



SWISS INTERNATIONAL SCHOOL
QATAR

LOCKDOWN AND SHELTER-IN-PLACE POLICY

Staff Incharge	Head of School
Latest revision	August 2025
Approved by	Head of School
Next Revision	August 2027



Our Vision

SISQ aims to develop learners who are
FULFILLED INSPIRED PREPARED

رؤيتنا

تهدف المدرسة السويسرية إلى تطوير متعلمين
يتصفون بأنهم

مُسْتَعِدُونَ مُلْهِمُونَ مُشْبَعُونَ

Notre Vision

SISQ encourage les apprenants à devenir

ACCOMPLIS INSPIRÉS PRÊTS



Our Mission

Through learning that is fun, engaging, holistic, collaborative and caring, SISQ develops students who are:

- Intellectually fulfilled: they find joy in their own learning and the learning of others; they are curious, engaged and passionate about learning.
- Emotionally fulfilled: they are happy with themselves, healthy, balanced and confident.
- Socially fulfilled: they develop meaningful relationships; they are connected to others, the world around them and the environment.

Through learning that is inquiry-based, meaningful, challenging, authentic and innovative, SISQ develops students who are:

- Inspired to keep learning: they are inquisitive, questioning and willing to try new things; they take ownership of their learning and are self-motivated.
- Inspired to share and apply their learning: they can use their learning to improve their lives and the lives of others; they communicate their learning to inspire others.

Through learning that is focused on transferable skills, character, attitudes and dispositions, SISQ develops students who are:

- Prepared for the future: they embrace change and challenge; they adapt to new situations and think creatively to solve complex problems.
- Prepared to lead lives of integrity: they are principled and strong; they have a set of values that guide them when they make decisions.
- Prepared to be good global citizens: they are multilingual, open-minded and multicultural in their outlook; they are courageous, caring and prepared to take action to make their community and the world a better place.

رسالتنا

من خلال التمتع والمشاركة، والتعاون، والشمولية والاهتمام، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مشبعون فكرياً، يجدون الفرح في تعلمهم وتعلم الآخرين؛ إنهم فضوليون ومشاركون ومحمسون للتعليم.
- مشبعون عاطفياً إنهم سعداء بأنفسهم، يتمتعون بصحة جيدة، ومتوازنون، وواقفون من أنفسهم.
- مشبعون اجتماعياً: يطورون علاقات ذات مغزى؛ إنهم مرتبطون بالآخرين وبالعالم من حولهم وبالبيئة.

من خلال التعلم الهادف والقائم على الاستقصاء، والتحدى والابتكار، تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مُلهَمون لمواصلة التعلم؛ فهم فضوليون ومتساثلون ومستعدون لتجربة أشياء جديدة؛ يتعلمون بدوافع ذاتية.
- مُلهَمون لمشاركة ما تعلموه وتطبيقه، يمكنهم استخدام ما تعلموه لتحسين حياتهم وحياة الآخرين؛ ينقلون تعلمهم لإلهام الآخرين.

من خلال التعلم الذي يركز على المهارات القابلة للنقل والمهارات الشخصية والمواقف والتصرفات تعمل المدرسة السويسرية على تطوير طلاب يتصفون بأنهم

- مستعدون للمستقبل يتبنون التغيير والتحدى؛ يتكيفون مع المواقف الجديدة ويفكرون بشكل خلاق لحل المشكلات المعقدة.
- مستعدون لعيش حياة تنسم بالنزاهة: أصحاب مبادئ، أقوياء؛ لديهم مجموعة من القيم التي توجههم عند اتخاذ القرارات.
- مستعدون ليكونوا مواطنين عالميين صالحين: فهم متعددو اللغات ومفتحون ومتعدو الثقافات في نظرهم؛ إنهم شجعان ومهتمون ومستعدون لاتخاذ إجراءات لجعل مجتمعهم والعالم مكاناً أفضل.

Notre Mission

Au travers d'expériences d'apprentissage amusantes, intéressantes, holistiques, collaboratives, positives, SISQ encourage les apprenants à devenir:

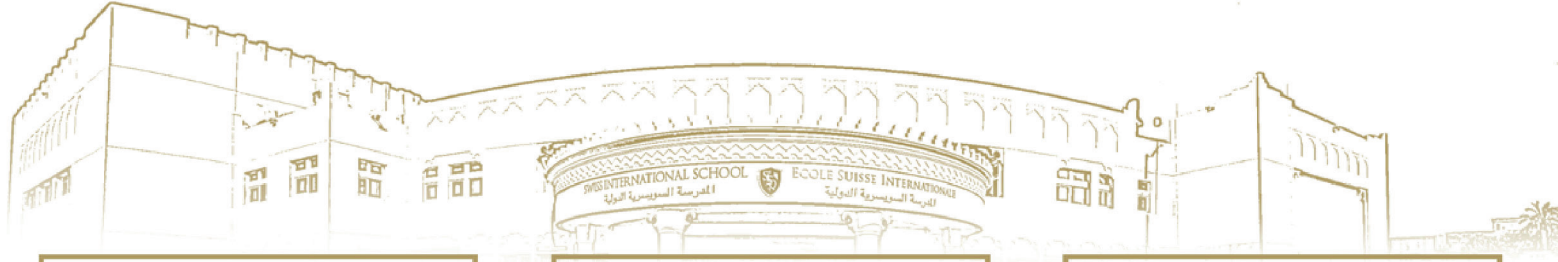
- Intellectuellement accomplis: ils prennent plaisir à apprendre individuellement et collectivement. Ils sont curieux, intéressés et passionnés par leur apprentissage.
- Émotionnellement aptes: ils savent s'apprécier, ils sont positifs, équilibrés et sûrs d'eux-mêmes.
- Socialement compétents: ils développent des relations significatives avec les autres, ils vivent en harmonie avec les autres, le monde et l'environnement.

Au travers d'un apprentissage centré sur la recherche, significatif, comportant des défis, authentique et innovant, SISQ encourage les apprenants à devenir:

- Toujours prêts à apprendre: ils sont curieux, ils posent des questions et sont prêts à innover, ils sont responsables de leur apprentissage et intrinsèquement motivés.
- Toujours prêts à partager et à appliquer leurs connaissances: capables d'utiliser leurs compétences pour transformer positivement leur existence et celle des autres, ils transfèrent leurs apprentissages pour inspirer autrui.

Grâce à un apprentissage orienté vers des compétences de transfert, l'édification du caractère, créant des attitudes et une disposition psychologique bénéfiques, SISQ encourage les étudiants à devenir:

- Prêts pour l'avenir: ils acceptent le changement et les défis, s'adaptent à de nouvelles situations et résolvent des questions complexes grâce à leur créativité.
- Déterminés à vivre de manière éthique, ils suivent leurs principes et sont intègres. Leur valeurs les guident dans la prise de décisions.
- En tant que citoyens du monde: ils parlent plusieurs langues, pratiquent l'ouverture d'esprit en se confrontant à de multiples perspectives. Ils sont courageux, attentionnés et prêts à l'action pour transformer positivement leur communauté et le monde.





Introduction

SISQ is committed to safeguarding all students, staff, and visitors. This policy outlines the procedures for Lockdown and shelter-in-place responses.

- Lockdown is activated in the event of a direct threat to the school campus (e.g., hostile intruder, attack on the school, dangerous situation).
- Shelter-in-place is activated when a major incident in the surrounding area or an environmental hazard makes it safer for students and staff to remain indoors, but the threat is not directly targeting the school (e.g., sandstorm, pollution cloud, nearby unrest, chemical spill)

General Principles

- Prompt, calm, and decisive action is vital.
- All staff, students, and parents are informed of the policy and understand their responsibilities.
- Training and drills are conducted annually.

Procedures

Activation

- The Head of School (or delegated LT member) raises the alarm:
 - » "Lockdown, Lockdown" – direct threat to the school.
 - » "Shelter-in-place, shelter-in-place" – external hazard or incident nearby.
- Divisional Principals and LT assist with announcements.
- Emergency services are contacted immediately (999).

Shelter-in-place Procedures

Shelter-in-place is enacted for incidents outside but near the school or environmental hazards.

Examples:

- Severe weather (dust or sand storm, flooding).
- Pollution or chemical clouds.
- Security incident in the vicinity of the school.
- Dangerous animal within school grounds.
- Staff who are not working with students should assist other staff to help alleviate any anxiety.

Actions:

- Pupils remain in their current classrooms or designated safe areas.
- Duty staff ensure students outdoors return to the nearest secure indoor space calmly and without running.
- Security staff lock the main gates and sweep the campus
- Windows and external doors are closed and secured.
- Blinds/curtains drawn, AC adjusted if required.
- Teachers reassure students and continue with lessons where possible.
- All remain indoors until the All Clear is announced.
- Students will be re-registered



- Parents will be informed by SMS/email/official channels that the situation has ended and advised about collection arrangements.

Lockdown Procedures

Lockdown is enacted when there is a direct threat on or targeting the school.

Examples:

- An unauthorised or aggressive individual on campus
- A nearby criminal activity that may pose a risk
- A possible weapon-related threat

Actions:

- Staff and students move to the nearest lockable room.
- Doors locked, windows closed, blinds drawn, lights and electronic screens turned off.
- Students remain out of sight, silent, and seated away from windows and doors.
- Security staff lock the main gates and sweep the campus
- Staff take silent registers where possible.
- No communication with parents during the lockdown beyond official school announcements.
- All staff and students remain in position until the All Clear is given by the Head of School in consultation with emergency services.
- Students will be re-registered
- Parents will be informed by SMS/email/official channels that the situation has ended and advised about collection arrangements.

Responsibilities

Head of School / Divisional Principals

- Initiate and end Lockdown/shelter-in-place.
- Contact emergency services.
- Communicate with staff, parents, and the Board.

Teachers & Support Staff

- Secure classrooms and supervise students.
- Keep calm and reassure students.
- Report unaccounted pupils to LT.
- Staff who are not working with pupils should lock themselves in the nearest available room

Security Staff

- Lock external gates and secure entrances.
- Move to safety once the perimeter is secured.

Admin Staff

- Report to the Head of Finance and Operation's Office for coordination.



Communication

- Parents are informed via official school channels (SMS/email).
- Parents are asked not to come to the school or call during an incident.
- Staff use silent communication channels (WhatsApp, Email).
- Only the Head of School shall speak to the media.

Follow-Up

- A debrief will take place with staff and students after any real Lockdown or shelter-in-place.
- Support (counsellors, pastoral teams) will be available.
- Parents will be updated with a summary of the situation and next steps.
- An incident review will be conducted, and the policy amended if required.