



HAMILTON
International School

Shelter-In Place Protocols (Parents)

Igniting passi♥n, purp🎯se and p🔑tential

Mission

Our mission is to develop caring, lifelong learners and global citizens in a culture of excellence through an international, well-balanced education.

Our Core Values



Definition of Learning

Learning at Hamilton is the purposeful, personalized process where learners get better in the good struggle zone.

Document Control Table

Status		Active
Date Approved		25 March 2026
Latest Review Date		N/A
To be Reviewed		August 2026 or (as needed)
Linked Documents and Policies		Emergency Policy Evacuation Plan Mol Safety and Precautionary Evacuation Guidelines
Version	Date	Comments

Rationale

This protocol is designed to protect students, staff, and visitors from immediate external threats by keeping everyone inside school buildings. Its goal is to limit exposure to hazards and secure people in controlled environments when necessary. Measures include restricting access, securing facilities, and maintaining communication with stakeholders. Implementation should be based on risk, balancing safety with normal operations and readiness for rapid response.

Trigger Conditions

Shelter-in-Place is activated following an official government emergency alert advising immediate shelter, such as Mol alerts directing everyone to seek secure indoor shelter and avoid windows.

Immediate Actions (School-Wide)

Staff	Immediately stop all activities and remain calm. Move all students and staff indoors into predetermined safe rooms/areas away from windows and exterior walls. Leave all personal belongings in classes and do not return to collect them. Use stairs only if needed; do not use elevators. Primary and Inclusion class teachers to take fire register with them. Paper copy fire registers sent with each class to specialist lessons.
Parents/ Caregivers on Campus	Remain calm and park vehicles safely without obstructing access routes Do not attempt to leave the campus Proceed immediately into the nearest school building as directed by staff Follow all instructions provided by school personnel
Security	• Lock external doors immediately • Restrict all movement in and out of the campus • Support controlled access internally as directed
SLT	Issue internal communication confirming activation and monitor official government channels for updates. Contact emergency services if required.
Facilities Coordinator	Where required by local guidance: Air conditioning/Ventilation systems should be switched off

Safe Areas

Ground Floor	Corridors, Blackbox Theater,
First Floor	Corridors, Theater Foyer, sensory room
Sports Complex	Tennis Court

Areas to Avoid

These should NOT be used for shelter-in-place:

- Rooms with large exterior windows or glass walls
- Entrances, lobbies, or reception areas
- Outdoor areas or courtyards
- Rooftop-access spaces
- Car parks

Operational Continuity during shelter in place

- Teachers/staff report any missing staff or students.
- Visitors must be accounted for via reception logs.
- Report status to ALT -> ALT reports to Principal.
- Keep classes supervised and calm; restrict internal movement.
- Ensure essential services remain functioning inside the building.

Shelter-in place is only lifted when:

- Official all-clear messages from authorities have been issued.
- SLT to confirm that external movement is safe based on current advisories that have been issued.

Parent & community communication

- The Principal will issue a communication to families **once the shelter-in-place has been lifted**, confirming the situation and that all students are safe.
- Parents will be advised not to approach the school during any emergency alert, in line with government instructions to limit movement.
- Provide periodic updates if incident is prolonged.
- In the event of a government-mandated school closure, Principal to communicate school closure/update to parents.

Student release procedures in the event of a government-mandated school closure

- Inclusion, Early Years and Primary students are collected from their classes

- Secondary students are collected from homeroom or have parental permission to leave site via uber or other arrangements
- **Bus services will not be available**
- Late students are collected from BBT entrance doors supported by a member of SLT

POST-Shelter in place Actions

- Full roll call must be carried out.
- Conduct wellbeing checks with staff and students.
- Maintain controlled movement within and outside the building.
- SLT to document timelines, triggers, and issues encountered. Report through ISP reporting Systems.
- Review procedures and update protocols where improvements are identified.

Other emergency situations will be managed in accordance with the school's Emergency Policy and in line with directives issued by local authorities.