PROCEDURE 077
EMERGENCY LOCKDOWN

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Procedure 077: EMERGENCY LOCKDOWN

Purpose:
This emergency lockdown procedure is designed to ensure the safety of students and staff in the event of a major incident outside of ACM buildings. The procedure will be enacted upon notification from the police or relevant authority that an emergency lockdown is necessary.

Please note: where ACM uses premises operated or managed by a third party, e.g. Brixton House and The Bridge, the lockdown procedures of the building management shall be followed.

What is lockdown?

Instigating lockdown means locking doors and other physical barriers to restrict entry to and/or exit from a site or one or more zones within a site. It is sometimes referred to as `dynamic lockdown'.

Why instigate lockdown?

Analysis of historic attacks, including the attack on London Bridge and Borough Market in 2017 and research conducted by the Centre for the Protection of National Infrastructure (CPNI) have shown that instigating lockdown in the event of a marauding terrorist attack (MTA) can be a highly effective way of reducing casualties.

It is typically most useful when an attack begins outside a site or building, where lockdown can delay attackers from entering an area or deter them altogether. The aims of lockdown are to reduce the immediate threat of harm by:

- Delaying attackers' progress in finding and killing victims;
- Preventing people inadvertently putting themselves into the path of attackers.

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1. Initiating the Lockdown

- Upon receiving notification from the police or other relevant authority that an emergency lockdown is required, or when we assess the need ourselves, ACM's security or designated person will immediately inform key stakeholders in each of ACM's buildings via the walkie-talkie system.
- The key stakeholders in each building (e.g. senior staff, designated lockdown coordinators) will communicate the lockdown to all staff and students within their respective buildings.
- It is recommended that students and staff follow the instructions of the key

stakeholders as part of this lockdown procedure. However, Article 5 of the Human Rights Act 1998 protects the right not to be deprived of liberty or freedom unless it is in accordance with the law. It should therefore be understood that all individuals have the right to make their own decisions at any time as to whether they remain on ACM premises under lockdown or not.

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2. Securing the Premises

The designated staff in each building will secure the premises as follows:

- Buildings with a single entrance/exit: the designated staff member will secure the front door.
- Buildings with multiple entrances/exits: designated staff will simultaneously secure each entrance and exit.
- All external doors will be locked where possible to prevent entry.
- Windows must be closed and locked where possible.
- Blinds or curtains should be drawn where available.
- All individuals must move away from windows and doors, remaining out of sight where possible.
- Internal movement should be minimised; individuals should remain in classrooms, offices, or designated safe areas.
- Staff and students should remain calm and quiet to avoid drawing attention.

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3. Communication During Lockdown

- The lockdown status will be maintained through ongoing communication via the walkie-talkie system.
- ACM's security and/or safeguarding team will liaise with the police for updates and guidance.
- Staff should monitor their emails and other official communication channels for further instructions.
- Mobile phones should be placed on silent mode to prevent unnecessary noise but kept accessible for emergency use.

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4. Registering Students

- Each classroom/office should take a register of all present individuals and report any absentees to the designated lockdown coordinator via email or internal communication systems.
- Any discrepancies should be reported to the safeguarding team, who will

liaise with the police if necessary.

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5. Students or Staff Outside the Building

- Whilst every care will be taken to safeguard students, it is important to note that ACM does not act *in loco parentis* for students.
- Any students and staff visible outside at the time of locking down should enter, or will be instructed to enter, the nearest ACM building immediately.
- Students or staff who are not in view and are off the premises should follow the **ProtectUK** guidance:
    - **Run:** If there is a safe route, escape to a place of safety.
    - **Hide:** If escape is not possible, hide and stay silent.
    - **Tell**: Once safe, inform the police by calling 999.

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6. Lifting the Lockdown

- The lockdown will only be lifted when it is deemed appropriate to do so, such as from direct instruction from the police or relevant authority.
- ACM security will communicate the all-clear signal via the walkie-talkie system.
- The designated staff will relay the all-clear message to staff and students in each building.
- A final headcount will be conducted to account for all students and staff before resuming normal operations.

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7. Post-Lockdown Actions

- A debrief session will be held for staff and key stakeholders to evaluate the lockdown response.
- Students will be offered appropriate support, including counselling if required.
- Any necessary amendments to the procedure will be made based on feedback and lessons learned.

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8. Review and Training

- This procedure will be reviewed annually and updated as required.
- Regular training will be conducted to ensure preparedness.

9. Supporting Information for this Procedure

10.1 Internal

- ACM Run, Hide, Tell Policy
- ACM Prevent Policy

10.2 External

- ProtectUK Advice and Guidance on Emergency Preparedness

  https://www.protectuk.police.uk/about-protectuk

10. Document History and Next Review

Version	1.0
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