**Lockdown and inward evacuation procedures**

Premises should have in place sensible and proportionate responses to situations which pose a threat to the safety and security of colleagues and service users. Responses fall into 2 categories:

* Evacuation
* Internal or inwards evacuation (lockdown)
* **Evacuation**

Used in response to a situation where there is a danger in the building and it is safer to leave than remain in place e.g. fire. Evacuation plans are part or the fire risk assessment process for a building which must be reviewed regularly to ensure that it is appropriate and effective.

Plans should accommodate a response to a potential bomb threat.

* **Internal or inwards evacuation (lockdown)**

There are many terms used to describe the process of securing a building due to a threat including inward evacuation and lockdown.

Lockdown procedures should be seen as sensible and proportionate response to an incident which has the potential to pose a threat to the safety and security of colleagues and service users. Lockdown procedures may be instigated in response to a number of situations but examples include:

* A reported incident or disturbance in the community
* An intruder on the site
* Firearm or weapon attack
* A warning being given regarding a local risk of air pollution
* A major fire in the vicinity

Lockdown procedures are intended to frustrate or delay any attackers and reduce the potential number of casualties in the case of weapons attacks. It is very difficult to provide generic details of a lockdown plan as there a large number of variables that will influence the most appropriate response to the situation including the type of incident, design of a building, the types of occupants and the facilities.

* Ensure good building security is normal state.
* Develop plan for lockdown appropriate for the building and its uses
* Communicate plan
* Practice as appropriate.

**Standard Building Security**

* Encourage reporting of suspicious behaviour
* Encourage a challenge culture on tailgating
* Wearing ID’s in buildings
* Reviewing lone working arrangements
* Increasing checks on incoming post
* Regular security walk arounds to include looking for unsupervised packages
* Querying suspect vehicles with the Police
* Increased CCTV monitoring where available and checking security alarms and other building security features
* Tighten contract management controls
* Ensuring communication and co-ordination of security arrangements in shared buildings

Maintaining good standards of building security has the potential to deter attacks and thwart planning.

**Lockdown Procedure**

Depending on the nature of the building and its uses it may be appropriate to develop a 2 stage process with partial and full lockdown elements. For many locations this will not be suitable or possible and one procedure with sufficient flexibility will be sufficient.

Partial lockdown - This might be instigated on large sites with larger numbers of occupants where there is an incident such as a disturbance in the local community or air pollution warning.

* Communicate alert to building occupants
* All points of entry to the building are secured to prevent threat entering the building
* Prevent individuals leaving building into the area of danger
* Movement may continue in the building depending on threat – may need to move away from windows
* Remain in contact with Emergency Services who will advise best course of action in respect of prevailing threat.

All situations are different and it will be necessary to review and react to a situation based on advice from the emergency services.

**Full lockdown**

May develop from partial lockdown situation or may be the result of a threat within the building such as a weapons attack.

* Communicate alert to building occupants
* Secure access to the building
* Anyone outside the building to head away from the site as directed by emergency services
* Those inside the building move away from windows
* Lock internal doors if possible either by use of security system or physically. Be aware of potential impact on ability to “run, hide” if using automatic systems in a weapons attack situation.
* Close blinds/curtains
* Turn off room lights
* Silence personal devices
* Move towards inner core of building/safe area if possible
* Maintain contact with Emergency Services/point of co-ordination

**All situations are different and it will be necessary to review and react to a situation based on advice from the emergency services.**

When a plan has been developed it is necessary to communicate the plan. For some locations such as schools it may be appropriate for all occupants of a building to be involved in practising the procedure while for others it may only be suitable for those with responsibilities to practice.

**Stay Safe Advice for individuals in weapons attack situations**

**RUN>HIDE>TELL**

* Escape if you can
* First, consider your route.
* Act quickly and quietly, leaving your belongings behind.
* Insist others come with you, but don’t let their indecision slow you down.
* Once you’ve identified a safe route, **run**.

Consider your route as you leave:

* Will it place you in the line of fire?
* Is it safer to wait for the attacker to move away before you continue?
* If you can’t move to safety, **hide**.

When finding a hiding place, consider your exits and escape routes. Avoid dead ends and bottlenecks.

* Try to find places with reinforced walls
* Try to lock yourself in a room and move away from the door.
* Be as quiet as possible.
* Switch your mobile phone to silent, and switch off vibrate.
* Don't shout for help or do anything that will give away your hiding place.

**Tell**

Call 999.

* Where are the suspects
* Direction – where did you last see the suspects
* Descriptions – numbers, clothing weapons
* Other information – hostages, casualties, building information
* Stop others entering the building if safe to do so.