

# **NISP- LOCK DOWN PROCEDURE**

## **Lockdown Siren Activation**

**Two points in the school where the Lockdown Siren (LS) can be activated:**

1. Guardhouse
2. Admin Office (Pillar next to the Reception Counter).

**On seeing or confronted by an intruder/s (armed or otherwise) who appears to be dangerous or intends to cause harm, staff or security personnel are to activate the Lockdown Siren (LS) immediately.**

## **LOCKDOWN**

On hearing the LS, the following procedures must be observed:

1. One or more than one of the following staff must make an emergency call to the Police (Police Station, Precinct 7, Putrajaya: **03- 8886 2222/23** or Inspector Viknes :**019-460 1586**, Police Officer currently assigned to oversee the school's security in Putrajaya or Speed Dial on the school phone: **\*\*000**).

The staff are - Principal, Head of Secondary, Head of Primary, Boarding House Director, Head of Admin, Head of Security or any senior member of the Admin staff.

2. When LS goes off during class sessions: all staff, teachers, learners, parent and visitors must do the following -

- Stay in the room, lock all doors and close all windows or draw all blinds/curtains.
- Switch off all the lights.
- Stay out of sight as much as possible - e.g. sit on the floor, crouch down in a corner, hide underneath the table or anything suitable as a shelter.
- Stay calm and be very quiet.
- Note all students, visitors and staff that are in your area.
- Avoid using cellphone (intruder may be alerted on hearing the voice or sound from cellphone)
- Learners should have their cell phones switched off.
- Do not open door to anyone, unless the person can be identified, until the lockdown is over.

3. Those who are outside their classrooms but in a room/secured area - eg. toilet, library, art room, science lab, admin office etc - should stay where they are and observe the procedures listed in Item (2).

4. Those in in the school building but at an open/unsecured area, corridor, staircase etc are to go to the nearest room/secured area - eg. classroom, toilet, library, art room, science lab, admin office etc.

5. Those who are in the boarding house - refer to Lockdown Procedures for Boarding House.

6. Those in the field, play area, tennis court, swimming pool and outdoor area - go to the nearest room or secured area eg. classroom, toilet, library, art room, science lab, admin office etc. are and observe the procedures listed in Item (2).

However those who are near the school fence should go towards the fence and get out of the school.

7. Those who are outside the school - stay as far away as possible from the school.

### **END OF LOCKDOWN**

End of Lockdown procedure - stay in lock down positions until the LS last 3 times. Followed by an announcement.

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