

## SCHOOL INTRUDER RESPONSE POLICY

AY-2025-26

### Purpose

The purpose of this Intruder Response Policy is to ensure the safety and security of all students, staff, visitors, and stakeholders by providing clear procedures to prevent, identify, and respond effectively to any intruder or unauthorised person on school premises, in line with ADEK safeguarding and health & safety expectations.

### Scope

This policy applies to:

- All students
- All teaching and non-teaching staff
- Visitors, contractors, and service providers
- School premises during school hours, after-school activities, events, and school-related programs

### Definitions

- **Intruder:** Any unauthorised person who enters or attempts to enter the school premises without permission or valid identification, or behaves in a threatening, suspicious, or disruptive manner.
- **Lockdown:** A safety procedure used to secure students and staff inside classrooms or safe areas during a security threat.

### Guiding Principles

- Student safety is paramount.
- Prevention and preparedness through training and drills.
- Calm, clear, and coordinated response.
- Immediate communication with emergency services when required.
- Documentation and reporting of all incidents.

## **Preventive Measures**

The school will ensure the following preventive controls are in place

- Controlled access points with visitor sign-in procedures.
- Security personnel deployed during school hours.
- CCTV surveillance and monitored entry/exit points.
- Staff supervision during arrival, dispersal, and break times.
- Regular risk assessments of school premises.

## **Roles and Responsibilities**

### **Principal / School Leadership**

- Ensure implementation and review of the Intruder Response Policy.
- Liaise with ADEK and emergency services.
- Authorise lockdown or evacuation procedures.

### **School Security Team**

- Monitor entry and exit points.
- Challenge unauthorised individuals politely and safely.
- Immediately inform school leadership of any suspected intruder.

### **Teachers and Staff**

- Remain vigilant and report suspicious behaviour immediately.
- Follow lockdown or evacuation instructions.
- Ensure student safety and supervision at all times.

### **Students**

- Follow staff instructions calmly.
- Do not engage with intruders.
- Report any suspicious person to a teacher or staff member.

## **Intruder Response Procedures**

### **7.1 Identification of an Intruder**



An intruder may be identified through:

- Lack of visit authorisation.
- Aggressive, suspicious, or unusual behaviour.
- Attempt to access restricted areas.

Any staff member identifying an intruder must inform the Principal or designated Safety Lead immediately.

### **Initial Response (Non-Threatening Intruder)**

- Security or senior staff to approach the individual calmly.
- Verify identity and purpose of visit.
- Escort the individual to reception or off the premises if unauthorised.
- Record the incident in the school incident log.

### **Threatening or Violent Intruder**

If the intruder poses a potential threat:

- Do not attempt to physically confront the intruder.
- Activate the school emergency alert system.
- Principal or delegate to initiate lockdown.
- Contact emergency services immediately.

### **Lockdown Procedures**

During a lockdown:

- Teachers to lock classroom doors and windows.
- Lights off where possible.
- Students sit quietly away from doors and windows.
- Attendance to be taken if safe to do so.
- No one leaves the classroom until an official all-clear is given.

### **Evacuation**

Evacuation may be initiated if advised by emergency services:

- Follow the school evacuation plan.
- Maintain calm and orderly movement.



- Teachers to account for all students at assembly points.

### **Communication**

- Internal communication via PA system, emergency messaging, or staff runners.
- Parents to be informed through official school communication channels only.
- No unauthorised sharing of information on social media.

### **Post-Incident Procedures**

- Provide emotional support and counselling to affected students and staff.
- Complete incident and safeguarding reports.
- Review the response and update procedures if required.
- Report serious incidents to ADEK as per regulatory requirements.

### **Training and Drills**

- Annual intruder/lockdown drills for staff and students.
- Regular staff training on safeguarding and emergency response.
- Orientation for new staff on this policy.

### **Policy Review**

This policy will be reviewed annually or after any serious incident, in line with ADEK compliance and school safeguarding standards.

INTERNATIONAL  
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**Reviewed and Approved By**  
Dr. Beno Kurien  
Principal

