
Lockdown procedure



Sweet Futures Limited

| Plan | |
|---------------------------------|--|
| Staff responsibilities | |
| Director | <p><i>Secure building</i></p> <ul style="list-style-type: none"> • <i>Lock front door</i> • <i>Lock rear door</i> <p><i>Contact any staff that are out in the community – advise to stay away from The Shop until further notice</i></p> <p><i>Contact emergency services</i></p> <ul style="list-style-type: none"> • <i>Police on 999</i> <p><i>Contact Newlands Centre Management / Security</i></p> <p><i>Contact CEO</i></p> |
| Other staff members | <ul style="list-style-type: none"> • <i>Support Staff: Stay with young people</i> • <i>Support Staff: Move young people to area of safety away from windows and doors.</i> • <i>Support Staff: Evacuate the building via the rear fire door if instructed by the Director.</i> |
| Signals | |
| Lockdown signal(s) | <ul style="list-style-type: none"> • <i>Request from the front of shop for "The Front Door Keys"</i> |
| All clear signal | <ul style="list-style-type: none"> • <i>Director to verbally confirm with all staff</i> |
| Evacuation signal | <ul style="list-style-type: none"> • <i>Director to verbally confirm with all staff</i> |
| Lockdown | |
| Assembly points | <ul style="list-style-type: none"> • <i>Ground Floor: Production Area</i> • <i>1st Floor: Staff Room</i> |
| Entrance and exit points | <ul style="list-style-type: none"> • <i>Lock Front door</i> • <i>Lock Back door</i> |

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| | Move away from windows to the designated assembly points |
| Steps to increase protection from danger | <ul style="list-style-type: none"> • Position young people away from sightlines, from external doors and windows, for example behind the production counter • Turn off lights and monitors • Ensure mobiles phones and electronic devices are on silent |
| Internal communication | <ul style="list-style-type: none"> • Mobile phones, Verbal |
| Communication with parents/carers and schools/colleges | <ul style="list-style-type: none"> • Shop Phone • Mobile phone |

| Checklist | | | |
|--|-------|------|--------|
| Step | Check | Time | Signed |
| Use signal to initiate lockdown | | | |
| Ensure young people are inside | | | |
| Secure entrance points | | | |
| Contact emergency services | | | |
| Ensure staff take action to increase protection from danger – <i>Lights and monitors off, ensure all young people hidden from view</i> | | | |
| Make sure young people and staff are aware of exit points | | | |
| If safe, check for missing young people or staff | | | |
| Remain inside until all clear has been given or told to evacuate | | | |