



SCHOOL MANAGING SECURITY BREACHES (Safeguarding Policy)

Scope:

The Philippine School encompasses a comprehensive set of activities aimed at ensuring safety and mitigating the impact of incidents.

Lockdown Procedure:

- 1. Initiating the Lockdown:**
 - **Manual Lockdown:** When a security breach is identified, the lockdown is manually initiated by authorized personnel (e.g., security guards, administrators).
 - **Communication:** Use a pre-established signal or announcement system to inform staff and students that a lockdown is in effect.
- 2. Securing the Premises:**
 - **Locking Doors:** Ensure that all doors, gates, and entry points are locked and secured.
 - **Blocking Windows:** Close and cover windows to prevent visibility from the outside and protect against potential threats.
- 3. Ensuring Safety:**
 - **Sheltering in Place:** Instruct students and staff to move to designated safe areas, such as classrooms or secure rooms, and remain there until the lockdown is lifted.
 - **Accountability:** Take roll calls or headcounts to ensure all individuals are accounted for and secure.
- 4. Maintaining Communication:**
 - **Emergency Contacts:** Keep lines of communication open with emergency services and provide updates as necessary.
 - **Internal Communication:** Use internal communication systems (e.g., intercoms, messaging apps) to relay information and instructions to staff and students.

Response Plan:

- 1. Incident Management:**
 - **Assessment:** Evaluate the situation to determine the nature and severity of the security breach.
 - **Coordination:** Coordinate with law enforcement and emergency responders to manage the situation effectively.
- 2. Response Actions:**
 - **Containment:** Implement measures to contain the breach and prevent it from escalating.
 - **Evacuation (if necessary):** If the threat is beyond containment, execute a controlled evacuation to safe locations outside the school.
- 3. Communication:**
 - **Public Notification:** Inform parents, guardians, and the community about the situation and actions taken through pre-established communication channels.





- **Media Management:** Manage media inquiries and provide accurate information to avoid misinformation.
- 4. **Post-Incident Procedures:**
 - **Debriefing:** Conduct a debriefing session with all involved parties to review the response and identify areas for improvement.
 - **Review and Update:** Update the lockdown procedure and response plan based on the lessons learned from the incident.
- 5. **Support and Counseling:**
 - **Counseling Services:** Provide support and counseling to students and staff affected by the incident.
 - **Follow-Up:** Ensure that all affected individuals receive appropriate follow-up and support.

By having a structured lockdown procedure and response plan in place, The Philippine School can effectively manage security breaches and maintain a safe environment for its students and staff.

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Compliance & OHS Officer:	June Keith M. Mariano

Approved By:

Jesus S. Ostos Jr
School Principal

