 Promenade Productions 

 Lockdown Procedure

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

**Signals**

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| **Alarm or signal for lockdown shelter** | 3 long whistle blows (full lockdown)2 long whistles (partial lockdown-secure site but children/staff do not need to hide) |
| **Signal for stand down / all-clear** | Verbal communication |

**Incident Control Officers & Response Team**

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| **Role** | **Name** | **Emergency Contact Number** |
| Incident Control Officer | Lisa Harford | 07969659515 |
| Deputies | Rachel Swift | 07789243053 |
| Deputies | Fiona Rose  | 07539374601 |
| Young Promenaders Team | James Done | 07702567418 |
|  | Bex Partlett | 07873598668 |
|  | Caitlin Gallagher | 07805038265 |

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Day to day rehearsal plan:

* Once all the children have arrived the school door will be shut and locked.
* If the children are outside, then the gate will be locked.
* In the exception that temperatures are high, the door can be open with the gate locked.

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| **Rooms most suitable for lockdown – Emmanuel Church****(Rehearsals and Young Promenaders)** |
| 1 Inner hall (if you are in the hall, take radio communication; sit the children together at a point away from widows) |
| 2 Church (if you are in the church, take radio communication; sit the children together at a point away from widows) |
| **Rooms most suitable for lockdown – Swindon Village Hall** |
| 1 chairs cupboard (if you are in the cupboard, take radio communication; sit the children together at a point away from widows) |
| 2 back hall (if you are in the hall, take radio communication; sit the children together at a point away from widows) |
| **Rooms most suitable for lockdown – The Playhouse Theatre** |
| 1 At the theatre- in the main dressing rooms (with doors shut and a chair against the door and locks on))/)0 |
| 2. Upstairs rooms with doors closed |

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

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| **Communication arrangements**Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted. |
| Verbal communication |
| Mobile phones |

**Other useful contacts:**

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| **Name** | **Emergency Contact Number** |
| Police | 999 |
| Emmanuel Church Office | 01242 570075 |
| Shurdington Village Hall Office | 07483303190 |
| GCC emergency contact | 01452614194/01452426221 |
| Chair of PP | 07817269284 |

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| **Action Plan** | **Completed by (sign and time)** |
| Sound Alert - Activate lock-down procedures immediately *(Any member of the Production team or safeguarding team- or any adult present)* |   |
| Dial 999 (Lisa Harford or Deputies*- or any adult present*) |   |
| Direct all children, staff, parents and signed in visitors to the nearest safe place (this may be dependent on what and where the risk is) *(Any member of the Production team or safeguarding team- or any adult present)* |   |
| Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows *(Any member of the Production team or safeguarding team- or any adult present)* |   |
| Close windows / blinds *(Any member of the Production team or safeguarding team­- or any adult present)* |   |
| Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)  |   |
| All children to sit away from windows and doors. |   |
| Stay as silent as possible - put any mobile devises to silent  |   |
| Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access |   |
| If possible, check for missing / injured students, staff and visitors |   |
| Keep doors and windows locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services |   |