

Oxford Professional Education

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Lockdown Procedures

It is essential that all staff and learners need to know how to respond in a lockdown situation.

Whilst the current terror threat for UK is SUBSTANTIAL (as at January 2022) it should be stressed that the probability of an incident involving an intruder(s) seeking to cause harm in any venue is very low. However, in the same way that we should prepare for a fire, we should be prepared to respond to all eventualities.

This guidance is not intended solely for use in cases of intruders but could also be employed whenever the safety of staff and learners could be at risk, for example in cases of civil disturbance or a major fire or other incident nearby.

Statements

- There is a threat to venues from a terrorist/extremist weapons attack
- Presently the terror threat is SUBSTANTIAL
- In light of the Government's current terror threat level, it is important that OxPE have a contingency plan and procedures in place to deal with it similar to fire procedures
- Unlike fire procedures, which in most cases mean evacuating to an external assembly area, this will most likely require 'invacuation' to a safe area(s).
- Perhaps better described as temporary refuge areas, these are places that are safer than staying where you are and safer than immediately evacuating.

Contingency Plan Guidelines

Aim

The aim is to protect learners and staff from a terrorist/extremist weapons attack until the police arrive to take control of the situation.

Method

Step 1

Carry out a vulnerability assessment of all venues using the 'traffic light' system. Using a plan of the campus, colour the areas red, amber and green, depending on how vulnerable to attack they are, red being the most vulnerable.

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Note: The easiest way to do this is to put yourself in the position of the attacker and ask yourself 'how would you carry out an attack and where are the easiest places to gain access?'

Step 2

The green areas are the most likely to provide protection or are difficult to find. Carry out a space assessment using approximately 0.5m² per person to calculate how many can be accommodated. If insufficient, then some of the amber areas may have to be used.

Note: In making the choice of where to go, some other factors need to be considered:

- It is best to move people short distances - longer routes can lead to disruption and panic
- Routes to safe areas also need to be safe, e.g. do not take people outside to move back indoors somewhere else
- People need to be kept informed (every couple of minutes) while in these areas. This can be done using area defined public address (PA) systems or messaging on tablets
- Ideally, facilities (toilets, water) should be nearby
- It has been found that groups (classes) who know and work with each other are better kept together as this lowers stress.

Step 3

Having calculated where people can be safely and comfortably accommodated, the procedure will follow the following pattern:

Time:

As with a fire alarm, consideration should be given to using some form of panic alarm. This must be significantly different from the fire alarm to avoid confusion. The alarm can be qualified using a PA system.

Note: Sometimes, it is very difficult to realise that an attack is taking place, so time is of the essence.

It is strongly recommended that fire marshals are used to implement the procedures as these already have a responsibility for guiding and accounting for students in a fire incident. They will need some training and practice in these new procedures.

Signed:

Date: January 2023