

The Enterprise Centre Lockdown Policy

Purpose

This policy outlines the procedures to be followed in the event of an emergency requiring immediate lockdown at The Enterprise Centre. The aim is to ensure the safety of students, staff and visitors through prompt and coordinated action.

Scope

This policy applies to all staff, students, volunteers and visitors present within the Enterprise Centre during an emergency situation.

Triggers for Lockdown

A lockdown may be initiated in response to any of the following:

- Threat of violence or intruder on-site
- Nearby police incident
- Civil unrest or external danger
- Any situation deemed unsafe by senior staff or emergency services
- A serious or emergency accident or incident requiring the emergency services
- A swarm of bees or wasps
- Dense fog where pollution could cause breathing difficulties
- A reported incident or civil disturbance in the local community with the potential to pose a risk to staff and students
- A visitor to the site who becomes abusive, making threats with the potential to pose a risk to students, staff or parents.

Lockdown Procedures

1. Initiating the Lockdown

- Any staff member who identifies a threat must immediately alert senior staff.
- Senior staff will initiate the lockdown and communicate the order through verbal instruction, phone, or WhatsApp message.
- Staff will use the code phrase: "Lockdown in place" to avoid panic.
- Staff should also be aware of the guidance in Appendix A on how to respond to an attack: Run, Hide and Tell.

2. Actions for Staff

- Secure the premises:
 - Lock all doors and gates to prevent entry or exit.
 - Close and secure all windows, especially in the education unit.
- Alert and account for people:

- Quickly move everyone inside to the nearest safe area (education unit located at the back of the stables).
- Take attendance of all students and staff in your group.
- Silent communication:
 - Use WhatsApp or phone calls to update and confirm safety between staff members.
 - Do not use tannoy systems or loudspeakers.
- Remain calm and quiet until the “All Clear” message is given by senior staff or emergency services.

3. Actions for Students

- Move immediately to the education unit or designated safe area.
- Hide under tables or desks, away from doors and windows.
- Remain silent and still until instructed otherwise by staff.
- Follow all staff directions promptly.

4. During the Lockdown

- Keep lights off and devices on silent.
- Do not open doors for anyone until confirmation of “All Clear.”
- Monitor official communication via WhatsApp or phone.

5. All Clear

- The “All Clear” will be communicated by senior staff or emergency services.
- Resume normal activity only after confirmation.

Post-Lockdown Actions

- Conduct a roll call and report any missing persons to senior staff or emergency responders.
- Provide emotional support and debriefing to staff and students.
- Review response effectiveness and update procedures as necessary.

Training

- Staff informed about lockdown policy - Staff receive copy of the map of site - with access points and alternative exits from the site highlighted.
- Staff training on the run, hide and tell practice (Appendix A).
- Conduct annual table top exercise with the senior management team to test the procedures against a variety of scenarios which further inform annual practice of procedures.

Responsibility to review document

- The policy is reviewed once a year by the senior leadership team and board for The Enterprise Centre charity.

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APPENDIX A

Stay Safe

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website: <https://www.gov.uk/government/publications/recognising-the-terrorist-threat> .

Run

Escape if you can.

Consider the safest options.

Is there a safe route? RUN if not HIDE.

Can you get there without exposing yourself to greater danger?

Insist others leave with you.

Leave belongings behind.

Hide

If you can't RUN, HIDE.

Find cover from gunfire.

If you can see the attacker, they may be able to see you.

Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.

Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.

Be aware of your exits.

Try not to get trapped.

Be quiet, silence your phone.

Lock / barricade yourself in.

Move away from the door.

Tell

Call 999 - What do the police need to know?

Call 112, if unable to make a phone call text 112.

Location - Where are the suspects?

Direction - Where did you last see the suspects?

Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so.

Armed Police Response

Follow officers' instructions.

Remain calm.

Can you move to a safer area?

Avoid sudden movements that may be considered a threat.

Keep your hands in view.

Officers may

Point guns at you.

Treat you firmly.

Question you.

Be unable to distinguish you from the attacker.

Officers will evacuate you when it is safe to do so.

RUN HIDE and TELL

leaflet: http://www.npcc.police.uk/StaySafeAssets/NPCC_CT_A5%202pp.pdf

Stay Safe Film for training: <https://www.gov.uk/government/publications/stay-safe-film>

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