

## Emergency Building Lock down Policy

On very rare occasions it may be necessary to seal off a venue so that it is not able to be entered from the outside. This will ensure all children, staff and visitors are safe in situations where there is a hazard in the grounds or outside the venue in the near vicinity.

A lockdown is implemented when there is a serious security risk of the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised person's intent in causing harm / damage.

### Notification of Lockdown

Coaches will be notified lockdown procedures are to immediately take place on hearing the words 'Attention lockdown'.

### Procedures

1. These signals will activate a process of the children being ushered into the venue building if on the grounds as quickly as possible and the locking of the doors and windows with any blinds pulled down where ever possible.
2. At the given signal the children remain in the room they are in and coaches will ensure the windows and doors are closed /locked and screened where possible and children are positioned away from possible sightlines from external windows / doors. Lights smart boards and computer monitors to be turned off.
3. Children or coaches that are not with the main group for any reason will proceed to the nearest occupied room and remain with their coach.
4. Coach to support children in keeping calm and quiet.
5. Coach to remain in lockdown positions until informed by their director or a senior coach that it is 'all clear'.
6. After lockdown has been cleared all coaches and children to return to their base room and conduct a full register and inform immediately of any pupils not accounted for.

## 7. Coach Roles:

1. Senior coach ensures that their room is locked, windows screened and police called if necessary.
2. Senior coach ensures the main door and entrance to the venue is locked.
3. Individual coaches / assistance / visitors to close room door(s) and windows.

### Communication with parents

- If necessary parents will be notified as soon as it is practical to do so via Boom Active established communication network.
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from the venue as it may put them and their child at risk.
- Children will not be released to parents during a lockdown.
- Parents will be asked NOT to call the main office or venue as this may tie up emergency lines.
- If the end of the day is extended due to a lockdown, parents will be notified when and where to collect their children.
- A letter will be released to parents from Boom Active after the event, explaining the reason for the lockdown procedure, also asking parents to reinforce with their children the importance of following procedures in these very rare circumstances.

### Lockdown drills

Lockdown practices will take place once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to coaches so improvements can be made.

## LOCKDOWN PROCEDURE

On hearing the words 'Attention lockdown'.

### • POLICE – 999

Saying... “This is Boom Active calling from ) state your venue location) and we are in a lock situation from a danger on site and we need your help .” give brief details of threat depending on the circumstances and that you have children on site.

– respond to police questioning

• If able to contact the director of Boom Active – 07981 843 887 / 07465 423 188 Saying... “we are in a lock situation from a danger on site and we have implemented a lockdown procedure, we have notified the Police.”

If possible, give brief details of threat depending on the circumstances.