



FRAM Primary School

No.4 Beräriei Street, Habermann Square

Tel.: +40724491440, +0727786400

E-mail:administrative@framschool.com

NAVIGATE YOUR OWN JOURNEYS OF LEARNING AND SELF-DISCOVERY IN AN EXCITING FUTURE

LOCKDOWN POLICY

1. Purpose and Scope

This policy outlines the procedures, responsibilities, and guidelines for implementing a lockdown at Fram School to ensure the safety and security of students, staff, visitors, and all individuals on school property during emergencies that warrant closure or restriction of movement. The policy applies to all school personnel, students, visitors, contractors, and any persons present on school premises.

2. Our commitment

Fram School is committed to providing a safe educational environment. In situations involving threats such as intruders, violent incidents, or other emergencies that pose a danger, the school will initiate a lockdown to secure and protect everyone on site. All students and staff are expected to understand and cooperate fully with lockdown procedures.

3. Types of Lockdown Situations

1. Active Threat or Intruder: When an unauthorized individual poses imminent harm within or near the school.
2. External Threat: Situations near the school that could impact safety, such as nearby violence or police activity.
3. Other Emergencies: Incidents like chemical spills, natural disasters, or other threats requiring immediate shelter-in-place procedures.

4. Preparedness and Training



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1. Training: Regular training sessions will be provided for all staff, including how to recognize threats, initiate lockdowns, and communicate effectively during emergencies.
2. Student Education: Age-appropriate lessons will be conducted to familiarize students with lockdown procedures, emphasizing calmness and cooperation.
3. Simulations: Lockdown drills will be conducted at least biannually to ensure preparedness. These drills will be documented and reviewed for continuous improvement.
4. Resources: Emergency kits, communication devices, and signage will be maintained and accessible in all key areas.

5. Lockdown Procedures

Immediate Actions:

1. Notification: When a threat is identified, the person discovering the threat will immediately alert school administration and call 911 if appropriate.
2. Activation: The Principal, Vice Principal, or designated staff will initiate the lockdown alarm.
3. Communication: Emergency notification systems (*e.g., PA announcements, alarm sounds, or official messaging platforms*) will be used to inform staff and students of the lockdown.

Steps for Staff and Students:

1. Lock Doors: Teachers and staff will lock classroom doors, windows, and any accessible entry points immediately.
2. Turn Off Lights: Lights should be turned off to avoid visibility from outside.
3. Hide and Silence: Students and staff will quietly hide out of sight, under desks or in designated safe areas, and silence mobile phones or communication devices.
4. Evacuate or Hide: If it is safe to evacuate, staff will follow the evacuation plan; otherwise, everyone will remain hidden until an all-clear is given.
5. Remain Calm and Silent: Staying calm is crucial. Staff will reassure students and maintain order.

Special Considerations:

1. Supervision of Students with Disabilities: Additional procedures may be required to assist students with special needs.



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2. Classroom Management: Teachers will take attendance to ensure all students are accounted for once the situation is under control.

6. Communication During Lockdown

1. **Within School:** Clear, calm, and concise communication will be maintained via the school's internal alert system.
2. **External Communication:** Only designated officials will communicate with emergency responders and media.
3. **Parent Notification:** Once the immediate threat is mitigated, school administration will inform parents and guardians through approved communication channels.

7. Post-Lockdown Procedures

1. Accountability: Staff will perform a roll call or headcount to ensure all students and personnel are safe and present.
2. Debriefing: A post-incident review will be held to evaluate the response, identify lessons learned, and update procedures accordingly.
3. Counseling Support: Psychological support and counseling will be provided to students and staff affected by the incident.
4. Communication with Community: Clear communication will be maintained with parents, local authorities, and community stakeholders regarding incident resolution.

8. Roles and Responsibilities

1. Principal/School Leadership:
 - a. Oversee all lockdown activities
 - b. Make critical decisions and coordinate with emergency responders
 - c. Communicate with staff, students, parents, and authorities
2. Teachers and Staff:
 - a. Immediately initiate lockdown procedures upon notification
 - b. Safeguard students, maintain calm, and account for all students
 - c. Follow specific roles assigned during drills and real incidents
3. Students:



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- a. Follow teacher instructions promptly
 - b. Remain quiet, out of sight, and secure until instructed to leave or until safety is confirmed
4. Support Staff/Administrators:
 - a. Assist with securing entrances, managing communication, and helping with accountability measures

9. Communication Protocols and Coordination

1. Coordination with Emergency Services:
 - a. The school will maintain contact with local law enforcement, fire, medical, and emergency services to ensure quick response and sharing of vital information.
 - b. A designated emergency contact person within the school will serve as the point of communication for authorities and responders.
2. Internal Communication:
 - a. Staff will be trained to use clear codes and signals to avoid confusion.
 - b. All school communication devices (intercoms, radios, emergency notification apps) will be tested regularly to ensure operational readiness.
3. Parent and Guardian Communication:
 - a. During a lockdown, parents will be advised to stay calm and wait for official information.
 - b. The school will use its established communication channels (email, SMS alerts, website updates, social media) to provide timely updates.
 - c. A designated spokesperson will handle all communications to prevent misinformation and ensure consistency.

10. Security Measures and Facility Preparedness

1. **Physical Security:**
 - a. Secure entrances and exits will be monitored and controlled.
 - b. Security cameras and surveillance systems will be used to monitor activity in and around school grounds.
 - c. Classroom doors and windows should be reinforced where possible to prevent unauthorized entry.



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2. Safety Equipment:

- a. Accessible emergency kits, including first aid supplies, flashlights, and communication devices, will be regularly maintained and checked.
- b. Signage indicating safe areas, evacuation routes, and lockdown procedures will be prominently displayed throughout the school.

3. Access Control:

- a. Visitor access will be managed through sign-in protocols and security checks.
- b. During lockdowns, access to the building will be restricted, and only authorized personnel will be allowed entry after clearance.

11. Reporting and Documentation

1. Incident Reporting:

- a. All lockdown incidents, whether drills or real events, will be documented with details such as time, location, response actions, and outcome.
- b. Reports will be reviewed by school leadership for analysis and improvement.

2. Record Keeping:

- a. Records of drills, staff training sessions, and incident reports will be securely stored for future reference and compliance with safety regulations.

3. Analysis and Review:

- a. After each lockdown or drill, a review meeting will be conducted to evaluate the effectiveness of response, identify areas for improvement, and update policies accordingly.

12. Plan Review and Continuous Improvement

1. The lockdown policy will be reviewed annually by the school safety committee or designated safety team.
2. Feedback from staff, students, parents, and emergency responders will be incorporated to enhance procedures.
3. Updates to policies, training programs, and safety measures will be implemented based on review findings and evolving best practices.

13. Additional Support and Considerations



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1. Special Needs and Vulnerable Populations:
 - a. Tailored procedures will be developed to assist students with disabilities and vulnerable individuals during lockdowns.
 - b. Support staff will be trained on assisting these individuals effectively.
2. Community Engagement:
 - a. The school will collaborate with local law enforcement and community organizations to ensure coordinated emergency response plans.
 - b. Public awareness initiatives will be conducted to promote safety and preparedness within the school community.

14. Emergency Contact Numbers and Resources

1. School Emergency Number: *[Insert local emergency number / school contact]*
2. Local Law Enforcement: *[Insert local police contact]*
3. Fire Department: *[Insert fire department contact]*
4. Medical Emergency Services: *[Insert medical services contact]*
5. School Safety Coordinator: *[Name and contact details]*

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