

2023

# LOCKDOWN POLICY PROCEDURE

# Lockdown Procedure

## 1. Introduction

The purpose of this Lockdown Procedure is to set out how a **FULL** or **PARTIAL** Lockdown will be implemented throughout the entire premises of Alliance Learning.

This policy should be read in conjunction with the following documents:

1. Alliance Learning Disaster Response and Recovery Plan
2. Health and Safety Policy
3. Safeguarding and Prevent Policy

## 2. What is Lockdown?

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into the danger areas and preventing or frustrating any would-be attackers accessing the site (or part of).

## 3. Why would Lockdown be activated?

A lockdown is activated when there is a serious security risk to the premises due to, for example:

- near-by chemical spillage;
- serious weather conditions;
- attempted access by unauthorised person's intent in causing harm/damage, (terrorist/extremist attack), etc.

In the unlikely event of a terrorist/extremist attack on the premises and on the staff, learners and visitors in the location at the time, these lockdown procedures will provide a swift response to an immediate threat to the life and safety of all individuals on site, from one or more violent intruders.

By its very nature, a violent attack by intruders to the site will be unpredictable. An intruder may attack from any point and at any time of the day. Staff located on the site should be alert to the security of the site and procedures for maintaining a secure site. They should also be aware of the guidance in **Appendix A** on how to respond to an attack: **Run, Hide and Tell**.

## 4. Lockdown Arrangements

Lockdown arrangements should be determined by each building on an individual basis, as they will be dependent to a large extent on local circumstances such as:

- Designation of the parts of the building – i.e. offices or training rooms;
- Whether the area of the building is single occupancy, by which is meant only Alliance Learning have access to the section of the building;
- Building design and layout;
- Training room and office arrangements, and
- Resources available.

## **INDIVIDUAL STAFF CANNOT SIGN OUT OR LEAVE THE PREMISES DURING LOCKDOWN WITHOUT PRIOR AGREEMENT OF THE OPERATIONAL OR TACTICAL LEAD BEFORE LEAVING**

### **4.1 Partial Lockdown**

#### **4.1.1 Alert to staff: 'Partial lockdown'**

In a partial lockdown staff, learners and visitors should remain in the building and all doors leading outside of the Alliance Learning buildings should be locked and windows closed. No one should be allowed to enter or leave the building. However, teaching and work can continue as usual. This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff, learners and visitors. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

#### **4.1.2 Immediate action:**

- All staff, learners and visitors remain in building and external doors and windows are locked;
- Free movement may be permitted within the building dependent upon circumstances;
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off;
- Use anything to hand to seal up all the cracks around doors and any vents into the room – the aim is to minimise possible ingress of pollutants, and
- Staff should await further instructions.

**There needs to be a means of communicating the alert to staff and learners at break times, as depending on where they take their breaks, they may be outside of the boundary of the Alliance Learning.**

### **4.2 Full Lockdown**

#### **4.2.1 Alert to staff: 'Full lockdown'**

This signifies an immediate threat to the location and may be an escalation of a partial lockdown. The aim of a full lockdown is for the location and its rooms to appear empty.

#### **4.2.2 Immediate action**

- All training staff, learners and visitors should stay in their training room or move to the nearest one;
- Office staff and visitors should remain in their office;
- External doors locked. Training room and office doors locked (where a member of staff with key is present);
- Windows locked, blinds drawn, internal door windows covered (so an intruder cannot see in);
- Staff, learners and visitors sit quietly out of sight and where possible in a location that would protect them from gunfire (bullets go through glass, brick, wood and metal. Consider locations behind substantial brickwork or heavy reinforced walls);
- Lights, smartboards and computer monitors, etc. turned off;
- Mobile phones turned onto silent so they cannot give away your position;
- A register to be taken of all staff, learners and visitors in each training room/office – **ensure that Visitor Procedures are adhered to;**
- Communicate register of staff, learners and visitors to a pre-agreed single point of contact, and
- Staff should await further instructions.

Staff, learners and visitors should remain in lock down until it has been lifted by a senior member of staff or by the emergency services. If at any point during the lockdown, the fire alarm may sound, this is a cue to evacuate the building. During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the single point of contact as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff have access to an internal e-mail system, they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means e.g. laptop, smartphone or tablet;
- Or, WhatsApp could be employed and set-up a group messaging system.

**There needs to be a means of communicating the alert to staff and learners at break times, as depending on the location depends on where they take their breaks, as they may be outside of the boundary of the Alliance Learning.**

## **5. Training**

- Staff informed about lockdown policy - Staff receive copy of the map of the site - with access points and alternative exits from the site highlighted.
- Staff training on the **Run, Hide and Tell** practice (**Appendix A**).
- Learners informed about lockdown procedure.
- Information to parents/guardians, etc. in a newsletter that we have a lockdown policy.
- Conduct a number of table top exercises with the senior management team to test the procedures against a variety of scenarios.

## **6. Roles and Responsibilities**

- Operational Lead/Manager (Senior Manager) and nominated deputy/deputies (Seniors) – to activate lockdown, ensure everyone is fulfilling their roles, inform senior management of the immediate threat to the site;
- Emergency Services/Local Authority Liaison Person (As directed by the Exec) – to act as first point of contact for the information to be delivered to the site in the event of an emergency/event being called by the Emergency Services or the Local Authority;
- Key manager (Reception staff) – this is to ensure that all staff using the Training Rooms/Offices/Meeting facilities have signed out a key so as to enable the door to be locked in the event of lockdown being activated;
- Tactical Lead – (Senior Manager) to give instructions to the Operational Lead in relation to what they need to do, and to pass relevant information in relation to what is happening external to the lockdown site;
- Strategic Lead (Exec) – to make the executive decisions in relation to the lockdown, and if required to ensure that any communications required to be made public, contain the relevant facts, etc.

## **7. Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the lockdown. Emergency Services will support the decision of the Tactical/Strategic Lead with regarding the timing of communication to parents and/or guardians.

In the event of a prolonged lockdown or more severe scenario, emergency services, local authorities and voluntary sector organisations will work together to co-ordinate practical and emotional support to those affected by any emergency, also referred to as humanitarian assistance. A reception centre for friends and family could be set-up outside of the cordoned area.

Updated -

17<sup>th</sup> November 2023

Review November 2024

## APPENDIX A

### Stay Safe – ‘Firearms and weapons attack ‘

‘Stay Safe’ principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained at the following:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/820082/170614\\_crowded-places-guidance\\_v1b.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820082/170614_crowded-places-guidance_v1b.pdf)

<p><b>Run</b>            Escape if you can.            Consider the safest options.            Is there a safe route? RUN if not HIDE.            Can you get there without exposing yourself to greater danger?            Insist others leave with you.            Leave belongings behind.</p>	<p><b>Tell</b>            Call 999 - What do the police need to know?            Location - Where are the suspects?            Direction - Where did you last see the suspects?            Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.            Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.            Stop other people entering the building if it is safe to do so.</p>	<p><b>Hide</b>            If you can’t RUN, HIDE.            Find cover from gunfire.            If you can see the attacker, they may be able to see you.            Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.            Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.            Be aware of your exits.            Try not to get trapped.            Be quiet, silence your phone.            Lock / barricade yourself in.            Move away from the door.</p>
<p><b>Armed Police Response</b>            Follow officers’ instructions.            Remain calm.            Can you move to a safer area?            Avoid sudden movements that may be considered a threat.            Keep your hands in view.</p>	<p><b>Officers may</b>            Point guns at you.            Treat you firmly.            Question you.            Be unable to distinguish you from the attacker.            Officers will evacuate you when it is safe to do so.</p>	

**RUN HIDE and TELL leaflet** [http://www.npcc.police.uk/StaySafeAssets/NPCC\\_CT\\_A5%202pp.pdf](http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf)

[\(1\) What to do in a Weapons Attack \[Subtitles\] - YouTube](#)

### Stay Safe Film for training

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

### citizenAID – YOU can save lives!

<http://citizenaid.org/>

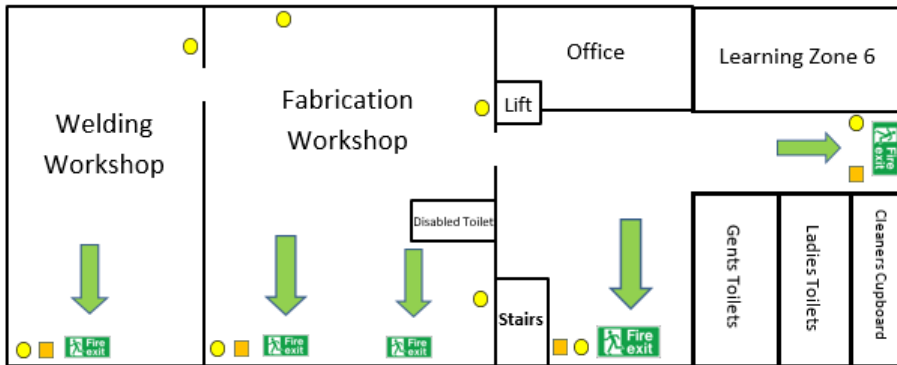
## APPENDIX B

This should contain all relevant Alliance Learning floor plans and building plans, with alternative exits from each building.



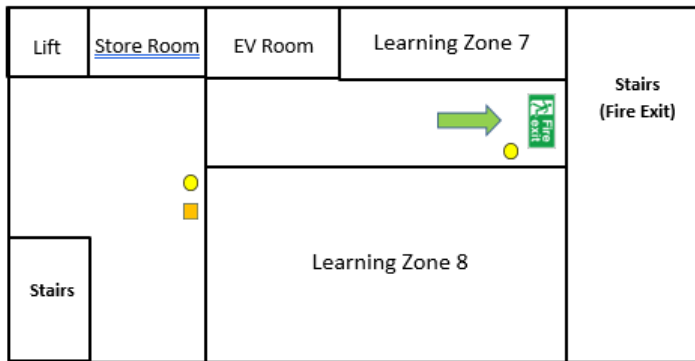
# FABRICATION & WELDING FLOOR PLAN

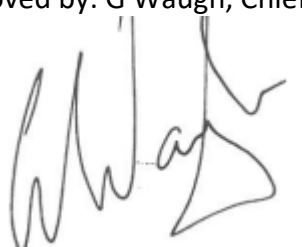
## (GROUND FLOOR)



Fire Extinguishers ●  
Call Point ■

## (FIRST FLOOR)



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