your **current contact details** so important emergency notifications can reach you promptly.

Wording of Messages

For a Practice Lockdown Exercise

Families will receive a text or email message such as:

"Al-Madinah School is conducting a lockdown exercise. Further updates will be on the school website."

A Facebook and website notice will also be posted advising families that this is a **practice exercise**, and requesting that parents/caregivers **do not come to the school or phone the school**, allowing staff to focus fully on the exercise.

Once the exercise has been completed, families will receive a follow-up message such as:

"We have completed our lockdown exercise and all students, staff and persons on-site are safely accounted for."

For a Legitimate Lockdown

Families will receive a text or email message such as:

"Al-Madinah School is in lockdown. Further updates will be on the school website."

Parents/caregivers will be asked **not to come to the school, or phone the school**, as this can disrupt emergency procedures and communication.

Once the lockdown has ended, families will receive a message such as:

"We have come out of lockdown and all students, staff and persons on-site are safely accounted for."

We sincerely appreciate the cooperation and support of our families during both practice exercises and any real emergency situations. These procedures are in place to help keep everyone safe and ensure the school is prepared to respond effectively if needed.