



Lockdown Procedure and Bomb Evacuation Policy

Lockdown procedures are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of Norland staff and students. Our procedures aim to minimise disruption to the learning environment whilst insuring the safety of all our students and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- a reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students);
- an intruder on Norland grounds (with the potential to pose a risk to students and staff);
- a warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.);
- a major fire in the vicinity of the college buildings.

In the event of a lockdown Norland College will ensure:

- Staff and students are alerted to the activation of a lockdown by a recognised signal, audible throughout the premises.
- Students who are outside of the buildings should come inside as quickly as possible.
- Those inside the building should remain in the room they are currently occupying.
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal room doors may also need to be locked).
- Staff should encourage the students to keep calm.
- As appropriate, the college should establish communication with the emergency services as soon as possible.
- To contact the emergency services, call 999. If you are unable to speak and are on a mobile phone, call 999 and press 55 to use 'The Silent Solution' system which will transfer the call to the police.
- Should the fire alarm sound - DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an armed intruder. Remain calm in your lockdown secure area, if safe to do so. IN CASE OF FIRE, follow the Fire Evacuation Procedure.
- Staff should await further instructions.
- Lockdown drill information will be displayed in every lecture room and communal areas.

Norland's lockdown procedures are familiar to members of the senior management team, lecturers and non-teaching staff. A lockdown drill will be undertaken at least once a year.

Lockdown arrangements – partial lockdown

Alert to staff: 'partial lockdown'.

This may be a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to students and staff in the college. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, students and staff return to building.
- All staff and students remain in the building and external doors and windows locked.
- Free movement may be permitted within the building depending upon circumstances.

Once all staff and students are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on the advice from the emergency services. This can then be communicated to staff and students. 'Partial lockdown' is a precautionary measure but puts Norland in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency services will advise as to the best course of action in respect of prevailing threat.

Lockdown arrangements – full lockdown

Alert to staff 'full lockdown'.

This signifies an immediate threat to Norland and may be an escalation of a partial lockdown.

Immediate action:

All staff and students to **Run and Hide**

Secure an area as follows:

- Move immediately to the nearest room you feel is safe with as many people as possible.
- Lock and/ or barricade the door.
- Turn off lights.
- Close window blinds.
- Keep back from windows and doors.
- Lie flat on the floor or hide out of sight.
- Turn mobile phones to silent.
- Keep calm and quiet.
- Stay hidden until the all clear has been given by the emergency services. Remember it may be several hours before you can be safely evacuated.

If students are in an area where there are no staff present (for example, the student common room), they must hide and remain calm. If it is safe to do so, a member of staff will attempt to locate students in these areas and remain with them.

Staff and students remain in lockdown until it has been lifted by a senior member of staff / emergency services.

During the lockdown, staff will keep lines of communication open but not make unnecessary calls to Reception or the mobile phones of senior staff as this could delay more important communication.

Bomb Procedure

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, often the work of malicious jokers, although terrorists do make hoax calls with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Calls may be of two kinds:

- Hoax threats designed to disrupt, test reactions or divert attention.
- Threats warning of a genuine device – these may be attempts to avoid casualties or enable the terrorists to blame others if there are casualties. However, genuine threats can provide inaccurate information about where and when a device might explode. The member of staff receiving such a threat may be the closest that many people ever come to acts of terrorism.

In the event of a call -

- Stay calm and listen.
- Obtain as much information as possible, please refer to Appendix 1 for checklist.
- Take the timing of the alleged bomb threat and whom they represent. If possible, keep the caller talking.
- When the caller rings off, press 'Callers' button on your phone handset to see if you can get the caller's number.
- Immediately report the incident to the Principal / Vice Principal / CFO or Head of HRRC to decide on the best course of action and notify the police. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly. Give your impression of the caller and an exact account of what was said.
- The fire alarm will be activated to evacuate the buildings as for a fire evacuation. Do not return to the building until given clearance to do so by the police.
- If an examination is in progress, evacuate the students under exam conditions to the area opposite the College on Upper Oldfield Park or London Road.
- Inform the other site by calling Reception (4059 – OP / 4493 – YP).
- If you have not been able to record the call, make notes for the police on the checklist form Appendix 1. Do not leave your post, unless ordered to evacuate, until the police or emergency services arrive.

Conducting a search (If requested to do so by the police)

- All staff should check areas as they leave the building and report any unusual / suspicious packages to a member of SLT.
- Initiate the search by the Principal / Vice Principal informing the SLT.
- Divide the priority locations into areas of a manageable size for one or two searchers. Ideally, staff should search in pairs to ensure nothing is missed.
- Ensure that those conducting searches are familiar with the area and what to normally expect to find there. They do not need to be experts in explosives or other devices but able to recognise anything that should not be there, is out of place and not yet accounted for.
- Develop appropriate techniques for staff to be able to routinely search communal areas without alarming any students or visitors present.
- During the searches, place particular focus on: areas that are open to the public; any closed areas such as toilets, stairs, corridors and the lift; any evacuation routes and muster points; car parks and other external areas.

- Under no circumstances should a suspicious item found during a search be touched or moved in any way. The police should be informed immediately and they will ensure an appropriate response.

Dealing with suspect packages

A suspect package can be left anywhere by anyone, and can have any appearance. It should not be handled, moved or tampered with in any way. If in doubt about a package, leave it alone and report it immediately to a member of SLT.

Possible indications of a suspect package may include:

- Protruding wires.
- Noise or smoke for the package.
- Grease marks on the wrapping.
- A letter that is unusually thick (over 5mm), excessively heavy, lopsided or stiffened.
- An inner envelope which is tightly taped or bound.

If a suspect package is found, the area around it must be kept clear of people until the package has been made safe by relevant authorities.

Appendix 1

Bomb threat check list

Where is the bomb right now?	
When is it going to explode?	
What does it look like?	
What kind of bomb is it?	
What will cause it to explode?	
Did you place the bomb?	
Why?	
What is your name?	
What is your address?	
What is your telephone number?	

Record time completed:

Where automatic number reveal equipment is available, record number shown:	
Inform the Principal / SLT:	
Contact the police on 999. Time informed:	am/pm

The following part should be completed once the caller has hung up and Principal / SLT and the police have been informed:

Time and date of call:	
Length of call:	

Number at which the call was received (ie, your extension number)	
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About the caller:

Gender of the caller:	
Age:	
Nationality	

Callers Voice

Well spoken		Taped message	
Incoherent		Irrational	
Offensive		Message read by threat maker	
Calm		Clearing throat	
Nasal		Excited	
Disguised		Lisp	
Crying		Angry	
Slurred		Stutter	
Slow		Accent	
Rapid		Hoarse	
Familiar		Deep	
Laughter			

Background sounds

House noises		Crockery	
Clear		Static	
Booth		Factory machinery	
Street noises		Animal noises	
Motor		Voices	
PA System		Music	
Office machinery			

Any other observations / comments

Signed Date
 Print name Time

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