



DAVID GAME COLLEGE

31 JEWRY STREET, LONDON, EC3N 2ET

College Lock-Down Policy & Procedure

Lock Down Policy for David Game

This policy covers the process and procedures that are required to lockdown David Game College as a result of an internal or external critical incident that could pose a serious threat to students and staff. All procedures should invoke the precautionary principle, but also be proportionate and sensible in terms of the threat.

Examples of what might initiate a lockdown include:

- Any form of terrorist activity near the College or involving the College e.g. a gun or knife attack
- The release of toxic fumes near the College
- An intruder onsite who seems intent on harming others or who is overly aggressive
- A reported civil disturbance or critical incident in the local community, which has the potential to pose a risk to students and staff

Lockdown procedures are now more prominent and relevant given terrorist atrocities in Europe and the ever present threat from those who may be severely psychologically ill or hold extreme views and want to harm people within a school/college. But threats also emanate from gang activity, lone wolf attacks, out of control dangerous dogs, and wide range of other possibilities. Whatever the threat, the College and its staff must protect their students first and foremost, as well other staff and members of the public inside the College.

This policy will detail:

1. Which staff are responsible for initiating and implementing lockdown procedures
2. What needs to be done to secure lockdown
3. How the alarm will be raised and how internal communications will operate
4. How recovery should occur after all clear is given

Procedure: Upon hearing the lockdown alarm or having been told that lockdown procedures are being implemented, staff should do the following:

1. **Ask everyone to stay where they are**
2. **Quickly glance outside and ask anyone in the corridors or public space to enter your room**
3. **Lock the door from the inside**
4. **Ask students to move to a “safe corner” of the room i.e. an area that is less visual to someone on the outside**
5. **Turn out lights, computers, screens, and put on mobiles on silent**
6. **Keep student quiet and disciplined**
7. **If someone panics, reassure and comfort them**
8. **Staff may wish to call emergency services if they see, hear or witness activity that causes them to believe that a serious threat is within the building; otherwise, the system’s activation should automatically alert police to the situation**
9. **Staff must show leadership and ensure that students stay calm**
10. **Once in lockdown mode, staff should try and account for all students and report (if possible) any missing students**

N.B

It is critical that staff and students distinguish between the sounds of the fire alarm and the lockdown system. These sounds will be played to students and staff so that they are aware of the difference.

Students in the canteen area should move into auditorium with the assistance of the security guards and the doors secured. All students in art rooms, science labs or dark rooms should lock themselves inside with the assistance of their tutor.

If staff or students are in bathrooms, they should ensure the door is locked and then if possible stand on the toilet

Those in the basement or sub-basement should secure themselves inside classrooms upon hearing the alarm.

Students in the library should remain inside the library and the door shut and locked, along with the light and computers.

Anyone found inside the corridors or general public space of the college should make their way to a classroom as quickly as possible.

Everyone should stay inside their rooms until directed to leave either by law enforcement agencies or someone senior from the college. Never open doors during a lockdown, even if the fire alarm goes off as an assailant(s) might deliberately set off the fire alarm to make people leave. Naturally, upon hearing the fire alarm during the lockdown alarm, one should closely try and monitor issues such as smoke and the if a real fire exists, which if does, then evacuation should procedure to fire exits.

Lockdown key information should be displayed in every classroom – so students understand what to expect and have some familiarity with basic procedures. It is recognised that two levels of lockdown can be initiated: partial and full lockdown.

Partial lockdown

This would involve securing the **main doors** to the building and not allowing anyone to leave until the all clear is given. In this case, classrooms would not need to be locked and students could have free movement inside of the college, but restricted. Awareness of the risk to fire safety must be fully considered.

Full lockdown

This is an extreme and unlikely scenario, but would involve:

- The lockdown alarm being activated
- Locking students and staff into their classrooms or where this is not practically possible, doors must be blocked to prevent entry
- Preventing the free movement of students around the college
- Ensuring that all means of escape and entry are closed, including windows

Communications during lockdown (Marshalls)

All staff would be considered critical elements of the communication process during a lockdown, but the security staff and senior management will be the key vanguards of communication.

It is understood that all staff and students would be told to silence their mobiles in the unlikely event of a direct physical terrorist assault.

It is noted and understood that lockdown poses a fire risk and threat to H&S procedures. It is deemed, however, necessary to discount these risk for a short period of time during a critical incident on the basis that the balance of risks are in favour of securing people safe inside the building until such time it is considered safe to reverse the state.

Recovery

Only one of the senior management team or uniformed members of the emergency services can give the **all clear** notice to staff – who then must communicate this to their students. Staff cannot just assume that after a period of inactivity it is safe to reverse the procedures. In most instances, any all clear will be communicated by the emergency services personnel. All students must be accounted for and any missing or unaccounted for identified and their whereabouts clarified. Recovery will essentially involve the reverse of the lockdown procedure and the return to full operations and the free flow of students and staff throughout and into/out of the building.

John Dalton 2019

TBR 2020