



# Adult Learning Kirklees

## Emergency Planning & Lockdown Guidance

2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KMBC policies, procedures and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be reviewed and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: July 2022	Date of Renewal: July 2024
--	----------------------------	-------------------------------

## Emergency Planning

### Health & Safety Guidance Note

**Subject:**                   **Invacuation and Lockdown**

**Date of Issue:**                   08/03/2018

**Issue Level:**                    1

**Date of Review:**                July 2024

Note: All guidance notes are working documents and although the date of review is 2024. Any amendments or change in work practice or legislation will prompt an earlier date of review.

**Who needs to see this:**           All Managers and Staff

**Contacts:**                        Emergency Planning Team

Telephone: 01484 221000 (ask for “Emergency Planning”)

**Notes:**                            ***This is corporate guidance and individual Services may have their own specific procedures/arrangements.***

## Introduction

**Relevant Legislation:** Health and Safety at Work Act 1974  
Management of Health and Safety at Work Regulations 1999  
Civil Contingencies Act 2004

### Responsibilities:

**Manager:** Managers must ensure the health, safety and welfare of all staff under their control and anyone who may be affected by their work.

**Employees:** Employees must co-operate with managers to enable the above duty or requirement to be performed or complied with as far as is reasonably practicable.

Recent National and International incidents have highlighted the need for those in control of buildings to consider developing procedures to be able to evacuate or lockdown a building. This Council guidance outlines points to consider if you have to evacuate or lockdown in your workplace.

In the event of being subject to an **immediate** and **direct** Marauding Attack (firearms and/or weapons) the first consideration **MUST** be to **RUN** if it is safe to do so in order to escape the threat. If this is not possible –the options of HIDE and LOCK DOWN should be considered and implemented. A short video explaining the **Run Hide Tell** advice can be found by clicking [here](#)<sup>1</sup>.

Vigilance is key to keeping people safe. If you see or hear anything that raises your suspicions then do not hesitate to report it via the Anti-Terrorist Hotline (0800 789 321). Reports can be made anonymously. For more information on reporting suspicious activity click [here](#)<sup>2</sup>.

The Run-Hide-Tell video link is :[www.youtube.com/watch?v=4jxOXbpTmnk](http://www.youtube.com/watch?v=4jxOXbpTmnk)

Information on reporting suspicious activity can be found at <https://act.campaign.gov.uk/>

---

<sup>1</sup> The Run-Hide-Tell video link is :<https://www.youtube.com/watch?v=4jxOXbpTmnk>

<sup>2</sup> Information on reporting suspicious activity can be found at <https://act.campaign.gov.uk/>

## **Definitions**

**Invacuation:** Confine people within the building due to an emergency or dangerous situation outside. Ensure all windows and external doors are closed, and ventilation systems are turned off. Normal operations within the building may continue as normal or may be ceased.

Invacuation may be appropriate in many circumstances, for example:

- if air pollutants are present due to a nearby fire or chemical release.
- if a dangerous animal is in the vicinity.

**Perimeter Lockdown:** Confine people within the building due to an emergency or dangerous situation outside. Ensure all windows and external doors are locked and any window blinds are closed. Normal operations within the building may continue as normal or may be ceased.

Perimeter Lockdown may be appropriate in many circumstances, for example:

- if there is an external risk within the locality but not posing an immediate threat, such as an armed robbery within the locality.

**Full Lockdown:** A situation to make the building secure, not allowing people to enter or leave the building freely because of an emergency. The threat could be external or internal. Ensure all windows and doors are locked with people locking/barricading themselves into rooms/areas within the building. Ensure any window blinds are closed and people remain silent. Normal operations within the building would cease.

Full Lockdown may be appropriate in many circumstances, for example:

- if an aggrieved and/or intoxicated person is trying to obtain access to your establishment.
- if an intruder is on site.

Lockdown aims to help prevent or mitigate the consequences of an intruder or violent individual from causing harm.

## **GUIDANCE**

### **INVACUATION**

#### **Manager Considerations:**

- How do you get a message to your staff?
- How do you get a message to all staff within the building (e.g. verbal, loud hailer, message on computer screen, etc.)?
- If members of the public can use the building how do you communicate with them?
- How do you ensure any ventilation systems are turned off?

#### **Individual Considerations/Actions:**

- Ensure windows are closed.
- Ensure any external doors are closed.
- Ensure any ventilation systems are turned off.
- Ensure you do not go outside until advised it is safe to do so.
- Reassure members of the public.

### **LOCKDOWN (If unable to Run Hide Tell in the event of an immediate and direct threat)**

#### **Manager Considerations:**

- How can you warn everyone to go into lockdown?
- How do you get a message to your staff?
- How do you get a message to all staff within the building (e.g. warning siren, loud hailer, message on computer screen, etc.)?
- If members of the public can use the building how do you communicate with them?
- How do you lock the entrances / exits to the building?
- How do you continue to communicate with all your staff during lockdown (e.g. mobile phone, text, email, etc.)?
- What areas are suitable for lockdown (with a separate means of escape)?

#### **Individual Considerations/Actions:**

- Close doors and windows.
- Block access points (for example - move furniture to obstruct doorways).
- Sit on the floor, under tables or against a solid wall.
- Keep out of sight.
- Keep silent.

- Draw curtains/blinds.
- Turn off lights.
- Stay away from windows and doors.
- Put mobile phones on silent.
- Be aware of posting information via social media that may put you/others at risk e.g. your location, etc.
- Reassure members of the public.
- Ensure you do not go outside until advised it is safe to do so.

The last two pages of this guidance provide templates which can be amended as necessary and then displayed to keep staff aware of the procedures within your work area. **Please note these print on A3.**

### **Accounting for staff/visitors/contractors/etc.**

During a lockdown situation it will be necessary to account for building users, consider the methods available to you and how these can be utilised.

### **Implementation**

Any arrangements you establish must be realistic; reasonably practicable and tested.

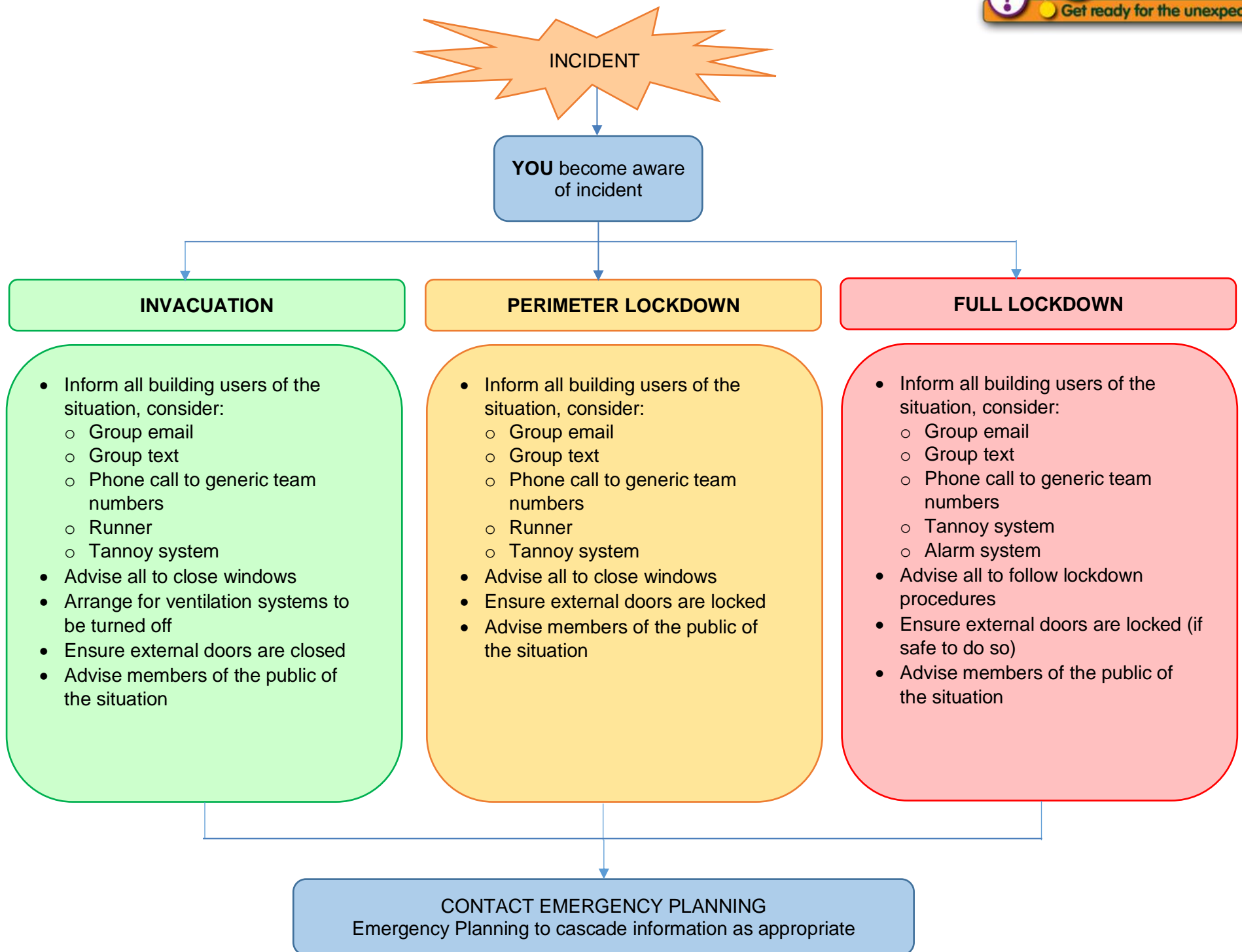
Establishments can use the following templates as a basis for their arrangements. Arrangements should be communicated to all key stakeholders. This should be done in a sensitive manner, stressing that it is very unlikely that there will ever be a need to go into lockdown, but it is important to have arrangements in place to deal with such a situation.

Ideally procedures should be regularly practised.

**What else do I need to do?:**

**Other Sources of Information**      NaCTSO ([www.gov.uk](http://www.gov.uk))

**COUNCIL BUILDING EMERGENCY FLOWCHART**



**INDIVIDUAL ACTIONS TO CONSIDER**

