

DOCUMENT DETAILS

Document Name:	Nottingham College Lockdown Policy & Procedure
Document reference	CX/MAP/200323
Version	1.1
Issue Date:	17.05.21
Review Date:	17.05.22
Document Author	Helena Greeley, Security Manager
Document Owner	Director of Estates and Facilities
Applicability	All staff, volunteers and Governors of Nottingham College
Summary	The purpose of this document is to describe the College's approach to manage and respond to security related incidents.

DOCUMENT CONTROL

Version history			
Version	Date	Reason for release/version update	Issued by
1	23.03.20	First draft	Zoe Butler
1.1	13.05.21	Review	Helena Greeley

DOCUMENT APPROVAL

Approving person/body	Job Role (where applicable)	Date Approved
Executive Leadership Team	n/a	
Board	n/a	

COMMUNICATION

Date sent to OLT	
Date sent to Internal Comms	
Publication required on External Website?	YES / NO

CONTENTS

1. INTRODUCTION.....	2
2. OBJECTIVE.....	3
3. RESPONSIBILITIES.....	3
4. DEFINITIONS	Error! Bookmark not defined.
5. POLICY STATEMENT	4
6. RECORDS.....	4
7. REFERENCES.....	7
8. MEASURES.....	Error! Bookmark not defined.
9. APPENDICES.....	7

1. INTRODUCTION

Lockdown procedures are required in order to respond in a sensible and proportionate way to any external incident which has the potential to pose a threat to the safety of our students, staff and visitors.

The need for lockdown of a campus means staff and students will be instructed to remain in the building rather than evacuate. The following are examples of such circumstances:

- A reported incident/civil disturbance in the local community which has a potential risk to staff and students
- Where there is an intruder on the campus site which may pose a risk
- Warning received about a risk locally of air pollution
- Major fire in the vicinity of the campus
- Where there are reasonable grounds to suspect that a person or persons is in the immediate vicinity and has malicious intentions towards students and/or staff

2. OBJECTIVE

To describe the College's response in the event that a full or partial lockdown of a campus is required.

3. RESPONSIBILITIES

3.1. Executive Leadership Team

The Executive Leadership Team will be responsible for ensuring that a Lockdown Policy is in place, and is tested at reasonable intervals. In accordance with the College's Incident Management Plan, ELT shall form the Gold Command in the event of an incident requiring lockdown. They will ensure that lockdown tasks are allocated appropriately in their directorates and ensure that all campuses have a lockdown plan in place.

A member of ELT should normally be responsible for making the decision to implement a lockdown, in consultation with the emergency services.

3.2. Director of Estates and Facilities

The Director of Estates and Facilities will own the Lockdown policy and ensure arrangements are in place that are fit for purpose.

3.3. Estates and Facilities Team

The Estates team will provide advice and support on the campuses and internal systems that operate within any campus.

The Facilities Managers, in collaboration with the Security Manager, will undertake a yearly review of campus plans, including:

- Work with their teams to identify and document critical assets within their campuses
- Determine if a lockdown (full or partial) is achievable
- Develop a lockdown plan for their campuses taking into account local considerations and in consultation with campus users
- Identify appropriate resources to facilitate a lockdown
- Identify and communicate a single point of contact and a backup, for notification of a requirement to activate the lockdown plan
- Share details of the lockdown plans with their teams to ensure that all staff are aware of their responsibilities
- Maintain the lockdown plan in conjunction with the College's major incident management plan

- Support building/site lockdown assessments
- Ensure rooms are secure and identify key locations
- Identify refuge locations across their campuses and ensure a contact list is available in all refuge areas
- Raise awareness of the plan with teams and provide training.

3.4. Response Managers

The on-rota Response Manager will be responsible for co-ordinating the lockdown should ELT make the decision that one is necessary. They also have the authority to make the decision to implement lockdown if a member of ELT is not available, or it is not practicable to contact them. This will be relevant where there is an immediate threat, rather than a response to a major incident activation in response to a larger or impending risk.

3.5. College staff

All staff should familiarise themselves with the Lockdown policy and procedures and take part on any exercises planned. They should keep up to date with any advice and guidance in relation to lockdown procedures and take part in any required mandatory training in order to be fully prepared.

3.6. Students

All students should ensure they follow instructions in the event of a lockdown. They should ensure that they are familiar with the lockdown guidance provided through their induction or tutorial programmes.

4. POLICY STATEMENT

5. The Nottingham College Lockdown Policy will:

- Protect the safety and wellbeing of students, staff and visitors to College sites
- Ensure robust arrangements are in place in accordance with national guidance and best practice
- Ensure that local plans are consistent with the overall College policy and that of our partners
- Determine lockdown triggers and activation procedures
- Confirm roles and responsibilities of staff involved with establishing a lockdown

6. DEFINITION OF A LOCKDOWN

6.1. The College defines a lockdown as:

“The process of preventing entry, exit or movement around a College site, in response to an identified risk, threat or hazard that might impact on the safety or security of students, staff or visitors, or our capacity to continue to operate”

6.2. Types of Lockdown

In preventing the entry, exit or movement of people, or a mixture of the three, the overarching aim of implementing a lockdown is to either exclude or contain staff, students and visitors. A lockdown can either be full, partial or progressive. All people in the College are required to follow directions to support a lockdown.

6.2.1. Partial Lockdown

A partial lockdown is a precautionary measure that puts the College in a state of readiness should a situation escalate, whilst retaining a degree of normality. For example, a report of an incident in the vicinity or a warning regarding risk of air pollution.

6.2.2. Progressive lockdown

A progressive lockdown is a step by step lockdown of a site or building in response to an escalating scenario.

6.2.3. Full lockdown

A full lockdown is the process of preventing anyone from leaving a building. This signifies an immediate threat to the College and may be an escalation of a partial lockdown.

7. IMPLEMENTATION OF LOCKDOWN

7.1. Implementing a lockdown

Taking into account the responsibilities above, a lockdown may have to be considered in a variety of situations, many of which require an immediate response.

If an incident is occurring externally, the Response Manager at the campus has the authority to make the decision to lock down the campus or an area as an immediate response to protect students, staff and visitors.

Any lockdown should be reported as soon as is practicable to a member of ELT who will decide if the lockdown is to continue or when to end it.

7.2. Staff deployment

Arrangements for securing an area shall be contained in the individual campus lockdown plans. Security teams shall be called upon to support lockdown in the first instance.

Any access controls available should be used to speed up the process of lockdown wherever possible, and a manual lockdown (using keys) should only be deployed if it is safe to do so. Most rooms within the College are lockable from the inside to aid this process.

Within the lockdown plans, consideration should be given to which order doors and windows should be locked.

All staff within the campus shall be responsible for controlling the movement of students and visitors within their control (i.e. their classroom or meeting). Where possible, staff should communicate to the Response Manager that their area is under control.

Where staff and students are outside of the building, where possible they should be contacted to alert them to the lockdown and advise to stay away from the building.

7.3. Partial lockdown deployment

7.3.1. Alert

Various mediums may be used to communicate with staff and students and may be campus specific – management comms via Email/WhatsApp/Teams, via computer screens

7.3.2. Immediate Action

- All outdoor activity will cease and students and staff to return indoors.
- All students, staff and visitors are to remain indoors with external doors and windows shut and locked
- Consideration should be given as to whether to turn off any air handling/conditioning units to stop the flow of air in to the building.
- Once all students, staff and visitors are indoors, the ELT member will conduct an ongoing assessment based on advice from the Emergency Services.

7.4. Full lockdown

7.4.1. Alert

Various mediums may be used to communicate with staff and students and may be campus specific – management comms via Email/WhatsApp/Teams, via computer screens

7.4.2. Immediate action

- All students, staff and visitors to return to a classroom or other place of safety. In the case of an intruder this will need to be the nearest place to them.
- External and internal doors locked
- Windows locked and blinds drawn
- Students and staff sit quietly out of sight e.g. under desks or round a corner away from doors and windows
- Mobile phones turned to silent or turned off completely. Everyone instructed not to use their phones under any circumstances unless advised to do so.

7.4.3. In Lockdown

Staff and students shall remain in lockdown until it has been lifted by a member of ELT or emergency services.

At any point during lockdown, the fire alarm may sound signalling evacuation required. Normal fire evacuation procedures will then apply.

During lockdown, staff should keep lines of communication open, if available (emails, phone) but should not make any unnecessary calls.

7.4.4. Communication channels

Examples of discrete communication might include:

- Where staff have access to the internal email system, they could access their account and await further instruction. Staff will need to be familiar with accessing their emails via a phone, tablet or laptop.
- Text messages could be sent by managers to staff, ensuring that mobiles are on silent for the duration of the lockdown. A facility is available through EBS but this would require reporting team intervention.

8. Communication with Parents/Carers

In the event of a lockdown, communication with parents/carers should happen as soon as is practicable. Regular communication of accurate information will help alleviate anxiety and unnecessary contact with the College.

8.1. Information to share

- The College has procedures in place to deal with these situations and is doing everything possible to ensure students' safety
- They should not contact the College as the lines may be needed to contact emergency services
- In accordance with our procedures, students will have their mobile phones turned off and are not contactable in this way
- They should not come to the College as this may put them in danger and hinder the emergency services
- Wait for the College to contact them about when it is safe to collect their child, if they wish to do so.

9. LOCKDOWN SITUATIONS AWAY FROM COLLEGE

The College will also plan for what would happen if a lockdown situation happens when a group is away from the College, whether this be on a short visit, day trip or longer trip, including trips abroad.

The College will carry out a risk assessment as part of the Trip Process, and information relating to lockdown will be considered in the risk assessment.

Where applicable, students will be shown the Run, Hide, Tell video as part of the pre-trip meeting to ensure they understand what to do in the event of an incident.

10. REFERENCES

Department for Education guidance – School and College security

<https://www.gov.uk/government/publications/school-and-college-security>

NPCC Run, Hide, Tell campaign

<https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

11. APPENDICES

Appendix 1:

APPENDIX 1: Lockdown site review – 25 Stoney Street (REF LSR-25SS)

APPENDIX 2: Lockdown site review – Adams & 16 Stoney Street (REF LSR-A16SS)

APPENDIX 3: Lockdown site review – Arthur Mee (LSR-AMC)

APPENDIX 4: Lockdown site review – Basford Hall (LSR-BHC)

APPENDIX 5: Lockdown site review – City Hub (LSR-CHC)

APPENDIX 6: Lockdown site review – High Pavement (LSR-HPC)

APPENDIX 7: Lockdown site review – Highfields (LSR-HFC)

APPENDIX 8: Lockdown site review – London Road (LSR-LRC)

APPENDIX 9: Lockdown site review – NSEC (LSR-NSEC)

APPENDIX 10: Lockdown site review – Ruddington (LSR-RUD)

APPENDIX 11: Lockdown site review – Wheelergate Salon (LSR-WGS)