

Lock Down Policy



In certain circumstances rather than evacuating the building it might be necessary for students (include pupils/trainees/learners) and staff (including visitors and DVSA staff and ADI's) to be instructed to remain in the building; this is known as a **Lock Down**

The following are possible examples of such circumstances:

1. An emission or **spillage** of a dangerous substance in the vicinity of LTS and there is a risk that students/staff coming into contact with it may be harmed
2. Where there are reasonable grounds to suspect that a person or persons is in the immediate vicinity has **malicious intentions** towards students and/or staff
3. When an **incident** has taken place in the vicinity and it is believed that students witnessing the immediate aftermath might become upset or distressed
4. Serious **weather** conditions.
5. A **nuclear incident**.

Staff responsibilities

Any member of staff can start the '**Lock Down**' procedure via 2-way radio by saying **Attention Lock Down – Attention Lock Down.**

The member of staff triggering the Lock Down should then state the nature of the Lock Down and location.

Staff in the General office will contact the police if they are not already aware of the issue and it is judged to be needed.

- Staff with classes should lock the door, stay in their classrooms with their students and close exterior windows and blinds.
- FLT staff should secure the roller shutter door and make their way (with students) to the workshop.
- Workshop staff should summon staff and students into the workshop from rear yard lower roller shutter doors and lock personnel doors.
- Staff should reassure students and keep them engaged.
- Staff in offices should stay in the rooms they are in and close the windows and blinds. Visitors and students in 'public' areas should be instructed to a safe place (dependent on the situation and if safe to do so).
- If it is safe to do so the Training Manager/Assist. Training Manager will lock the front and rear doors.
- The Training Manager/Assist. Training Manager will communicate throughout the incident. **Do not use the 2 way radios unless spoken to specifically.**
- Do not unlock and open the door until "**all clear**" is given by Police (real incident) or staff member.
- If a fire alarm does go off during a lockdown, do not evacuate unless you smell smoke or see fire in your area.

Bomb threats

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider their advice before a decision is taken to close or evacuate.

A handwritten signature in black ink, appearing to read 'Richard W Little'.

Richard W Little – Chairman

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