Lockdown Policy and Procedure

March 2025

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Purpose
To ensure the safety of students, staff, and visitors when there is a threat that makes it safer to stay inside than evacuate a building.

Scope
This procedure applies to all members of the college community, including students, staff, fellows and visitors present on college grounds at the time of an external threat. It applies to all buildings on the main College site.

Authority
If there is sufficient time and information for them to be consulted, the decision to implement this procedure is the responsibility a member of the Senior Management Team (hereafter referred to as the "Incident Lead"). The procedure may also be triggered on the instructions of the emergency services or University Security Services.

Out of hours, or if there is an immediate threat to life (such as an armed person inside the College) the decision to implement this procedure may be taken by the Lodge Staff, or a Junior Dean. They must immediately report to a member of the Senior Management Team that they have done so and that member of the SMT will immediately become the Incident Lead.

Procedure

1. Identifying the Threat

- The procedure is activated when an external threat is identified. This includes, but is not limited to:
    - Armed individuals or other violent persons.
    - Nearby major incidents involving fire, explosions, bomb threats or hazardous materials.
    - Civil unrest that is likely to lead to violence.
    - Other emergencies as determined by the Incident Lead.

2. Notification of Lockdown

- The College's emergency communication systems:
    - **Audible Alarm**: A loud pulsed alarm tone which continues for more than 20 seconds.
    - **SafeZone Alerts (when available)**: Sent to all college members' registered devices.
    - **Verbal Communication**: Staff will be trained to deliver instructions directly in communal areas, if safe to do so.

3. Actions for Staff, Students, Fellows and Visitors

Government advice, if you are caught up in a terrorist incident is to RUN, HIDE, TELL.

As soon as a lockdown is signalled all doors will automatically close and will be locked. Public doors can be opened by swiping your University Card. Be careful not to allow anyone you do not know to tailgate you through a public door that you have opened with your card.

When Indoors:

1. Move quickly to a protected space.
   - In this procedure, a protected space is a room with a solid, lockable door, preferably not on the ground floor. Most offices and study-bedrooms on the main site are adequate protected spaces.
   - The following are public protected spaces:
     1. The Staff Welfare Room (ground floor)
     2. The Bursary (2nd Floor)
     3. The Principal's Office suite (3rd Floor)
     4. The IT Suite (top floor)
   - Most designated public protected spaces will have a manual lock that can be closed from the inside. Often there is a key hanging inside the door.
   - Once you, and other who are with you, are inside a protected space, lock the door, or barricade it, if it cannot be locked.
   - If, when you arrive at a public protected space, the door is already locked, check that you have not been followed, knock and say your first and surname loudly. Those inside should open the door and let you in.
   - Close blinds or curtains to obscure visibility.
   - Turn off lights and remain out of sight from doors and windows.
2. Remain Silent:
   - Silence mobile devices, but leave vibrate on so you know if you are being called.
   - Refrain from any unnecessary communication.
3. Monitor Updates:
   - Check college communication channels for updates and instructions.

When Outdoors:

1. Move immediately to the nearest secure building if it is safe to do so.
2. If sheltering indoors is not possible, find cover (e.g., behind solid objects) and remain still and quiet.

For Vulnerable Individuals:

1. Staff should assist individuals with disabilities to reach secure locations.
2. Protected spaces should be pre-identified for those with limited mobility.

4. Roles and Responsibilities

- **Incident Lead:**
    - Communicates with emergency services and disseminates information to the college community.
    - Coordinates the overall response.
    - Decides when to signal the all-clear.
- **Porters' Lodge Staff:**
    - Secure main entrances and monitor CCTV.
    - Serve as a communication point with emergency services and OUSS.
- **Fellows and College Staff:**
    - Ensure students in their vicinity follow lockdown procedures.
    - Assist in calming and directing individuals.
    - Assist vulnerable individuals to reach a protected space.

5. Communication with Emergency Services and OUSS

- The Incident Lead or Porters' Lodge staff will:
    - Notify emergency services and OUSS of the lockdown.
    - Provide updates on the situation and respond to requests for information.
    - Seek advice on when to signal the all-clear.

6. All-Clear Signal

- The lockdown will only be lifted on the instruction of the Incident Lead.
- Notification of the all-clear will be communicated via the same systems used to initiate the lockdown:
    - Audible signal.
    - Email/SMS alerts.
    - Verbal communication where necessary.

Training and Drills

- All staff and students must receive training on an annual basis.
- Regular lockdown drills will be conducted to ensure preparedness.