**Issues for consideration when developing lockdown plans**

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| Who will manage lock downs? Initiate, manage and conclude | * More than one person required. Consider what will happen is an individual is absent.
 |
| When will lockdowns be instigated? Define and list. | * Where situation requires isolation rather than evacuation
 |
| Roles and responsibilities? | * Who might be available?
* Where they are normally located?
* Communicate these
 |
| Who will contact police and how?  | * Mobile phone or fixed phone?
* They will be point of liaison with the emergency service
 |
| How will the alarm be raised with those who have the responsibility to initiate lockdown? | * Phone lines will need to remain open to contact Emergency Services. What means of communication is available? Will alternatives be needed?
 |
| How will the alert be raised with the building occupants? | * What means of communication is available? Sounding the fire alarm is not recommended as this will cause evacuation.
* Public Address system, existing internal messaging system e.g. text, email, staff phones. “Pop up” on employees computers. Dedicated lockdown alarm tone. Word of mouth.
* Will alternatives be needed?
 |
| Where are all points of access to the building that would need securing?  | * May need to identify on a plan.
* Are there any low windows that need considering
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| How will access points be secured? By whom? | * Who is available?
* What method of securing can be used?
* Where are keys kept?
* Are they always available?
 |
| What ability is there to secure internal doors? | * Consider the impact on “Run, Hide” options if automatic systems are used.
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| Where are the preferred locations to take refuge? | * Be aware of exits from an area and the ability to prevent access/lock
* Substantial walls,
* Ability to be out of sight.
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| Roles and responsibilities? |  |
| Who will contact police and how?  |  |
| How will the alarm be raised with those who have the responsibility to initiate lockdown? |  |
| How will the alert be raised with the building occupants? |  |
| Where are all points of access to the building that would need securing?  |  |
| How will access points be secured? By whom? |  |
| What ability is there to secure internal doors? |  |
| Where are the preferred locations to take refuge? |  |