

Lockdown Procedure

(Extract from major Incident Recovery Plan – Appendix D)

Information for staff in the event of an intruder(s) with weapons or using threatening or other behaviour :

If YOU become aware on any event which you think may require a lock down and have **not seen or heard any alert**, implement the **RUN, HIDE, TELL** protocol:

1. **RUN** - if you judge it safe to do so, telling others as appropriate to do so.
2. **HIDE** - if you judge that it's not safe or appropriate to RUN (i.e go into lock down).
3. **TELL** – contact Reception – dialling 0 from any landline or 01483 423526 from your mobile to give information about the attacker(s) or to ask for advice. If not already done they will alert the Police and Estates/Security staff & SMT. If Reception is closed you will need to contact one of the Security Officers or the Police direct.

IF THE COLLEGE declares an emergency then a decision may be taken to evacuate all or part of the College to a place of safety (which may not be the normal fire evacuation areas). Messages are likely to be made by Estates/Security staff, Fire Marshalls or others. In some circumstances (such as the report of an explosive device) it may not be possible to use telephones or VHF radios.

If a lock down alert is issued or you or others decide to implement one:

- Keep students in your classroom/other area and if possible move any students nearby in corridors into your classroom/area.
- Lock the door or barricade if unable to lock. Close windows and blinds and keep down below window height and away from full glazed areas.
- Keep everyone quiet and as calm as you can under the circumstances so as to avoid attracting attention.
- Mobile phones should be turned to silent to avoid attracting attention. Students should be instructed to avoid using mobile phones as this may block essential communication or could publicise their location putting everyone at risk or could trigger an explosive device.
- Stay where you are until instructed by a senior member of staff or a member of the Estates/Security team. Follow the instructions that may be given by the emergency services (remember that they may not be able to distinguish you from an intruder so may treat you firmly or question you). Be cautious also of anyone acting suspiciously as they could be an imposter.

Ongoing communications and arrangements will be managed in accordance with the Major Incident Recovery Plan.