

Blackpool Skills Academy

LOCKDOWN POLICY PROCEDURE

Latest Review: August 2025

Next Review: August 2026

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 and learners in the centre. Procedures should aim to ensure the safety of all learners and staff as far as possible until external agencies become involved.

Incidents can occur with or without warning. With warning incidents will trigger the centres Crisis Management Plan and Crisis Management Team (CMT). Without warning incidents are dynamic and fast moving and will be dealt with by the most appropriate person available working within the procedures detailed below.

Lockdowns will be triggered by activating the whole centre lockdown alarm and will end when a senior member of staff advises that lockdown is over.

In addition to the specific instructions highlighted below, the overriding request is that everyone uses their common sense – procedures like this can never legislate for every eventuality.

- a) There are two types of lockdowns:

1. External Lockdown

This is in response to a threat that occurs outside the centre buildings or site. This could be a report that a person or persons regarded as a threat by the police are in the vicinity of the centre or an external health hazard such as a toxic cloud. In these cases, at least initially, normal practice can continue undisturbed within the buildings, but the community needs to be alerted to the fact that they cannot go outside at breaks or lunchtimes or at any time until the “all clear” is given. The goal of this lockdown is to prevent the threat from entering the building.

2. Full Lockdown

This threat usually exists when the danger is inside the centre or on site. This could be an intruder or person whose intent on site has yet to be established but is regarded as a danger to learners or staff. This scenario involves a serious and immediate threat that requires urgent action. This high-level threat could come from such things as an attacker or a dangerously out of control intruder.

- b) Procedures

1. Full Lockdown

This procedure is designed to protect the community from any imminent threat. On hearing the lockdown signal, staff and students should do the following:

- a. Remain calm but alert – the centre should fall silent immediately.
- b. Collect in learners/make your way into a room within the centre immediately. All corridors, toilets and communal areas should be clear. Do not allow learners to visit the toilet.
- c. If you are already in a room, stay there.
- d. Close and, if possible, lock all windows and, if safe to do so, staff check any building doors are closed
- e. Account for and keep together all learners that are in your care.
- f. Attempt to block the door with heavy items that are readily available e.g., desks.
- g. Hide your staff lanyard into a pocket so that you could not be identified or required to open doors by an intruder.
- h. Turn off all lights and close any blinds and curtains.

- i. Keep learners silent and inside classrooms/workshops, ideally seated on the floor in the least visible part of the room, out of sight of door vision panels as far as possible.
- j. Be prepared to follow further instructions but only from a recognised/trusted senior member of staff or member of the emergency services.
- k. Only use a mobile phone if you feel the situation has developed further and information has to be relayed
- l. Remain like this in the room with doors barricaded until you receive the all clear.
- m. Ignore any fire drill unless you and your class are obviously at risk.

2. External Lockdown

These procedures are designed to secure the building from any external threat. Upon initially hearing the lockdown signal the full lockdown procedures should be followed. If the threat is external, staff and learners will be advised by a senior member of staff and the alarm will cease to sound. In this situation:

- a) Remain calm but alert.
- b. Keep all windows closed and building doors closed. Keep blinds closed.
- c. Keep learners inside, usually classrooms/workshops but this also might include recreation rooms or corridors if the situation is prolonged or over a break time and their visibility is not an issue, e.g. toxic cloud.
- d. Continue to follow the timetable as far as possible unless informed otherwise.
- e. Be prepared to follow further instructions as issued face to face by SLT or via email.
- f. Learners should not use a mobile phone at all; staff should be prepared to use a mobile phone if they feel the situation has developed further and information must be relayed.
- g. Keep Learners as calm as possible.

b) Evacuation

If, as a last resort, we are instructed to evacuate a building we will send instructions via senior staff or members of the emergency services and ask you to relocate your pupils to a designated safe space. The first-choice location would always be the car park at the top of Back Reads Road.

Invocation/Activation Procedure: With Warning

Primary Action

At HLC, the Centre Manager (or SLT member in absence of Centre Manager) is advised or becomes aware of an Incident.

Secondary Action

In the Centre Managers absence this role is taken by a member of the SLT
The Centre Manager agrees that a Critical Incident should be declared.
The Centre Manager will call out the Crisis Management Team (CMT).

The Centre Manager will agree with CMT that the lockdown procedure should be initiated and will start the appropriate signal.

SLT will liaise with authorities and relay information as best they can, using internal and mobile phones.

SLT will declare the “all clear” when appropriate.

Invocation/Activation Procedure: Without Warning

Primary Action

The person becoming aware of a situation will call 999 then inform main Reception of their concerns. Ideally, they should request another member of staff call 999 whilst they inform Reception. If Reception cannot be raised or if Reception has been compromised, they will then try to raise a member of SLT or the Estates Department directly.

Secondary Action

Reception will try to contact a member of SLT; if no one can be raised, they will contact the Estates Department by telephone.

The SLT member or member of the Estates Team will make a final attempt to contact other senior colleagues; if this is not possible, they will make the decision to activate lockdown. This person will assume the role of incident controller until such time as they are relieved or the incident is defused.

Appendix 1

Incident Management Team's Roles and Responsibilities

1	Incident Lead Manager	Takes the decision to declare a lockdown and activate the Incident Management Team Makes decision on type of lockdown required. Coordinates and manages the CMT during the incident. Keeps governors and all other relevant parties informed appropriately. Manages Incident Response Checklist
2	Crisis Management Team (CMT)	Calls the emergency services as required and seeks assistance. Identifies all hazards that may be presented during the incident. Ensures that a written log is kept of all decisions made and why. Activates and manages support teams. Keeps in direct contact with the emergency services and relays all advice and information as appropriate. Organises specific internal support teams to delegate operational duties/activities inc. to locate, setup and equip a dedicated Incident Control Centre (likely to be the Centre Office)
3	Emergency responder	Cooperates and liaises with all emergency services, feeds back to CMT. Gathers First Aid team together and directs as appropriate.
4	Administrators	Remain by telephones and relay as much information as possible to and from CMT and staff.
5	Communications' Team	Develop internal and external communications network as per Appendix 2.
1	Incident Lead Manager	Takes the decision to declare a lockdown and activate the Incident Management Team. Makes decision on type of lockdown required. Coordinates and manages the CMT during the incident. Keeps governors and all other relevant parties informed appropriately. Manages Incident Response Checklist