



Lockdown Procedure

Last approved: 17th July 2023

Approved by: Quality Committee (Chairs Actions)

Next review due: October 2026

Safeguarding Statement

BN1 Arts is a post-16 specialist provider, specialising in Music and the Creative and Performing Arts. All staff, volunteers and partners are committed to safeguarding the welfare of every person within BN1 Arts. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Introduction

BN1 Arts implements this policy as a reactive procedure in the unlikely occurrence the college needs to be shut down and made inaccessible from the outside or evacuated completely, ensuring the safety of all Students, staff and people in the building. For the purpose of this policy, 'staff and Students' will assume the inclusion of all people within the College.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the College);
- An intruder on the college site (with the potential to pose a risk to staff and Students);
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- A major fire in the vicinity of the college;
- The close proximity of a dangerous animal roaming loose.

Lockdown drills and preparation

Staff are required to familiarise themselves with this policy and Lockdown Drills are held once per long term to embed the process outlined within this policy. Lockdown drills are logged and followed by a meeting between the BN1 Arts College Principal, Estates & Facilities Manager and the DSL to regularly review the process.

Lockdown Marshals will receive internal training with regards to procedures in the event of a Lockdown.

The Lockdown Marshals for BN1 Arts are:

- College Principal
- Academic Coordinator
- Estates & Facilities Manager
- DSL

In the event that any of the above staff are unavailable during a Lockdown, any available member of SLT or another manager will replace that member of staff and their designated area/responsibilities, and will be briefed by an available trained Lockdown Marshal.

How to trigger the Lockdown Procedure:

Any member of staff can trigger a lockdown or an evacuation. Please contact estates and facilities by walkie talkie, mobile, intranet chat, email clearly stating the word 'lockdown' 3 times.

Procedure for a Lockdown due to an Internal incident

In the event of an intruder or where an individual is threatening staff or students, either verbally or with a weapon, please follow these steps:

- Isolate the individual if possible: lock doors which may keep the individual in one area.
- Call for a lockdown using the above guidance
- All staff and students should evacuate common areas to the nearest classroom or lockable room. A member of staff must lock the door and any windows, close any blinds or curtains and move away from any spaces which may be easily seen.
- Be wary of communicating beyond calling for a lockdown; this may alert the individual to the whereabouts of others and give them access to information.
- Do not come out of the classroom until the words 'stand down' have been called 3 times.
- Staff should never put themselves or others at any unnecessary risk.

Procedure for a Lockdown due to an external incident

- Call for a lockdown by contacting estates and facilities by walkie talkie, mobile, intranet chat, email clearly stating the word 'lockdown' 3 times.
- All staff and students should evacuate common areas to the nearest classroom or lockable room.
- Lock the door and any windows, close any blinds or curtains and move away from any spaces which may be easily seen.

- Wait for further instructions from the Lockdown Marshals, who will radio additional information.
- Specific incidents will require specific action, that may lead to staff and students remaining where they are, or being safely evacuated from the College.
- Do not come out of the classroom until the words 'stand down' have been called 3 times, unless following further instructions.

Responsibilities in the event of a Lockdown

Staff:

- Immediately gather all students in the local vicinity into the nearest classroom or lockable room
(whichever is safer.)
- Lock doors, lower blinds/close curtains and ask everyone to sit out of sight of windows and doors. (
- Ask everyone to remain quiet, switching off lights, switching phones to silent and switching off computer monitors if necessary.
- Remain calm and keep students calm. Do not let them out of the room for any circumstance. Remember: this may be a critical situation with the risk of serious harm.
- Await further instructions or the call 'stand down', which will signal the end of the lockdown.

Lockdown Marshals:

- Bring Students who are outside of the College buildings inside as quickly as possible.
- Sweep the area if safe to do so, ensuring everyone has moved into a classroom or lockable space. Check the doors to ensure they have been locked.
- Check corridors for students that are out of lessons. If any students or staff are in the corridor, immediately direct them to the nearest classroom.
- Check the toilets for people.
- Ensure all external and internal doors are locked where possible.
- Do not release staff or students until it is safe to do so, and only when communicated by the College Principle or person acting as the Leading Lockdown Marshal in their absence.
- During the lockdown, keep agreed lines of communication open.

- Attend a debrief meeting following each Lockdown drill/evacuation, the minutes of which will be summarised and sent to all staff. Take any developmental action necessary.

College Principle:

- The College Principle is to make contact with the emergency services. In the absence of the College Principle, this responsibility will fall to the Estates and Facilities Manager or DSL in their absence.
- Liaise with the Lockdown Marshals to ensure areas have been checked and the building is locked down. This may be dependent on the situation; Lockdown Marshals are not expected to put themselves at risk in the event of an intruder for example. Lockdown Marshals should only patrol the building if they deem it safe to do so.
- Carry out the role of a Lockdown Marshal.

Signals

- **Lockdown signal:** Announce the words “LOCKDOWN” 3 times
- **Signalling the end of the lockdown:** Announce the words “STAND DOWN” 3 times
- **Evacuation signal:**

In the event of a discrete evacuation, announce the words “EVACUATE” 3 times over communication platforms. Staff must be prepared to be vigilant, understanding that there is still a threat present and they have been asked to evacuate the building quietly, calmly and as safely as it is possible to do so. This may be in the event that an intruder has been detained.

In the event of an immediate evacuation, follow the fire evacuation drill: trigger the nearest drill point so that the alarm sounds, assembling at the nearest fire alarm point.

College Communication

- Internal communication: should be through mobile phones where possible.
- Communication with parents: If necessary, parents will be notified as soon as it is practicable to do so via email/text message using Arbor, led by the College Principle or person acting in their absence. Main office phone lines may be unplugged if silence is needed, and any phone calls to emergency services will be made on mobile phones. Parents must not come to the to pick their

children up, as they will not be released until it is safe to do so. An information letter will be sent to parents and guardians following the event of a lockdown as soon as it is possible to do so.