

## Lockdown Policy

---

### 1. Introduction

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 customers in the YMCA / Discovery College. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students, customers and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff, students and customers in the YMCA / Discovery College)
- An intruder on the YMCA / Discovery College site (with the potential to pose a risk to staff, students and customers)
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc). This includes a nuclear incident at the dockyard.
- The close proximity of a dangerous dog/animal roaming loose.

A lockdown of a building is an emergency procedure intended to secure and protect occupants who are in the proximity of an immediate threat. This procedure is used when it may be more dangerous to evacuate a building than stay inside. By controlling entry / exit / movement within a facility (to the best of our abilities), emergency personnel are better able to control and handle any threats.

### 2. The Procedure

The lockdown plan is as follows:

Signals	
Signal for a lockdown	Intruder noise alarm coming through fire alarm.
Signal for all-clear	Message in WhatsApp group giving all clear. (New staff have the option of joining the group as part of the induction process. Please ask your line manager if you wish to be removed from the group).

**Procedure:****Run, Hide, Tell**

If lockdown is required, the lockdown button is to be pressed. These are located in the following locations:

1. Reception
2. Discovery College Staff Room
3. School Liaison / Safeguarding Office

If the button is pressed accidentally, it is to be immediately turned off by twisting the button. This will silence the alarm and stop the lockdown procedure being implemented.

If the alarm persists for more than ten seconds, it indicates the initiation of a lockdown, and the prescribed lockdown protocol should be immediately implemented as follows:.

1. Proceed swiftly to the nearest lockable room and ensure the door is securely locked upon entry.
2. Individuals in proximity to main doors, fire exits, etc., must promptly lock those doors.
3. If situated in a classroom, room, or office, remain in place, secure the doors, and await further instructions.
4. In case the door is non-lockable, use available furniture to barricade it effectively.
5. Close curtains and blinds where feasible to minimise visibility from outside.
6. Turn off room lights to indicate it is unoccupied.
7. Stay low, maintain silence, and position yourself out of sight from windows and doors.
8. Set cell phones to quiet / vibrate mode, refraining from making non-essential calls.
9. Strictly adhere to instructions provided by emergency personnel only.
10. In the event of a fire alarm activation, stay in your current location and await further guidance from emergency personnel.
11. Comply with directives from law enforcement at all times to ensure personal safety and facilitate an effective response. Emergency personnel must initially consider all individuals as potential threats for their own safety.

**Actions to avoid**

- Refrain from opening the secured door until receiving official 'all clear' notification or confirming the presence of emergency personnel.
- Avoid using or seeking refuge in toilets or changing rooms.
- Do not gather in large open areas, such as coffee bars or sports halls.

- In the event of an alarm activation, the designated staff member should promptly utilise the 'Emergency Lockdown Communication' WhatsApp group and provide the following information:
  - Reason for lockdown
  - Specific location
  - Any required support for injuries, first aid etc.
- The Lockdown WhatsApp group should only be accessed by a member of the Senior Leadership Team (SLT) managing the incident, except for the purpose of sharing critical information related to the lockdown, such as the intruder's location or first aid requirements.

**Area's not patrolled by a staff member:**

- There will be a sign in the ocean city soft play room, describing the alarm noise and giving instructions not to unlock the door. They will be given the all clear by a member of staff, once safe to do so.
- Students & customers who are outside of the buildings are brought inside if possible, and as quickly as possible, unless there is imminent danger in doing so. If students and customers remain outside they will be moved to the nearest place of safety on, or off-site.
- Those inside the college should remain in their classrooms.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Staff should encourage students and customers to keep calm and quiet.
- As appropriate, communication with the Emergency Services will be established and Plymouth City Council notified when possible.
- Parents will be notified as soon as it is practicable.
- Students will not be released during a lockdown.

It is of vital importance that the lockdown procedures are familiar to all members of staff. To achieve this, the lockdown procedures will be reviewed and discussed in full staff meetings, twice a year, the procedure will be easily accessible via the staff intranet and YMCA will complete practice drills.

**Communication with external stakeholders (i.e. Parents)**

In the event of an actual lockdown, any incident or development will be communicated to external stakeholders at the earliest safe opportunity. For instance, parents will receive sufficient information to:

- Be reassured that the college acknowledges their concern for their child's well-being and is taking every possible measure to ensure their safety.
- Refrain from contacting the college directly, as doing so could occupy telephone lines essential for emergency services communication.
- Avoid coming to the college, as this may impede emergency services' access and pose potential risks to themselves and others.
- Patiently await communication from the college regarding the safe timing and location for the collection of their child.

In terms of external communications, Parents will be told...

*“ ...the YMCA / Discovery College is in a ‘full lockdown’ situation. During this period entrances and reception will be unmanned, external doors locked and nobody allowed in or out of our building until the emergency services arrive and deem it safe to do so...”*

## **6. Emergency Services**

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a lockdown situation unfolds. The YMCA / Discovery College site may, or may not be cordoned off by Emergency Services, depending on the severity of the incident that has triggered the lockdown.

## **Conclusion**

In conclusion, this Lockdown Policy is designed with the paramount goal of ensuring the safety of young people, students, and staff within the YMCA/Discovery College community. Despite recognising the absence of a perfect solution to unforeseen circumstances, we are committed to pursuing best practices in the operation of our public building. Your understanding and cooperation are essential as we collectively strive to uphold the highest standards of safety in such challenging times. We remain dedicated to the well-being of our community and appreciate your support in maintaining a secure environment for all.

This policy will be added to the YMCA / Discovery College Policy Review Folder and will be reviewed bi-annually, or sooner if circumstances / environment deem it necessary.