

# Lockdown Procedure

## Hinckley Gymnastics Club

### Clarendon Park

Whilst recent events have once again highlighted and raised further concerns about the safety of our members, and what the process is to be followed in the event of an attack taking place on our premises. It is worth noting in public indoor spaces, there have been only 11 lone wolf attacks (8 adults and 3 children) in the past 10 years and the majority taking place in a street.

Considerations must take place how fire doors can be opened if initially locked, whether this is an even greater safeguarding risk (doors being closed and locked) and, whether or not insurance would be invalidated.

Currently the risk value of an attack in the UK is low, however, in the event of an attack the following process will reduce the risk of injury or worse to our members.

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.

## Actions

In the event of an attack two routes of action can take place:

- 1 The members are removed from the building via the safest fire door escape (situated either side of the building) and congregate outside the peripheral fenced area (**IF DEEMED AS A LONE WOLF ATTACK ONLY**).
- or**
- 2 **IF** (1) not possible, move the members to the upstairs server room (between the pommel area and the meeting room). Lock both doors.
- 3 **Call the police on 999 number stating the location:**  
**Hinckley Gymnastics Club, Clarendon Park, Roston Drive.**
- 4 Call the Club Chair on 07538 134469 or 07920 440725
  - a. The Club Chair will engage the SMT to react accordingly.
- 5 Do not engage in any negotiation with the perpetrator.
- 6 In the event of the members been taken upstairs for safety and the perpetrator trying to gain access via one of the locked doors, exit through the other door (if into the meeting room then via the fire escape, or via the

pommel area, down the stairs and through the fire door at the foot of the stairs).

- 7 All members will congregate outside the fenced area, a headcount will take place.
- 8 Only when the area has been secured and deemed safe shall any member attempt to re-enter the building to recover personal artifacts.
- 9 The comms officer will have contacted parents / carers and advised them of the situation.

<b>Alarm or signal for lockdown shelter</b>	<b>VERBAL 'LOCKDOWN NOW'</b>
<b>Signal for stand down / all-clear</b>	<b>VERBAL 'ALL CLEAR'</b>

### Incident Control Officers & Response Team

<b>Role</b>	<b>Name</b>	<b>Emergency Contact Number</b>
Incident Control Officer	Tony Ford	07538 134469 or 07920 440725
	Trevor Low	07590 122098
	Mitchell Edwards	07958 611312
Communications Officer	Ivan Bulyha	07710 167113

<b>Rooms most suitable for lockdown</b>
1 Upstairs Server room

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.

<b>Communication arrangements</b>
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.
Mobile phones
Instant messaging / email

### Other useful contacts:

<b>Name</b>	<b>Emergency Contact Number</b>
Police	<b>999 or 01162 222 2222</b>

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
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) See points 1 and 2.	
Dial 999	
Secure rooms and take action to increase protection from attack - Lock and barricade doors and windows	
Close windows / blinds	
Ensure that members, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured members, 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	