

PGL Lockdown Policy for PGL Premises

Contents

General Statement of Policy	1
Lockdown Procedures	1
Lockdown Arrangements	2
1. Partial Lockdown	2
2. Full Lockdown.....	3
Colleague Training	3
Annex A - Stay Safe issued by National Counter Terrorism Security Office	3
Lockdown Procedures - PGL Centre.....	5

General Statement of Policy

PGL Travel is committed to providing a safe and healthy environment for colleagues, guests and visitors. This policy sets out PGL's approach to responding to a fast-moving incident, such as a firearms or weapons attack, either on site or nearby.

Lockdown Procedures

Lockdown procedures are a sensible and proportionate response to any internal or external incident that could threaten the safety of colleagues and visitors at the centre. Procedures should aim to keep disruption to a minimum while making sure people remain safe. Lockdown procedures may be activated in response to a range of situations, including:

- A reported incident / civil disturbance in the local community with the potential to pose a risk.
- An intruder on the centre with the potential to pose a risk.
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the centre
- The close proximity of a dangerous animal roaming loose

It is not possible to set out one generic lockdown plan for all centres, as there are several factors that will shape how each individual centre responds to the situations identified above, for example:

- Access to audible alarms to raise an alarm in an emergency
- Other means of internal communications - messenger, two-way radios, mobile phone, internal e-mail, texts etc.
- Centre plan e.g., the layout of buildings and their proximity to one another
- Age of students
- Geographical location – urban/rural, presence of secure perimeter fence

The following basic principles should be considered:

- Colleagues are alerted to the activation of the plan by a recognised signal that is audible throughout the centre.
 - Various options may be appropriate depending on the nature and occupancy of the site, including:
 - Public Address (PA) system
 - Existing internal messaging systems; text, email, colleague phones etc.
 - “Pop up” on employee’s computers / internal messaging systems
 - Dedicated “Lockdown” alarm tone
 - Word of mouth
- Visitors who are outside the centre buildings should be brought inside as quickly as possible.
- Those inside the centre should remain in their rooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal doors may also need to be locked)
- Once in lockdown, colleagues should notify the office immediately of any visitors not accounted for and begin an immediate search for anyone missing, where it is safe to do so.
- Colleagues should encourage visitors to remain calm.
- As appropriate, the centre should establish communication with the Emergency Services as soon as possible
- If it is necessary to evacuate the building, the fire alarm will be sounded
- Colleagues should await further instructions.

It is important that the centre’s lockdown procedures are understood by the senior management team and all colleagues. To support this, a lockdown drill should be carried out at least once a year.

Lockdown Arrangements

Lockdown arrangements should be decided by each centre individually, as they will depend to a large extent on local circumstances such as premises design and layout, room arrangements and the resources available. An example lockdown procedure could include:

1. Partial Lockdown

Alert to colleague: ‘Partial lockdown’

This may be in response to a reported incident or civil disturbance in the local community that could pose a risk to colleagues and visitors at the centre. It may also be used where a warning is received about a local air pollution risk, or a similar external threat.

Immediate action:

- All outside activity should cease immediately, and colleagues and visitors should return to the building.
- All colleagues and visitors should remain in the building, with external doors and windows locked.
- Free movement within the building may be permitted, depending on the circumstances.

Every situation will be different. Once all colleagues and visitors are safely inside, senior colleagues will carry out an ongoing risk assessment based on advice from the Emergency Services. This can then be

communicated to colleagues and visitors. A partial lockdown is a precautionary measure, but it helps put the centre in a state of readiness, while retaining as much normality as possible, should the situation escalate.

retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2. Full Lockdown

Alert to colleagues: ‘Full lockdown’

This indicates an immediate threat to the centre and may represent an escalation from a partial lockdown.

Immediate action:

- All visitors return to a designated safe base or agreed location, for example a sports hall, assembly space or dining hall.
- External doors should be locked and, where possible, internal room doors secured by a colleague with access. Windows should be locked, blinds drawn, and visitors asked to sit quietly out of sight, for example under a desk or around a corner.
- Roll call taken

Colleagues and visitors should remain in lockdown until it has been lifted by a senior colleague or the Emergency Services. At any point during the lockdown, the fire alarm may sound as a cue to evacuate the building. During the lockdown, colleagues should keep agreed lines of communication open and avoid unnecessary calls to the central office, as this could delay more urgent communication.

Colleague Training

Because incidents that require lockdown can develop quickly, it is important that all colleagues are able to act promptly and effectively.

- Train all colleagues using the principles of “Stay Safe” (Annex A).
- Ensure people know what is expected of them, their roles and responsibilities
- Check colleagues’ understanding.
- Regularly test and exercise plans with colleagues.
- Regularly refresh training

Annex A - Stay Safe issued by National Counter Terrorism Security Office

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 the police - What do they need to know?
 - 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.

Lockdown Procedures - PGL Centre

Signals	
Signal for lockdown	
Signal for all-clear	

Lockdown	
Rooms most suitable for lockdown	
Entrance points (e.g. doors, windows) which should be secured	
Communication arrangements	
Notes	

Upon hearing the lockdown signal, take the action below.

If someone is taken hostage on the premises, the centre should seek to evacuate the rest of the site.

Initial response - lockdown	Tick / sign / time
Ensure all visitors are inside main buildings. Alternatively, ask visitors to hide or disperse if this will improve their safety.	
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.	
Call the Police / Emergency Services - Dial once for each emergency service that you require.	
Ensure people take action to increase protection from attack: - Block access points (e.g. move furniture to obstruct doorways) - Sit on the floor, under tables or against a wall - Keep out of sight - Draw curtains / blinds - Turn off lights - Stay away from windows and doors.	
Ensure that colleagues and visitors are aware of an exit point in case the intruder does manage to gain access.	
If possible, check for any missing or injured colleagues and visitors.	
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.	