**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 |
| 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. |
| 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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