

# PACE Northwest – Emergency Lockdown Procedures

**Approved by:** Board of Directors

**Policy owner:** Health, Safety & Safeguarding Manager

**Effective date:** 29 August 2025

**Next review due:** Annually (or sooner if guidance/law changes)

## 1. Purpose

This procedure provides guidance on what to do in the event of a serious threat to the safety of learners, staff, or visitors at PACE Northwest premises (e.g., intruder, violent incident, terrorist threat, civil disturbance, environmental hazard). It supports compliance with:

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Counter-Terrorism and Security Act 2015** (Prevent duty)
- **Keeping Children Safe in Education (KCSIE)** for providers with under-18s
- Local authority emergency planning and police guidance

## 2. Scope

Applies to all staff, learners, apprentices, contractors, visitors and employers on PACE Northwest sites.

## 3. Lockdown definition

Lockdown is the controlled containment of people in a secure location to protect from an immediate threat inside or near the premises.

## 4. Responsibilities

- **Directors & Senior Leadership:** ensure suitable procedures, training, drills and resources.
- **Health, Safety & Safeguarding Manager:** policy owner; liaises with police and emergency services; ensures staff training and termly drills.
- **Staff:** familiarise themselves with procedures, participate in drills, lead and reassure learners during incidents.
- **Learners & visitors:** follow staff instructions immediately.

## 5. Signals

- **Lockdown activation:** continuous ringing of the fire bell *alternating with* a spoken/PA message: “**LOCKDOWN, LOCKDOWN, LOCKDOWN**”.
- **All clear:** senior manager or emergency services confirm verbally “ALL CLEAR” to staff. Fire alarm alone is **not** an all-clear.

## 6. Immediate actions

Upon hearing the lockdown signal:

1. **Stay inside** – learners and staff outside should enter nearest safe building immediately.
2. **Secure rooms** – close and lock doors, windows, blinds/curtains; barricade if needed.
3. **Stay out of sight** – sit quietly, away from doors and windows.
4. **Switch to silent** – turn off lights (if safe), silence mobile phones.
5. **Account for learners** – staff take registers if safe. Do not email or call unless instructed.
6. **Await instructions** – remain in lockdown until official “ALL CLEAR” is given.

## 7. Communication

- Staff should **not** attempt to communicate externally unless safe and necessary.
- Emergency communications managed by the Incident Controller (senior manager on site).
- Media enquiries directed only to the CEO or appointed spokesperson.

## 8. Contacting emergency services

- **Call 999** immediately if threat identified. Provide location, nature of threat, number of people, and follow police advice.
- Notify internal emergency lead: **becs@pace-com.org**

## 9. Special considerations

- **Learners with SEND or mobility needs:** staff must know safe routes, support plans and responsibilities.
- **Workshops/labs:** turn off machinery/gas/electrical equipment where safe.
- **Visitors:** staff escort and brief them into safe areas.
- **Off-site training/visits:** follow local venue lockdown plan; trip leader to liaise with PACE Northwest DSL.

## 10. Drills and training

- **At least one lockdown drill per term** in each centre.
- Staff induction and refresher training annually.
- Records of drills kept by Health, Safety & Safeguarding Manager.

## 11. Post-incident

- Debrief staff and learners; provide welfare support.
- Report to Board and, where required, to regulators (e.g., Ofsted, ESFA, HSE, local authority).
- Review and update procedures.

## 12. Related policies

- Safeguarding & Prevent Policy
- Health & Safety Policy
- Business Continuity & Critical Incident Plan

- Fire Evacuation Procedures

**Emergency contact (internal):** [becs@pace-com.org](mailto:becs@pace-com.org)

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