 Lockdown Template

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

**Signals**

|  |  |
| --- | --- |
| **Alarm or signal for lockdown shelter** | *[insert]* |
| **Signal for stand down / all-clear** | *[insert]* |

**Incident Control Officers & Response Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Emergency Contact Number** |
| Incident Control Officer |  |  |
| Deputies |  |  |
|  |  |  |
| Communications Officer |  |  |

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

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| **Rooms most suitable for lockdown** |
| 1 Classrooms |
| 2 Hall |
| 3 Sports hall |
| 4 Offices |

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

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| **Communication arrangements**  Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted. |
| Two-way radios |
| Classroom telephones |
| Mobile phones |
| Instant messaging / email |
| Other (TV’s / Whiteboards / etc) |

|  |  |
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| **Alternative place of safety in the event that it is considered necessary to leave site**  **(for example, partner school/college / leisure centre) must be pre-arranged.** | |
| Name of venue |  |
| Type of venue |  |
| Contact name |  |
| Contact telephone number |  |
| Useful info such as distance from school, directions, capacity, opening hours | |
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**Other useful contacts:**

|  |  |
| --- | --- |
| **Name** | **Emergency Contact Number** |
|  |  |
|  |  |
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| **Action Plan** | **Completed by (sign and time)** |
| Sound Alert - Activate lock-down procedures immediately |  |
| Dial 999 |  |
| Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is) |  |
| Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows |  |
| Close windows / blinds |  |
| Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack) |  |
| Hide, sit on the floor under desks, and away from windows |  |
| Stay as silent as possible - put any mobile devises to silent (consider writing / displaying instructions on whiteboards / TV's etc as long as it can’t be seen by the intruder) |  |
| Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access |  |
| If possible, check for missing / injured students, staff and visitors |  |
| Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services |  |

A risk assessment should identify threats which could have an impact on the business and its vulnerabilities. Organisations must complete a risk assessment when considering a dynamic lockdown. A lockdown can reduce the risk to people in the event of a terrorist attack. However, consideration must also be given to the risks to people which are caused by lockdown. Necessary adjustments should be made to reduce this risk. Such risk assessments should clearly define organisational as well as individual duty of care to staff and others.