



# Critical Incident & Lockdown Policy

| Version 1.0 |

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| Policy Commencement Date | 02/03/2026          |
| Policy Version           | 1.0                 |
| Review by                | 01/03/2027          |
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## **1. Introduction**

1.1 Staff Power Training (SPT) is committed to ensuring the safety and well-being of all learners, staff, and visitors. This policy outlines the procedures to follow during critical incidents such as violent intruders, civil unrest, serious crime near the premises, environmental hazards, or any situation requiring immediate protection through controlled access or full site lockdown.

1.2 The organisation will take all reasonable steps to prevent incidents, respond effectively when they occur, and minimise risk to individuals.

## **2. Scope**

2.1 This policy applies to:

- All Staff Power Training employees
- Contractors and visitors
- Learners attending any Staff Power Training site or off-site delivery location

2.2 It covers:

- Lockdown incidents
- Emergency response
- Evacuation or shelter-in-place decisions
- Communication protocols
- Roles and responsibilities

## **3. Definitions**

### **3.1 Critical Incident**

Any situation that poses immediate risk to life, health, or operational continuity, including but not limited to:

- *Violent intruders or aggressive individuals*
- *Civil disturbances or nearby criminal activity*
- *Fire, gas leaks, or chemical spills*
- *Terror-related incidents*
- *Environmental hazards (e.g., extreme weather, flooding, air-quality risks)*

### **3.2 Lock-Down**

A safety procedure implemented to protect occupants from internal or external threats by restricting movement, securing premises, and preventing access.

### **3.3 Shelter-in-Place**

A procedure where individuals remain inside the building but continue limited activity while avoiding external hazards.

## **4. Roles and Responsibilities**

### **4.1 Senior Leadership**

- *Assess and authorise lockdown activation*
- *Liaise with emergency services*
- *Make decisions regarding continuation, evacuation, or stand-down*
- *Oversee post-incident review and reporting*

### **4.2 Designated Safeguarding Lead (DSL)**

- *Support communication to staff*
- *Ensure learner safeguarding remains central to decision-making*
- *Record incident details for safeguarding reporting*

### **4.3 All Staff**

- *Follow lockdown instructions immediately*
- *Secure teaching/training rooms*
- *Account for learners and maintain calm*
- *Prevent access to unauthorised individuals*
- *Await instructions and do not override security measures*

### **4.4 Learners**

- *Follow staff instructions*
- *Remain calm and silent during lockdown*
- *Do not use mobile phones unless instructed*

## **5. Lockdown Activation Triggers**

### **5.1 Lockdown may be initiated due to:**

- *A violent or armed individual on or near the premises*
- *Domestic or community disputes that risk entering the site*
- *Police activity in the local area*
- *Suspicious packages or threats*
- *Hazardous materials or environmental risks*
- *Extreme weather events*

**5.2** Any staff member who identifies a serious threat must immediately notify the nearest senior staff member.

## **6. Lockdown Procedures**

### **6.1 Notification**

The lockdown signal may be communicated through:

- *Alarm system (specific lockdown tone)*
- *Verbal announcement (e.g., “LOCK-DOWN. This is not a drill.”)*
- *Digital communication (Teams, SMS, internal system)*

### **6.2 Immediate Actions**

Upon hearing the lockdown instruction:

Staff must:

- *Bring all learners inside immediately*

- Secure the room by:
  - Locking doors*
  - Closing windows and blinds*
  - Turning off lights where safe*
- Position learners away from sight lines (doors/windows)
- Remain quiet and calm
- Take a register and send headcount via internal communication if able
- Do not open the door for any reason unless confirmed safe by Senior management or emergency services

### 6.3 Types of Lockdown

- **Full Lockdown**  
Used when a threat is within the building or when immediate danger is present. All movement stops. Doors locked. Silence maintained.
- **Partial Lockdown**  
Used when the threat is external but near. Building access is restricted, but internal movement may continue under supervision.
- **Shelter-in-Place**  
Used during environmental hazards. Windows sealed, ventilation systems may be shut down.

## 7. Ending a Lockdown

7.1 Senior management or emergency services will signal the end of lockdown using an agreed phrase (e.g., “The incident is over. Please stand down.”)

Staff should:

- *Keep doors secured until officially informed*
- *Calmly reinstate learning or follow evacuation instructions*
- *Report any injuries, concerns, or missing individuals immediately*

## 8. Post-Incident Actions

8.1 Incident Following any lockdown or critical incident, Staff Power Training will:

- *Conduct a full debrief with staff and learners*
- *Make safeguarding referrals where needed*
- *Support mental health and wellbeing*
- *Review procedures and update the policy if required*
- *File a detailed incident report and log with the DSL*

## 9. Policy Review

9.1 This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.