# New Gateway Logo

# **Lockdown Procedure (Inward Evacuation)**

**Introduction**

As part of the Emergency and Disaster Recovery Plan, the College has taken into consideration the requirement for a robust College lockdown procedure.

(Lockdown is an American term, referring to the procedure for keeping staff, students and others safe by keeping them indoors in their classrooms or other safe locations away from a perceived threat).

## Lockdown procedures should demonstrate a sensible and proportionate response to any external or internal incident which may have the potential to pose a significant threat to the safety of staff, students and any visitors to the College. A partial lockdown may be undertaken as a precautionary measure whilst a situation is being assessed.

External emergencies may very occasionally arise when it is safer for the members of the College to remain within the buildings beyond normal College hours.

## Reasons for activation

Lockdown procedures may be activated in response to a number of other situations, typically these may include:

* A report of a civil disturbance in the local community (with the potential to pose a risk to staff and students at the College)
* An intruder on the College site who is deemed as a significant threat to staff, students and others
* A warning being received at the College regarding a local risk (air pollution, asbestos release, smoke plume, gas cloud)
* A major incident such as a fire or explosion in close proximity to the College

In some instances, the Lockdown Procedure may need to be activated immediately. If advice is received in advance from the emergency services, then The Executive Team shall make the informed decision to activate the College Lockdown Procedure.

## Communication methods

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| **In the event of lockdown, the College will communicate via the following methods:*** **Lockdown emergency phone (located at Reception)**
* **Lockdown alarm (intermittent ringing tone)**
* **Two way radio communications between the Duty Manager/s and Premises Team**
* **College internal phone system, mobile phones and emails**
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During the lockdown, staff must keep agreed lines of communication open and should not make unnecessary calls as this could delay or impede communication.

Where staff have access to internal email communications then they should access their account and await further instruction.

**Additional tools**

Staff should be encouraged to download and make themselves familiar with the Citizen Aid App and the Stay Safe Film.

Stay Safe <https://www.gov.uk/government/publications/stay-safe-film>

citizenAID™ is designed to guide the public to react safely, to pass effective messages to the emergency services, to prioritise the injured and to give life-saving first aid.

citizenAID is a free app suitable for all smart phones which provides clear and simple actions informing the general public on immediate actions in a shooting, stabbing or bomb incident and how to give life-saving first aid to the injured.

Government Run, Hide, Tell strategy posters shall also be displayed around the College.

## Activation procedure

Staff and others should be alerted to the activation of a lockdown as quickly as possible, depending on the circumstances.

A number of staff including The Executive Team, Managers, Duty Managers and Reception teams shall be trained in the lockdown activation procedure.

In addition, an emergency lockdown phone is located on the College Reception. **Should any member of staff believe there is a threat to the College, its staff or students then the emergency lockdown telephone number should be contacted.**

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| **Emergency lockdown phone number is 7777**  |

Should any member of staff use this number for any reason other to notify the Reception Team of a potential threat this could result in disciplinary action.

Upon activation, the lockdown alarm will sound (Intermittent ringing tone) and the alarm should sound for the whole duration of the lockdown. In some circumstances the alarm may need to be silenced e.g. partial lockdown, whereby normal activities can resume inside the College. In this instance, other communication methods shall be used to inform staff, students and others that the College remains in lockdown or partial lockdown or that the lockdown has ended.

External doors may need to be manned to prevent staff, students and others exiting the building unless there is an emergency situation and immediate evacuation is required.

**Immediate actions upon hearing the lockdown alarm**

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| * **Depending on the situation, i.e. an apparent threat outside the College, and ONLY if it is safe to do so, those outside the College buildings should be brought inside as quickly as possible or moved to the nearest building that can be secured i.e. Keyham Lane police station, or alternatively instructed to disperse off site as quickly as possible**
* **Those inside the College building should escape quickly away from the area of immediate threat and seek a safe place to hide or return (where safe) to their classrooms or office. If possible, try not to hide in large groups**
* **In the event of an active shooter or knife attacker: run, and drop any bags as they will slow you down**
* **If possible, lock the door and/or barricade the door to prevent access to the hiding area. Close any blinds, keep low and hide. Keep away from doors and windows**
* **Staff should encourage others including students and visitors to remain calm, remain in situ and if necessary, barricade and lock the doors**
* **Staff, students and others should remain in their safe area until the alarm has ended**
* **Turn off lights to avoid attention**
* **It is advisable that all persons turn their mobiles to silent mode and turn off vibrate**
* **Staff should try, where possible to have access to a communication device such as mobile telephone, laptop or computer and await further instruction**
* **As appropriate, the College should establish communication with the Emergency Services as quickly as possible**
* **If it necessary to evacuate the building, the fire alarm will be sounded**
* **Once the situation is resolved the lockdown alarm will be silenced**

**In the event of a partial lockdown or pollution issue it may be necessary to ensure the following:** * **All external windows to be closed and air vents should be closed (if it is a pollution issue)**
* **External doors manned to prevent egress unless in an emergency situation whereby evacuation becomes necessary**
* **It may become necessary to silence the lockdown alarm whilst remaining in lockdown, in this instance messages will be communicated across the site and the alarm silenced**
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**Frequently asked questions**

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| **Question** | **Answer** |
| *If I find myself in a public area such as The Street, Reception or canteen when the lockdown alarm is activated what should I do?* | Move away quickly from the perceived area of threat and seek a safe place to hide. All public areas should be cleared immediately |
| *I have hidden, locked or barricaded the door and someone I know wants to be let in, what shall I do?* | Do not let them in, keep hidden and remain **SILENT** |
| *I was in the toilets when the lockdown alarm sounded what shall I do?* | Remain in the toilets and if possible, barricade the door and move to a cubicle and lock it. In this situation, it is acceptable to be locked in a confined space with a student  |
| *The alarm changes from an intermittent alarm to a long continuous alarm, what shall I do?*  | This is the signal to evacuate and you should exit the College immediately and report to the emergency assembly point |
| *I am outside the College when the lockdown alarm sounds what shall I do?* | In an apparent threat outside the College move either away from the grounds as quickly as possible or seek refuge in the College buildings only if it is safe to do so  |
| **In the College or in any public space, think where is my escape route and safe haven?** |

* Emergency Services will advise as to the best course of action in respect of the prevailing threat
* At any point during the lockdown, the fire alarm may be sounded which is the signal to evacuate the building

## Immediate Action Decision Tree:

Lockdown alarm sounds (intermittent alarm)

Move quickly away from an area of perceived danger and seek a safe place to hide

If there is an apparent danger such as an active shooter or knife attacker run, drop any bags (as these will slow you down) and try to escape or hide

In the safe place, keep hidden, turn your mobile to silent and turn vibrate off. Turn lights off to avoid attention

Await further instruction

If the fire alarm sounds – evacuate IMMEDIATELY

## Hostage situation

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| * **Do not try to intervene**
* **Co-operate and follow the instructions of the hostage taker**
* **Alert emergency services (if safe to do so)**
* **Try to remain calm and spread calmness**
* **Isolate the hostage area by evacuating other students or through lockdown procedure**
* **If possible, account for everyone in the College, including all students, staff, visitors, contractors etc. in order to identify who might be being held hostage**
* **On arrival of emergency services, provide them with the information and with copies of the College Emergency and Disaster Recovery Plan**
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**Partial lockdown**

## Immediate actions include:

* All outside activity to cease immediately, students and staff to return to the building as quickly as possible
* All staff and students to remain in the building, windows locked and the external Reception doors activated to ‘exit only’
* Free movement may be permitted within the building dependent upon
* circumstances

This can then be communicated to staff and students. Partial lockdown is a precautionary measure that puts the College in a state of readiness whilst retaining a degree of normality should the situation escalate.

## Assessing the risk

Lockdown arrangements should be determined based on the circumstances of the situation.

All situations are different, and once staff and students are determined as being relatively safe, the Senior Management Team, or members thereof, will conduct an ongoing and dynamic risk assessment based on the advice from emergency services.

Staff and students should remain in lockdown until it has been lifted by the Senior Management Team and/or the emergency services.

## Training

All situations are different however, it is of vital importance that staff are aware of the existence of the lockdown procedures.

The Senior Management, Managers, Duty Managers and Reception Teams should be aware of the principle of lockdown and be prepared to implement full or partial lockdown should the situation or information received from the emergency services necessitate implementation.

Where a national security risk rating and information from other Government bodies indicates that there is the potential imminent or specific threat it may be deemed necessary to conduct a full lockdown drill.

## Outside lockdown communication

In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents and guardians as soon as is practicable.

It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.

**Emergency advice for first aiders treating any injured**

* Prioritise the injured
* Treat the most serious first
* Use a tourniquet if there is significant bleeding
* If there are signs of life use the recovery position and move to the next patient

## Support

The College also has a role in responding to terrorist events whether or not it has been directly affected. Staff and students may react to media coverage of events at home or abroad in different ways, including being frightened by news and images of conflict and destruction.

The College will seek to prevent tensions arising, and will ensure that any members of its community can access support as appropriate.

The College has an in-house counselling service and will also access external support from organisations who can be contacted in such circumstances. Consideration should also be given to those involved only indirectly e.g. the classmates of affected students.