CIRCULAR

11th November 2024

Dear Parents,

SUBJECT: TWS LOCKDOWN DRILL EXERCISE-12th NOVEMBER 2024

Greetings and good wishes from the Westminster School – Dubai!

Lockdown drills are a way to prepare our students and staff to respond properly in an emergency. These exercises teach and practice actions to stay safe and quiet in classrooms or other parts of the school. We have scheduled the **'Lockdown Drill' for 12th November 2024**, as one of the many standard procedures followed across all GEMS schools.

A lockdown drill is slightly different to a fire drill where the children are held inside the school and classrooms when circumstances make it safer to remain secure in the classrooms rather than evacuate outside. Just as we prepare our children to respond appropriately and timely to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills must be treated with the same level of importance as fire drills to ensure our school remains a safe place for teaching and learning.

During a lockdown drill, classroom doors are secured from the inside, lights are switched off and the children remain inside the room quietly until instructed by the teacher to resume activities. All exterior doors are locked, and no one is permitted to enter or leave the building until **ALL CLEAR** signal is given by the Executive Principal/CEO and/or the incident commander.

Please be assured that the staff at our school will spend time discussing the importance of this drill with students prior to the scheduled drill and will also take time after the drill to remind them that it was only a practice and there was no danger. If you have a young or sensitive child, you may want to discuss this with them beforehand.

It is very important for children to cooperate and take this drill seriously, as if it were an actual emergency. The children will be given the opportunity to ask any questions they may have in advance.

The 'Lockdown Drill' will take place on the 12h November 2024, Tuesday from 08.15 a.m. onwards.

Please take the time to speak with your son/daughter about this procedure and reinforce its importance and encourage your child to stay calm and follow the procedures during the lockdown event, much like during a practice fire drill.

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Please note that the school will remain closed for a short duration during this drill, including the main office, so that staff, children and any visitors can practice these safety procedures. ***Telephone calls will not be answered during this time, and this will take no more than 20 minutes of school time.*

Thank you for your attention to this matter.

Kind regards,

Carl Roberts
Executive Principal/CEO

GEMS EDUCATION

PO Box 27016, Dubai, United Arab Emirates
+971 (0)4 298 8333 +971 (0)4 298 8603
gemsws-ghusais.com

gemseducation.com
linkedin.com/company/gems-education
@GEMS_ME