



## HEALTH AND SAFETY POLICIES AND PROCEDURES

<b>AREA:</b>	<b>PREVENT</b>
<b>TOPIC:</b>	<b>LOCK DOWN POLICY AND PROCEDURES</b>

### 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, learners and others on College premises. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all.

### 2. LOCKDOWN PROCEDURE (RUN, HIDE, TELL)

A lockdown of campus buildings is an emergency procedure to secure and protect individuals from an immediate threat such as an intruder on the College site (with the potential to pose a risk to staff and students). The lockdown procedure is used when it may be more dangerous to evacuate the building than to remain inside.

### 3. RUN, HIDE, TELL

The College has adopted the advice given by West Mercia and Warwickshire Police Force which is to Run, Hide, Tell. On hearing or becoming aware of an intruder or dangerous situation, employees, students and visitors are advised to:-

- **RUN**
  - Move away from the intruder or incident
  - Take others with you if practical
  
- **HIDE**
  - Find a safe place to hide away from the intruder or incident
  - Turn all mobile phones to silent. Do not make non essential calls
  - Lock doors if possible
  - Hide out of sight
  - Lock and barricade all doors with furniture or heavy objects
  - Close and lock windows
  - Close blinds/cover windows
  - Turn off all lights and audio equipment.
  - Move away from doors and windows.
  - Stay low to make yourself less visible.
  - Do not assemble in large open areas if this can be avoided
  - Stay quiet and try to remain calm.

- **TELL**
  - Tell others of the danger as long as this does not endanger yourself.
  - If you are able to escape to a safe place where you cannot be heard by the intruder, ring the Police giving as many details as possible
  - If you send text messages to others please ensure that the information given is accurate.

#### **4. STAY IN PLACE OF SHELTER**

- Do not leave your place of shelter or open your door until you feel it is safe to do so. However, if staying where you are is endangering the safety of you or others then you should consider moving to a safer place. If the police or emergency response teams ask you to move then you should do so.
- If the fire alarm sounds as one continuous ring, check it is safe to leave your place of shelter before doing so as the intruder may have activated it. It may be that police, emergency response personnel, campus security or administrators ask you to leave. You should however leave the room or building if you detect a fire and it is the safest option to do so.

#### **5. SHELTERING IN AN OPEN SPACE**

- If you are in an open area and cannot exit, put an obstacle or barrier in front of yourself for concealment and protection. Use desks, tables, chairs, bookcases or other furniture or equipment. Stay as low as possible behind the barrier.
- If there is an intruder who is violent and is causing harm or injury to others nearby and you cannot run or hide, you may choose to play dead, lying as still as possible.
- If you are exposed to the violent intruder and certain you are about to be harmed, you may choose to use force to attempt to overpower and disarm the intruder. This is extremely dangerous and should only be done as a last resort.

#### **6. POLICE RESPONSE AND TERMINATION OF LOCKDOWN**

- When the police arrive, their priority is to arrest the intruder or to resolve the threat as quickly as possible. When the intruder is arrested or the threat is under control, police will coordinate with administration and campus security to terminate the lockdown.
- Cooperate with instructions given by emergency response personnel and college authorities upon termination of a lockdown.

#### **7. INFORMATION UPDATES AFTER LOCKDOWN**

- When able to do so, College staff will communicate with employees and students.
- Information will be provided to staff as soon as possible using the most appropriate method.
- Information will also be available on the College Telephone: 0800 440 2281 for North Shropshire College and 0800 032 1986 for Herefordshire and Ludlow College
- If you are approached by the media, refer them to the College Principal.