

AREA: Student Services

TOPIC: Invacuation/Lockdown Policy & Procedures

Scope

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff, students and visitors to the college. The following procedures aim to minimise the disruption to the learning environment whilst ensuring the safety of all involved.

1. Introduction

A lockdown of campus buildings is an emergency procedure to secure and protect individuals from an immediate threat such as an intruder on the College site (with the potential to pose a risk to staff, students and visitors). The lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside.

There are important differences between lockdown and invacuation shelter arrangements. Lockdown is necessary when students, staff and visitors need to be **locked** within buildings for their own safety.

These lockdown procedures may be activated in response to any number of situations which could pose a risk to the staff, students and visitors to the college, and could include:

Lockdown Procedure – Limited internal movement	Invacuation = Free internal movement no access to outside of the building
An intruder in the college grounds with concern they wish to harm others	A reported incident or civil disturbance in the local community
A reported incident or civil disturbance in the local community involving weapons	A warning being received regarding a nearby air pollution risk (smoke plume, gas cloud, etc.)
An alert a person with a weapon is within the vicinity of the college	A major fire in the vicinity of the college but not directly affecting the college
A threat has been received that a person with a weapon is on college site	A dangerous animal (e.g. large dog, horse, livestock) roaming loose near/on the college grounds

As not all potential circumstances which may lead to a college lockdown can be foreseen, it is important that any plans/actions are dynamic and able to deal with an ever-changing risk/threat.

2. Aims and Objectives

- A dynamic lockdown procedure provides an effective plan to quickly restrict access to and movement throughout a building or area, through actions and physical measures in response to an imminent threat.
- Communication across the colleges will be clear and effective both at the instigation and throughout the lockdown procedure.

- Access control across the colleges aims to provide the most secure environment for staff, students and visitors and to inhibit the access/egress of any attackers.
- CMT will ensure each college campus and land-based area has an assessment in line with government recommendations for Lockdown, Shelter (Invacuation), Bomb Alert / Threat, Suspicious Items, Packages or Envelopes, Evacuation and a completed individual college based self-assessment - Emergency Incident Planning Checklist.

3 Identifying Threats

All Vice Principals and Heads of Campus will follow the Protect UK event-based approach to identifying risk.



Identifying Threats

In line with Protect UK the college recognises 6 key terrorist threats that the organisation may be exposed to: marauding attack (MTA) human or animal, vehicle as a weapon (VAW), improvised explosive devices (IEDs), fire as a weapon (FAW), chemical, biological and radiological (CBR), and a cyber-attack.

Marauding Attack

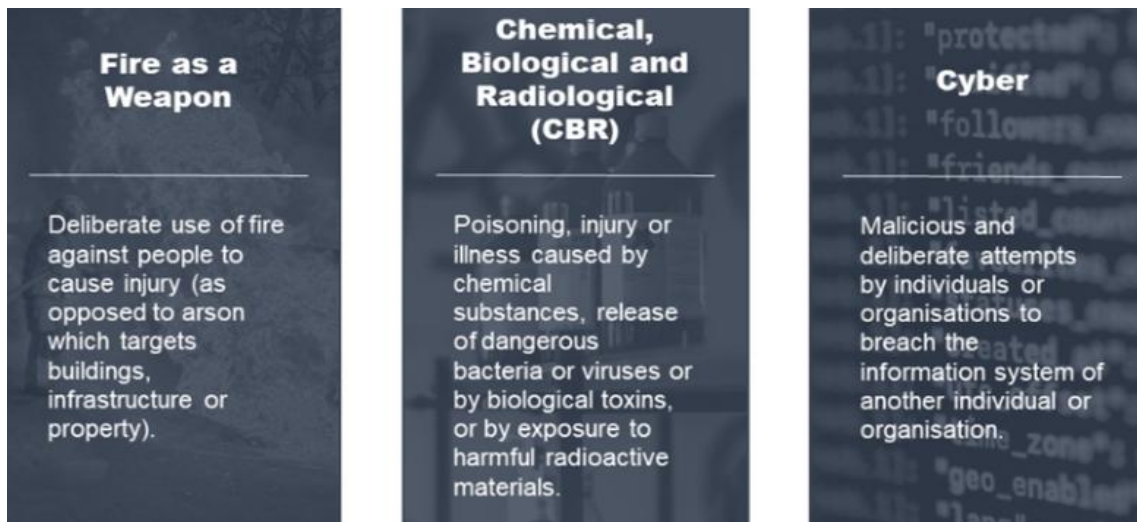
Fast-moving, violent incidents where assailants move through a location aiming to find and kill or injure as many people as possible.

Vehicle as a Weapon

Vehicles, such as rental trucks or large lorries, can be used as a weapon to penetrate barriers in order to gain access to a premises, are inflict mass casualties at an open spaces.

Improvised Explosive Devices (IEDs)

An IED is a bomb which can be made from Homemade Explosives (HME). Suicide bombers may use vehicles or carry their IED concealed on their person.



4. Roles & Responsibilities

- Staff members will act in accordance with the college's Invacuation, Lockdown and Evacuation Policy always.
- It is CMTs responsibility to ensure effective and rehearsed emergency procedures are in place.
- CMT are responsible for ensuring that all staff members are aware of the policy and have a copy to access.
- It is the responsibility of all managers to ensure that new staff members are trained in implementing all the emergency procedures.
- The Health and Safety Advisors are responsible for recording all annual lockdown drills (this is in addition to fire evacuation drills, see Fire Safety policy).
- All managers are responsible for ensuring procedures are understood by all staff members within their department.
- All staff are responsible for raising the alarm in an emergency, and communicating with a Peoplesafe lead to disseminate the alert across the college.
- The responsibility for calling the relevant emergency services, such as the police, in the event of an emergency is delegated to the staff member who has seen the concern, they will then report it to the duty manager or closest available member of OMT or CMT.
- All staff are responsible for ensuring students, fellow staff members and visitors remain as safe as possible whilst on the college premises.
- It is the responsibility of all staff members to ensure that any missing students who were previously in their group that day are immediately reported to the incident manager.
- All staff members are responsible for maintaining an orderly manner and encouraging students to stay calm during emergency procedures.
- It is the responsibility of the incident manager to provide the emergency services immediately with copies of the site plan (available in the incident grab bag).
- Incident controller will identify a staff member to alert neighbours and organisations in the immediate vicinity of the campus contact details to be held in grab bag.
- Estates staff are responsible for ensuring that all contractors or external services working within the college are supplied with a copy of the lockdown/invacuation procedure when their work initially commences.
- The incident controller will continuously monitor the situation and keep both the emergency services up to date and fellow colleagues via the People safe app.

5. Signals

Signal for Lockdown is via the Peoplesafe app, an alert will sound on the mobile phone when the app is activated to trigger Lockdown. In places of reduced signal walkie-talkies are provided as standards to be utilised for communication purposes in an emergency. For example, at Walford and Holme Lacy Colleges who offer land-based provision.

- The person sending the Peoplesafe alert will state. 'Initiate Lockdown procedure'.
- Alert for all-clear will be the phrase 'Lockdown over'
- Signal for invacuation the Peoplesafe alert will state. 'Invacuation required'
- Alert for all-clear will be the phrase 'Invacuation over'
- Signal for Full Evacuation if required Fire Alarm will sound

6. Lockdown

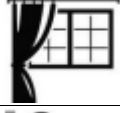
- Entrance points (e.g. doors, windows) should be secured immediately
 - All external doors are to be secured
 - All classroom / office / room windows and doors including fire doors to be shut and secured either by the lock or a wedge/furniture behind the door
- All corridor doors to be closed
- Communication arrangements * Peoplesafe app * Two-way radios * Mobile phones 'WhatsApp' between senior staff OMT/CMT * emails all staff and students
- Standard internal phones for rooms which have them and vocally by passing the message on by responsible adults

Initial Actions: THE LOCKDOWN SIGNAL IS GIVEN:

- Upon hearing the lockdown signal, take the actions below if it is safe to do so.
 - Personal safety takes president, and no-one should put themselves or anyone else in danger.
 - If someone is taken hostage on the premises, consider an evacuation of some or all the sites.
 - Anyone immediately outside the college buildings should be brought inside as quickly as possible and moved to the nearest available room with sufficient space to accommodate them.
 - All staff and students in land-based, farm, animal or equine areas to get to the nearest building if safe to do so, if not safe run/hide/tell.
 - All staff and students to return to their classrooms as quickly as possible if in corridors or in hub areas (No-one should leave ANY room to find out what is going on once the signal has been given/or been passed on)
 - Lock / secure all external entrance points to the room (e.g. doors, windows)
 - Block access points (e.g. move furniture to obstruct doorways)
 - Sit on the floor, either under tables or against a wall out of sight of window (e.g. underneath it)
 - Wheelchair users to position as above relevant to physical ability
 - Keep out of sight
 - Draw blinds in rooms that have them and stay away from windows and doors until all clear is given
 - Remain inside room until an all-clear has been given, or unless told to evacuate by the emergency services.

Secondary Actions:

- Undertake a review as soon as possible of your group once in lockdown mode, staff should notify the incident controller immediately of any students expected not accounted for using communication system available to them.
- Incident controller is to try to establish as much information regarding the incident as possible.
- Incident controller to check someone has called 999 and update the Police if required offering any further information
- If safe to do so, senior persons check all corridors and toilets.
- Staff to be aware of nearest exit point for group in case an intruder does manage to gain access
- If possible, check for missing / injured students, staff and visitors.
- Staff should encourage pupils to stay calm as far is possible.
- Social media use and outside contact is restricted until the full details of the incident are known.
- Notify parents/carers as soon as possible and when it is safe to do so.
- Instruct parents not to attend college as students will not be released during a lockdown.
- Continue to follow advice/instructions from the Emergency Services.
- CMT and incident controller to complete post incident checklist.

LOCKDOWN ACTIONS		INVACUATION ACTIONS
	Return to classroom or nearest safe building	Return to classroom or nearest safe building
	Close all doors and windows lock if able	Close all doors and windows
	Block any access points into the room by moving furniture or putting a wedge behind the door	
	Close curtains and blinds and switch off lights where possible	
	Sit on the floor against a solid wall if possible or under tables, out of sight if possible	Movement allowed, internal campus areas only
	Report any missing students or staff and anything important you see to the incident controller	Report any missing students or staff and anything important you see to the incident controller
STAY PUT	Remain inside with doors locked until the all-clear has been given, or unless told to evacuate by the emergency services or upon hearing the fire alarm. DO NOT leave the room or your safe space to find out what is happening.	Remain inside until the all-clear has been given, or unless told to evacuate by the emergency services or upon hearing the fire alarm.
KEEP CALM 	Keep students calm by offering constant reassurance. Keep as quiet as possible.	Keep students calm by offering constant reassurance

Lockdown College Template – One required for each college within the group kept in the Incident Response central Teams area.

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

Signals

Signal for lockdown	Alert on People Safe App - Initiate lockdown procedure
Signal for stand down / all-clear	Alert on People Safe App – Lockdown over

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officers		
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.

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.

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	
Peoplesafe App	
Mobile phones	
Email	
Other	
Alternative place of safety if it is considered necessary to leave site (for example, partner school/college / leisure centre) <u>must be pre-arranged.</u>	
Name of venue	
Type of venue	
Contact name	

Contact telephone number	
Useful info such as distance from college, directions, capacity, opening hours	

Other useful contacts:

Name	Emergency Contact Number

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all students, staff, 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 devices 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	

Shelter (Invacuation) College Template – One required for each college within the group kept in the Incident Response central Teams area.

It is important to remember that there are differences between lockdown and invacuation/shelter arrangements. Invacuation should only be used when it is not necessary to protect staff and students from intruders.

Signals

Alarm or signal to seek shelter	Alert on People Safe App - Invacuation required
Signal for stand down / all-clear	Alert on People Safe App - Invacuation over

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Depending on the nature of the incident it may be necessary to stay inside for a prolonged period of time, and in some extreme cases this could be overnight. It is therefore important to ensure that any medical needs are prepared for in advance.

Action Plan	Completed by
Determine whether to evacuate or invacuate	
If invacuate, where will you instruct staff and students to go?	
Trigger Peoplesafe alert	
Ensure all students and staff are inside the college building	
If appropriate, move students away from the incident (e.g. to the other side of the building)	
Do you need the emergency services?	
If sheltering from an environmental hazard (e.g. a smoke or chemical spill) ensure all doors and windows are closed and ventilation / air circulation systems are switched off	
Are any students, staff or visitors missing or injured?	
Reassure students and keep them calm, if possible, return to normal classroom-based activities	
Notify parents / carers of the situation and provide advice, instruction and reassurance	
Remain inside until an all-clear has been given, unless emergency service advice if different	

Bomb Alert / Threat Template - One required for each college within the group kept in the Incident Response central Teams area.

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably, in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

Signals

Signal for bomb threat (This must be different to the fire alarm, or general evacuation alarm/signal.)	Alert on People Safe App - Bomb threat <i>[insert message]</i>
Signal for stand down / all-clear	Alert on People Safe App - Bomb threat removed

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Other useful contacts:

Name	Emergency Contact Number

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

Assembly points

- 1.
- 2.
- 3.

Secondary (alternative) assembly point / place of safety (for example, partner school / college / leisure centre) must be pre-arranged

Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

Suspicious Items, Packages or Envelopes

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.
If you think it's suspicious DIAL 999 – Ask for the Police.

Indicators of a Suspicious Item

- Is the item typical of what you would expect to find in this location?
- Has the item been deliberately concealed or is it obviously hidden from view?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

What to do if you see a Suspicious Item

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

If you still think it's suspicious (or in any doubt)

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police advice and provide as much information about the item as possible (see indicators above)
- Prevent others from entering these areas
- If safe to do so check CCTV

Indicators of a Suspicious Package or Envelope

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- unexpected or unusual origin (postmark and/or return address)
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours, liquid or powder emanating from the package

What to do if you identify a Suspicious Package or Mail Item

- Do not touch
- If holding it, place it down carefully making sure it remains sealed
- Clear the immediate area and adjacent areas
- Dial 999, ask for the police
- Follow their advice and provide as much information about the package as possible (see indicators above)
- Prevent others from entering the area and adjacent areas

Evacuation Template - One required for each college within the group kept in the Incident Response central Teams area.

If the threat is within the venue (eg fire, gas leak, structural failure etc **but not** bomb alerts (see Bomb Alert template) the responsible person should consider evacuation, but if the threat or incident is outside the venue it may be safer to stay inside.

Alarm or signal

Signal for whole building evacuation	Fire Alarm
Signal for stand down / all-clear	Fire Warden - Incident Controller

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Other useful contacts:

Role	Name	Emergency Contact Number

Information for emergency services

Include a map and information such as location of gas shut off valves, storage of on-site chemicals, etc

Assembly points

- 1.
- 2.
- 3.

Secondary (alternative) assembly point / place of safety

(for example, partner school / college / leisure centre) **must be pre-arranged**

Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

APPENDIX 1 Self-Assessment Emergency Incident Planning Checklist - One required for each college within the group kept in the Incident Response central Teams area.

The checklist below sets out critical information which should be included in your plans as a minimum. If you answer NO to any of the questions below, you should review your plans/arrangements and consider developing them. Any residual risks should be recorded and managed appropriately.

Critical/Emergency Incident Planning	Yes/No	Comment/Action
Site and building security checklist		
Are your buildings secure during operating hours?		
Can public access be restricted?		
Are your identification arrangements robust?		
Do you have a process for dealing with a security alert?		
Do you regularly review your security arrangements?		
Site plan		
Does your plan clearly mark all points of entry?		
Does your plan include locations of hazardous chemicals, gas / electric / water shut of valves?		
Does it clearly indicate safety equipment such as fire extinguishers, evacuation chairs etc?		
Does your plan clearly identify safe zones / lockable rooms?		
Does your plan indicate which areas are covered by CCTV?		
Is your plan regularly reviewed?		
Business Continuity plans		
Do these arrangements identify critical activities?		
Do these arrangements identify contingency arrangements?		
Are these arrangements reviewed (at least every 12 months) plus following activation and/or implementation?		
Have these arrangements been tested/exercised in the last 12 months?		
Do they include a Communications Plan?		
Do they include a Short-term loss or shortage of staff or skills plan?		
Do they include information about how a closure or partial closure of the premises / facilities would be managed?		
Do they include a how you would manage a technology failure?		
Do they include information about Suppliers and Contractors failure?		
Have these arrangements been tested?		
Are these arrangements regularly reviewed?		
Evacuation plans		



Are Incident Control Offices and deputies clearly identified?		
Do these arrangements include on-site evacuation point(s)?		
Do these arrangements include alternative off-site evacuation point(s)?		
Are these arrangements regularly reviewed (at least every 12 months) and following an incident?		
Are these arrangements regularly tested?		
Do your Bomb Alert plans include		
Do these arrangements include on-site evacuation point(s)?		
Do these arrangements include alternative off-site evacuation point(s)?		
Does your plan include Bomb Threat and Suspicious Package procedures?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Shelter (Invacuation) Plan		
Do the arrangements include designated rooms?		
Do they include actions to mitigate the risk of harm/injury?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Lockdown plan		
Do the arrangements include designated rooms?		
Do they include actions to mitigate the risk of harm/injury?		
Do they include information about equipment that could be used as a weapon?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Post Incident Support Checklist		
Do your arrangements clearly identify sources of help		
Do your arrangements include communication plans?		
Do your arrangements include how you would support students, parents/carers and staff		



Summary	Yes/No	Comment/Action
Do you ensure that the following groups are aware of all the above plans?		
Staff (inc Volunteers)		
Governors		
Students		
Contractors		
Visitors		
Do you ensure that the following groups are suitably trained to respond to incidents and emergencies?		
Staff (inc Volunteers)		
Governors		
Students		
Contractors		
Is this training/information regularly reviewed including following activation/implementations of any of the above plans/arrangements?		

Post Incident Support Checklist - One required for each college within the group completed post any incident, kept in the Incident Response central Teams area.

Most important is the health and wellbeing of all those involved and or affected by the incident or events.

Post incident support - assistance for students, parents / carers and staff	Completed Sign / time / date
Identify students, parents/carers and staff who may be particularly affected by the incident	
Consider requesting support from educational professionals and or other organisation (such as the college Health Assured Service, Local Authority, Samaritans, NSPCC etc. that are suitably trained	
Offer students and staff the opportunity for psychological support and counselling	
Ensure staff and students know that support is available and arrange access to these services as necessary	
Ensure that staff and students have access to breakout areas where they can take timeout	
Consider how it is appropriate to debrief all staff and students, and by whom	
Provide opportunities for students to discuss their experiences (e.g. promoting discussion during class, arranging a special lesson). Do not discourage students from talking about their experiences. Consider creating a safe space for students to record messages, and/or utilising IT	
Arrange for a member of staff to visit those affected (at home or at hospital). Ask for consent from parents / carers before doing this	
Make arrangements to express sympathy to those who have been hurt. Consider encouraging students to send cards / messages to those affected	
Manage any distress that could be caused by ongoing Police enquiries, legal proceedings and media attention	
Cancel or rearrange any events which are inappropriate	
Be sensitive about the demands on staff and students (e.g. deadlines for coursework, imminent exams, duties and burdens) where appropriate consider deferring/cancelling activities	
Send a communication (letter/email) to debrief parents / carers with information about the nature of the incident, action taken, arrangements for support, what further actions the college is taking (i.e. lessons learned), who they can contact to discuss further	
Provide parents / carers with appropriate updates and information	
Do not make public any sensitive / confidential information about individuals	
Consider organising an event for parents / carers to discuss any issues or concerns they might have	
If students or staff who were particularly affected by the incident leave college, consider notifying the new college ensuring confidentiality and sensitivity	
Ensure that new staff and students are aware of the incident, and how it affected the college community	

Follow return to work / college procedures to make returning to college as easy as possible	
Ensure that the appropriate support is in place for as long as necessary	

Additional consideration should be given to:	
Funeral arrangements and religious activities	
Remembrance activities and memorials, including how it is appropriate to mark anniversaries etc	
Support families and the local community if affected by the incident (e.g. community events, fund raising).	
Any media activities	
Any building works including and security or safety improvements	