

Safety Alert



SUBJECT: Lock Downs

RECIPIENTS: All Council Services

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It is vital that you **review, update, communicate** and **test** all plans and procedures in place to manage and respond to security related incidents. It is likely your plans include the ability to activate a **lockdown** of the building/site to either restrict access to or from it.

Reasons for Lockdown

A deliberate threat will require action to minimise the risk of interaction between the threat and service users, staff and visitors. Threats include when:

- A reported incident/civil disturbance in the local community.
- An intruder on the site.
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc.) or chemical, biological or radiological contaminants.
- A major fire in the vicinity
- The close proximity of a dangerous dog or other animal roaming loose.

Arrangements

Lockdown arrangements should be determined on an individual building/site basis, as they will be dependent on local circumstances such as premises design and layout, room arrangements, resources available, etc. Buildings/sites may want to consider both 'partial' and 'full' lockdown plans.

Immediate Actions

Partial

- All outside activity to cease immediately, Service users and staff return to building. (There needs to be a means of communicating the alert to staff at all times).
- All staff and service users remain in building and external doors and windows locked.
- Free movement may be permitted within the building dependent upon circumstances.
- In the event of an air pollution or chemical,

Full

- All service users/staff stay in their location/room or move to the nearest room (*ideally a central room where windows and doors cannot be directly accessed from outside*).
- Office staff should remain in their office.
- External doors locked. Room 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).

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 – you aim to minimise possible ingress of pollutants.
- Staff should await further instructions.

- Service users/staff 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 turned off. Mobile phones turned off (or at the least turned onto silent so they cannot give away your position).
- Staff should await further instructions.

Communication

During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

- Where staff has 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.
- Where text/app messaging systems are used then staff could be put into a defined user group. This could then be used to communicate instructions via text/app message in an emergency.
- If staff have an Orbis lone working device, this could be used to raise the alarm with emergency service and communicate with them or other external services via Orbis.

Lockdown Plan

It is not possible to prescribe a generic lockdown plan as there are a number of variables that will dictate exactly how an individual building/site responds to those situations identified, for example:

- Access any alarm controls to raise an alert in an emergency.
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts, Orbis lone working devices etc.
- Site plan e.g., the layout of buildings and their proximity to one another.
- Age and ability of service users.
- Geographical location – urban/rural, presence of secure perimeter fence.

Nonetheless, many buildings/sites have found it helpful to incorporate the following basic principles into their plans:

- A member of staff is nominated as lockdown manager (plus deputies in their absence) to initiate, manage and conclude the lockdown. They will also communicate with emergency services. Their roles and responsibilities should be documented.
- Staff are alerted to the activation of the plan by a recognised signal, audible throughout the building/site.

users not accounted for and any additional services users/staff in their location/room via the agreed communication channel.

- If it is necessary to evacuate the building, the alarm should be raised; this could be identified as the Fire Alarm or a separate Emergency Evacuation Alarm.
- Ensure visitors/volunteers/peripatetic staff are included in your lockdown plan.
- Establish an official lockdown termination announcement/signal so that all staff know that it is authentic.
- Specific arrangements should be made for service users/staff with different needs (i.e., hearing/visual impairment or mobility needs).
- Areas in the building/site that cannot be effectively locked down should be identified and the lockdown procedures should include instructions on removing service users and others from these areas to a place of safety (i.e., toilets/outbuildings).
- Establish agreed methods of communication from staff to the lockdown manager should a dangerous intruder be located on the premises.
- An overview sheet outlining the buildings/site procedures will be displayed in the staff areas and other places throughout the building as appropriate.

Due to the fast-moving nature of incidents that require lockdown it is important that all staff members can act quickly and effectively. Staff should have clear roles and responsibilities and it is of vital importance the lockdown procedures are familiar to members of the senior management team, administrators, staff. It may also be appropriate for service users to be made aware of the plan. (Regular practice will increase their familiarity). A lockdown drill should be undertaken at least once a year and thoroughly debriefed to monitor the effectiveness of your arrangements.

It would also be good practice to:

1. Conduct several tabletop exercises with the senior leadership team to test the procedures against various scenarios.
2. Rehearse lockdown arrangements with all staff and service users.
3. Display lockdown drill information in every classroom alongside information relating to fire drills.
4. Review of Procedures

Useful Links

[\[Withdrawn\] Developing Dynamic Lockdown Procedures - GOV.UK \(www.gov.uk\)](#)

[Lockdown template.docx \(live.com\)](#)