Sheffield Health and Social Care NHS Foundation Trust

Policy

OPS 013 - Lockdown Policy

Executive Director lead	Director of Operations and Transformation and Accountable Emergency Officer
Policy Owner	Emergency Planning Manager
Policy Author	Emergency Planning Manager

Document type	Policy
Document version number	V2.1
Date of approval	January 2024
Approved by	Audit and Risk Committee
Date of issue	September 2022 (Mid-term review December 2023)
Date for review	September 2025

Summary of policy

Lockdown is the process of controlling the movement and access-both entry and exit-of people (NHS staff, people that access our services and visitors) around a Trust site or other specific building/area in response to an identified risk, threat or hazard that might impact on the security of people who access our services, staff and assets and/or service provision.

Lockdown may be partial, progressive or full and for a number of reasons from security breaches, infectious disease, violence, terrorist or other major incident.

It is important that as part of SHSC's Emergency preparedness all services operating in sites it owns, controls or leases have in place a procedure for lockdown.

This is version 2.1 of this policy. The previous plan will be removed and archived. Any hard copies of the previous policy should be destroyed.

Target audience	All staff

Keywords	Policy, Lockdown

Storage

This policy is stored and available through the SHSC extranet platform, JARVIS.

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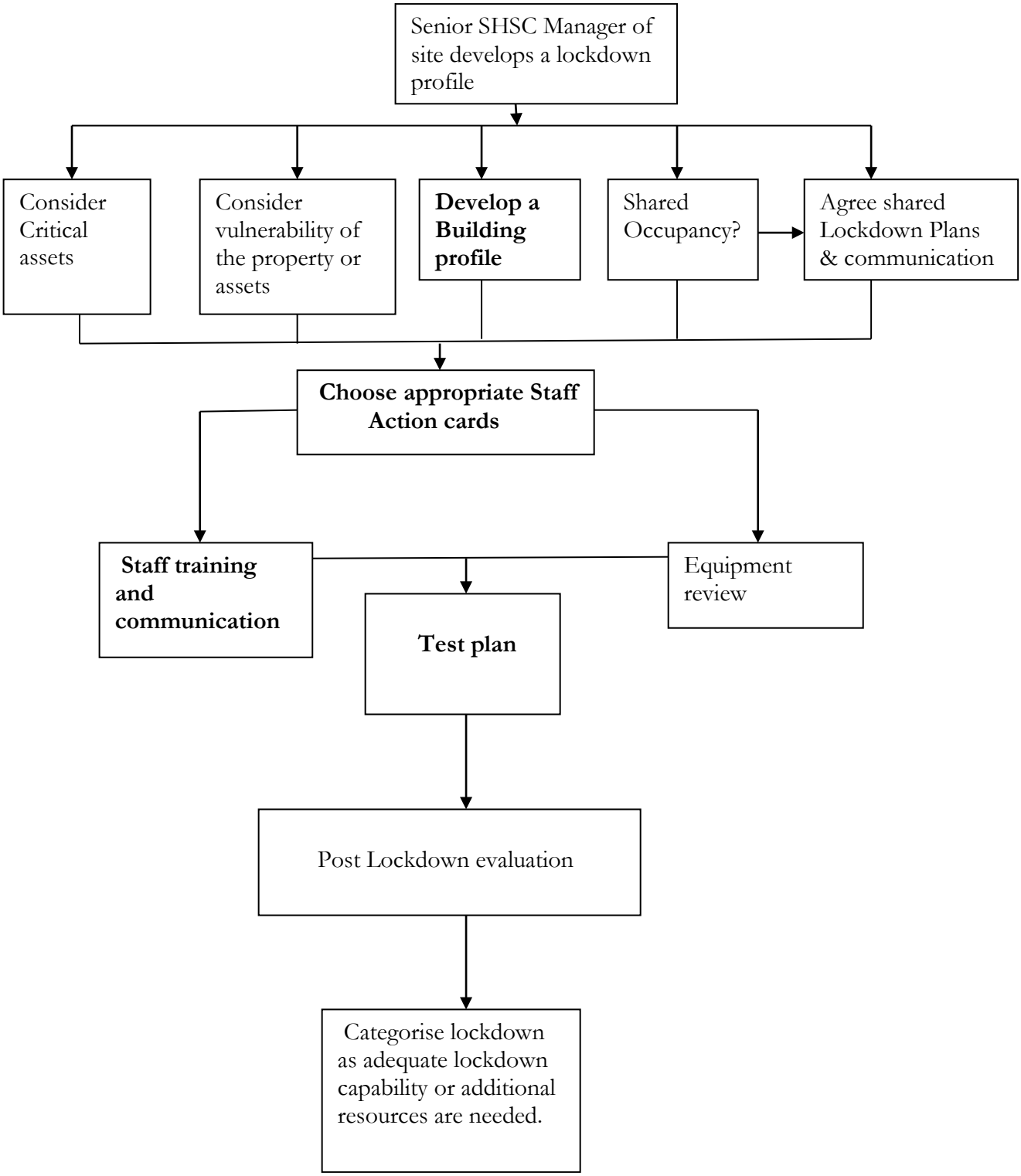
Version Control/Review and Amendment Log

Version No.	Type of Change	Date	Description of change(s)
1.0	Complete re-write to change from Plan to Policy, providing guidance to formulate plans.	August 2019	Sent out for consultation. Policy is a requirement of NHS England under its Emergency Preparedness, Resilience & Response (EPRR) core standards and within the security requirements of NHS Standard contracts with commissioners.
2.0	Scheduled review of policy	July 2022	A few updates in staff titles, terminology but otherwise unchanged.
2.1	Mid-term review of policy	December 2023	Simplified format of policy removing technical detail, removing definition section, replacing it with Scope and introduced Action Cards to support and accompany Lockdown plans.

FLOW CHART


Senior SHSC Manager of site develops a lockdown profile
Consider Critical assets
Consider vulnerability of the property or assets
Develop a Building profile
Shared Occupancy?
Agree shared Lockdown Plans & communication
Choose appropriate Staff Action cards
Staff training and communication
Equipment review
Test plan
Post Lockdown evaluation
Categorise lockdown as adequate lockdown capability or additional resources are needed.

1 Introduction

Lockdown is the action undertaken to secure an area when a threat is posed to service users, staff and visitors from a situation that requires an immediate security response; it is a process of controlling movement, access and egress of people around a given area, property or other specific buildings/areas in response to a credible identified risk, threat or hazard that might impact on the safety and security of people and assets or, indeed the capacity of that facility to continue to operate.

A lockdown will be called in response to many kinds of security breach, such as a serious altercation in a hospital or community setting/clinic based public area or unit, a suspected contamination or infection, missing service user. A decision to lockdown may take place because of a major incident (see EPRR Policy).

Lockdown of an area may be implemented by any person identifying a necessity to do so. However, if this is not a person with delegated responsibility for the security of the area, the decision should be reviewed at the earliest opportunity and the need and level of lockdown assessed.

2 Purpose

To provide an unambiguous statement of Lockdown applicable to Sheffield Health and Social Care NHS Foundation Trust (SHSC).

Where Lockdown is implemented, this policy aims to minimise the impact of such occurrence on safety, the delivery of service user care, the environment and property.

This policy applies wherever SHSC owes a duty of care to service users, staff or other individuals. It is to provide managers and staff with the necessary information to develop Lockdown plans within the service areas for which they have responsibility.

The policy should be read in conjunction with Business Continuity Plans and the Major and Critical Incident Plan but may be used as a stand-alone policy if required.

Where premises, sites or buildings occupied by SHSC staff have multi-occupancy arrangements, plans must fit with any overarching lockdown plan of the majority occupier.

3 Scope

This policy and procedure applies to all premises, sites, buildings or other areas that are under the control of SHSC staff. It requires all managers to prepare a procedure whereby the areas under the managers control can be effectively locked down when required. This may require collaborative working with other agencies or organisations.

This policy is to be viewed as complimentary to the SHSC Security Policy.

4 Roles and responsibilities

4.1 Chief Executive

The Trust Chief Executive has overall accountability for the Trust's Security arrangements. The Chief Executive has delegated the responsibility of ensuring effective implementation of security arrangements to the Executive Director of Finance.

4.2 SHSC Board

The Board will discharge its responsibilities as a provider of healthcare to ensure that suitable and sufficient governance arrangements are in place to manage security related matters, and to minimise risk.

4.3 Accountable Emergency Officer (AEO)

This person assumes overall responsibility for the EPRR and Business Continuity agendas, assumes responsibility to the Board of Directors to ensure compliance with EPRR core standards, provides a strategic lead on EPRR matters including attendance at Local Health Resilience Partnership (LHRP) meetings, with the Emergency Planning Manager, reviews this policy on an annual basis to ensure its continued relevance, and provides an annual report to the Board of Directors on the Trust's position in relation to the EPRR core standards.

4.4 Emergency Planning Manager (EPM)

This role is performed by the policy author who provides an operational lead on EPRR matters across all Trust business, ensures that EPRR matters are scrutinised by our Trust Audit and Risk Committee and appropriate assurance sought on each EPRR work stream; supports the Accountable Emergency Officer at a strategic level, writes and updates EPRR plans and policies and ensure these are distributed for consultation internally and externally as appropriate, liaises with staff at all levels as appropriate to assist with their understanding of EPRR requirements, represents the Trust at external meetings and exercises, is available to provide operational support and advice as necessary with regard to EPRR matters in the event of a Business Continuity, Critical or Major Incident; liaise with the Security and Fire Officer to ensure this policy interfaces with related plans, policies and procedures.

4.5 Non-Executive Directors

The requirement for a Non-Executive Director as set out in the Secretary of State Directions to NHS Bodies on Security Management Measures 2004 (amended 2006) in SHSC is a committee responsibility, not an individual. Their role is to support, and where appropriate, challenge on issues relating to security management at Board level.

4.6 Security and Fire Officer

The Security and Fire Officer is available to offer support and advice in matters of Security as considered necessary within the workplace.

4.7 All staff

All staff must adhere to this policy and the Trust's relevant security procedures in the areas for which they are responsible and / or for the activities they undertake.

All staff must take reasonable precautions for their own security and that of persons who may be affected by their acts or omissions at work.

The responsibility for providing a safe and secure environment affects all staff groups. It is therefore fair for all staff to accept responsibility for security in the course of their normal working duties to promote the security awareness culture as it affects everyone. To support a lockdown, staff are likely to have to carry out activities that are outside of their normal job description.

4.8 Departmental / Line managers and heads of department

Managers and Heads of Department will ensure Risk Assessments are carried out in relation to the potential for security related incidents within their working environments and are reviewed. They will ensure that all security incidents are reported through the SHSC Procedure for Managing and Reporting of Accidents, Untoward Incidents and Serious Untoward Incidents.

Managers shall, when planning new service developments, be aware of potential security issues. The implications of these should be considered and control measures should be implemented.

Managers will ensure that all staff, particularly those working in high risk environments, are protected as far as is reasonably practicable and all relevant control measures are implemented.

Managers will create and manage lockdown procedures, ensuring their staff are aware of their roles within a lockdown scenario.

Display the relevant action card in staff only areas, implement lockdown procedures where appropriate and review them at no less than 2 yearly intervals, or more frequently if there is an environmental/staff change which may impact on the procedure.

4.8 Trust Emergency Preparedness Group

Receives key operational lockdown risk areas and assurances from the Emergency Planning Manager.

Monitors the completion of lockdown procedures against SHSC premises list and the effectiveness of the procedures as they are practised.

Escalate any issues to the Audit and Risk Committee through its minutes.

5 Procedure and Implementation

5.1 The key elements to consider when locking down an area are:

- Preventing the entry, exit and movement of people in the area in order to exclude or contain staff, patients and visitors, depending on the location of the risk.
- All visitors should be requested to follow directions to support a lockdown; however, it is noted that the containment of any person against their will is prohibited.
- Ensuring that there is good communication between other persons who may be at risk, including other teams within a building, the On-call Manager and staff in neighbouring buildings if on SHSC sites.
- Ensuring that there is clear communication between Operational, Tactical and Strategic levels of command and control.

A lockdown may be either partial, progressive or full.

5.2 Partial lockdown (static or portable)

A partial lockdown is the locking down of a specific building or part of a building. The decision to implement a partial lockdown will usually be in response to an incident.

This response will help to ensure that identified critical assets such as personnel and property are protected.

A partial lockdown can be static or part of a portable lockdown whereby an ongoing lockdown is moved from one location to another.

5.3 Full lockdown

A full lockdown is the process of preventing freedom of entry to and exit from either an entire site or specific area, building or premises. In order to ensure a safe and secure environment it is essential that all relevant stakeholders engage in the development of a robust action plan.

5.4 Who can implement a Lockdown

By its very nature a lockdown may have to be considered in a variety of situations, many of which require an immediate implementation.

It is clear that if an incident is occurring externally to an area, the senior member of staff in the area should have the authority to make a decision to lock the area as an immediate response to protect patients, staff and others.

Any lockdown during normal office hours (Mon-Fri 09.00 – 17.00) will require the senior member of staff in the affected area to inform their Director.

Equally, a lockdown can be called out of hours by the On-call Manager in response to a larger or impending risk.

Any out of hours lockdown will require reporting to the on-call Manager. They may liaise with the on-call Director for advice. The On-call Manager will convey any decisions to the affected areas on whether a lockdown should continue, and when it is to end.

If a lockdown is implemented during normal working hours there should be regular communication between building occupants where the lockdown is occurring, and the Director and staff in other buildings affected. Out of hours there should be regular communication between the on-call manager and staff in affected buildings.

At an early stage during a lockdown the Director should call an online MS Teams meeting with the senior person in the affected location so that information about the reason for the lockdown can be shared and feedback can be given from the building(s) in lockdown. Out of hours this should be carried out by the on-call Manager and on-call Director.

Detailed action cards are provided in appendices C to G.

5.5 Controlling access in the event of a Lockdown

In the event of a lockdown all staff should note that although healthcare sites are open to the public and members of the public have an implied licence to enter them, the owner of the premises has the right to refuse access.

Whilst NHS staff can provide directions to individuals within areas under their control (for example, stating which exit someone can use), it is unlawful to forcibly prevent exit (with the exception of service users legally detained).

Nonetheless, there may be circumstances when a lockdown is desirable. If this occurs,

staff can appeal to individuals to remain in the area identified for lockdown, ensuring that they are aware of the risks if they chose to leave. If individuals have mobility issues a suitable safe exit route should be identified that, as far as possible, takes account of these.

5.6 Guidance on developing plans for Lockdown
Creating a lockdown procedure is a four step process.

1) **Complete the Building Profile** – This will help assess the risks that are present, and the complexities of locking the building down (appendix A).
2) **Choose the appropriate Lockdown Action Card** (appendices C to G) – The lockdown action card is an aide memoire for staff to use if a lockdown is required
3) **Communicate with all the staff** – All staff should be aware of what is needed when a lockdown is required, this should be discussed at team meetings and regularly updated.
4) **Practice** – At least once every 5 years a full lockdown practice should be completed to ensure that the plan works and staff are aware of their duties.

5.6.1 Identification of local stakeholders
Stakeholders in this context are all persons / organisations who will be either instrumental in establishing an effective lockdown or affected by the implementation of a lockdown. These stakeholders must be included in the planning process.

5.6.2 Building Profile (Appendix A)
Create a building profile to review the functionality and capability of locking down an area or premise either fully, partially or progressively. This will include:

- A full inventory of doors and windows
- The amount of glazing and ability to resist a blast or forced entry
- The ability to control access either manually or automatically
- The building shape, height and condition for surviving a blast
- Whether it has a ventilation system which could spread a contaminant
- Where power supplies are housed

5.6.3 Refuge
As part of the assessment, a room should be identified which has a telephone, is lockable and ideally has minimal windows. This will be the safest area to set up a refuge in the event of a major assault against the premise. Although unlikely to be required, it is preferable to have identified this room prior to it being required.

5.6.4 Lockdown procedure checklist
The lockdown procedure checklist is an aide memoire to ensure that the manager creating the procedure has considered all aspects that may be required. If, after completing the checklist, any aspect has a NO answer, then this should be rectified and the checklist completed again until the answer is yes (see appendix B).

5.6.5 Lockdown action cards
Using all available information gained from the assessments detailed above, the manager will choose the most appropriate action card from the four choices:

- Lockdown Action Card 1 (Appendix C)
  Suitable for a building where Trust staff are the only occupier and are fully responsible for the building.
- Lockdown Action Card 2 (Appendix D)
  Suitable for a building which has multiple different occupants / teams, but is

predominantly controlled by Trust staff. This requires agreement amongst all occupants.

- Lockdown Action Card 3 (Appendix E)
  Suitable for areas which are controlled by one manager, but involve multiple buildings, or a large building with multiple, separate, areas within.

- Lockdown Action Card 4 (Appendix F)
  Suitable for building / area where Trust staff are not the controller for the building. This requires an agreement with the building manager to ensure that Trust staff safety will be maintained, and to comply with the policies and procedures put in place by the building manager.
- Lockdown Action Card 5 (Appendix G)
  Action Card for Head of Service and On Call Manager upon receipt of information that a lockdown is required or in progress.

5.7 Creation of the Lockdown procedures
Each Trust premise, sites, building or area under a manager's control should be capable of quickly achieving a partial or full lockdown in the event of any given emergency. These arrangements will vary in complexity depending on the size of the area and the scale of the emergency.

Each building is unique so it is important that for each premise, site, building or area an assessment is made of the capacity and capability to lockdown. This should be done by completing the building profile document (appendix A). The document will identify, amongst physical characteristics of the building:

- Who the manager is – They will usually be the lead for calling a lockdown, co-ordinating the process in their building, communicating the arrangements to their staff and acting as the point of communication if they are required to lockdown the building that was originally called in other premises on the site (progressive lockdown).
- A refuge area for staff to move away from the source of danger.

The building profile will indicate the local features and arrangements, including individual responsibilities and what exits and entrances need to be controlled. This should be used in conjunction with the correct action card (appendices C to G) to determine what action to take if a lockdown is called. The lockdown planning document (appendix B) must also be completed by the manager, with the advice of the Fire and Security Officer if required, to confirm that suitable arrangements have been put in place.

Consideration should be given to the staff group in the building and whether there are any individuals with mobility issues to ensure that their needs can be met in the event of a lockdown (e.g. Having seating available).

Copies of the lockdown documents (appendices A and B) and relevant action card should be made available in each of the Trust premises and staff should be familiarised with these arrangements. In addition to this, copies of all the Trust lockdown documents will be held by the Emergency Planning Manager who will be responsible for monitoring that the procedures are updated at the agreed period.

6 Stand down from Lockdown

Once Lockdown has been completed and normal work routines recommence, all additional restrictive practices implemented because of Lockdown should be removed in a controlled manner as soon as practicably possible. The senior member of staff in control of the Lockdown is to ensure a debrief of the incident is undertaken with all

persons to analyse and evaluate the effectiveness of the Lockdown plan.

Incidents are to be reported in line with SHSC Incident reporting processes and the evaluation of the Lockdown used to amend/revise the plan where necessary.

To assist with learning from a Lockdown incident, the evaluation form at Appendix H should be completed.

7 Training

There are no specific training needs in relation to this policy, but the following staff will need to be familiar with its contents:

- Managers and all staff
- Fire and Security Officer
- Estates Managers
- Any other individual or group with a responsibility for implementing the contents of this policy.

As a Trust policy, all staff need to be aware of the key points that the policy covers. Staff can be made aware through a variety of means such as:

CPD sessions	Newsletters	Team meetings
One to one meetings	SHSC Extranet JARVIS	Supervision

8 Audit, monitoring and review

Area for Monitoring	How	Who by	Reported to	Frequency
Adherence of policy to EPRR core standards guidance issued by NHS England	Monitor NHS England EPRR guidance	Emergency Planning Manager	Audit and Risk Committee	5 times per annum
Compliance of Trust with core standards for EPRR	Written report to Trust Board of Directors	Accountable Emergency Officer	Audit and Risk Committee	5 times per annum
Consultation/Production and revision of EPRR plans and policies as required by EPRR core standards	Policies to be sent to appropriate staff and presented via TEPG to Policy Governance Group for approval, to ARC. Plans via Trust Emergency Preparedness Group (TEPG) to ARC.	Emergency Planning Manager	Policy Governance Group (Policies) Accountable Emergency Officer (Plans) Audit and Risk Committee	Plans and Policies in line with annual review dates. As scheduled 5 times per annum

	Written reports on progress to be provided to Audit and Risk Committee (ARC).			
Process for implementing, exercising and testing Lockdown Plans	Prioritise sites for preparing plans and implement within 3 months	Emergency Planning Manager	Directorate Governance Meetings	At least every 5 years

9 Implementation plan

Objective	Task	Executive/ Deputy/ Associate Director Responsibility	Timescale
Dissemination, storage and archiving	Version 2.1 will be included in extranet platform, JARVIS	Emergency Planning Manager	12/23
Publicising the policy	Communications	Emergency Planning Manager	12/23
	Policies Section Extranet page JARVIS	Emergency Planning Manager	12/23
	Archive former plan	Director of Corporate Governance	12/23

10 Development, consultation and approval

Consultation has taken place with all services and interdependencies including Communications, Finance, Facilities, Operational leads and Staff Side.

Policy approval through Policy Governance Group to Audit and Risk Committee

11 Links to other policies, standards (Associated documents)

Access and Exit Policy
Emergency Preparedness, Resilience and Response (EPRR) Policy
Security Policy
Critical and Major Incident Plan
Health & Safety Policy
Lone worker policy
Aggression and Violence Policy
Visitors Policy
Business Continuity Policy

12 References

NHS Protect Standards for providers 2015-16: Security management – standard 3.13
NHS Protect 20b Lockdown Guidance: NHS Security Management Manual.
NHS Protect, Department of Health's Emergency Preparedness Division
Secured by Design – Hospitals
The Health Building Note (HBN) 07 and other HBNs and Health Technical Memoranda (HTMs) – Department of Health's Estates and Facilities' Knowledge and Information portal.
NHS England Core Standards for Emergency Preparedness, Resilience and Response (EPRR) 2023 – NHS England
NHS England Emergency Preparedness, Resilience and Response Framework 2022
NHS England National Emergency Preparedness, Resilience and Response Unit
Civil Contingencies Act 2004
NHS Act 2006

13 Dissemination Record

Version	Date on extranet, JARVIS	Date of "all SHSC staff" email or equivalent	Any other promotion/ dissemination (include dates)
1.0	September 2019	September 2019	
2.0	September 2022	September 2022	
2.1	December 2023	December 2023	

14 Equality Impact Assessment

The management of SHSC are committed to providing equality of opportunity, not only in its employment practices but also in the services for this policy for which it is responsible. The Equality Impact Assessment of the policy is neutral.

SHSC also value and respect the diversity of their respective employees and the communities they service. In applying this policy they will have due regard for the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Provide for good relations between people of diverse groups.

15 Contact details

Title	*Name*	*Phone*	*Email*
Emergency Planning Manager	Terry Geraghty	0114 226 3147	Terry.Geraghty@shsc.nhs.uk
Fire & Security Officer	Stephen Price	0114 271 8189	Stephen.Price@shsc.nhs.uk

Appendix A

Building Profile

Site:	**Manager:**	
Characteristics	**Information required**	**Status**
Description of building's present use		Checked by: Date:
Basic shape		Checked by: Date:
Height of building, number of floors and their use		Checked by: Date:
Condition of the building		Checked by: Date:
Corridors		Checked by: Date:
Access and egress points in the building		Checked by: Date:
Car parking facilities for the buildings(s)		Checked by: Date:
External and internal doors		Checked by: Date:
Air conditioning facilities and vents		Checked by: Date:
How is the building powered?		Checked by: Date:
Who owns the property		Checked by: Date:
Security measures e.g. CCTV / access control / alarms		Checked by: Date:

Appendix B

LOCKDOWN PLANNING

A Checklist for the lockdown process PRELIMINARIES	**Yes/No**
Is there a building manager and is their name recorded with contact details?	
Were they involved in this assessment	
Have you completed the building profile?	
Have you chosen the most suitable lockdown action card?	
Have you printed it off with the emergency plan action cards?	
Have you had discussions with other building occupiers?	
Are all staff in the building aware of the need to work together?	
Is the Lockdown Procedure and Action Card in a readily accessible location?	
ASSESSMENT	**Yes/No**
Are all the doors lockable?	
Are all the windows lockable?	
Is your power supply protected as much as practicable?	
Do you know how to turn off the air conditioning system (if fitted)?	
Have you designated a single entrance for use in emergencies?	
KNOWLEDGE	**Yes/No**
Have all staff been made aware of the Lockdown Procedure and relevant Action Card?	
Do the staff know where the Lockdown Procedure and Action Cards are located?	
Do the staff know who is to take charge if the manager is absent?	
Do all staff know where the designated refuge office is? (land line, mobile friendly and lockable)	
Do the staff know who to report to during lockdown? E.g., Care Group / Corporate Director or Bronze on-call Manager (out of hours)?	
CHECKING – Testing lockdown procedures	**Yes/No**
Have you chosen a date and time to test the lockdown procedure?	
Have you informed the Business Continuity & EPRR Manager and the Security Advisor?	
Have you arranged a debrief meeting for this test?	
PROCEDURE	**Yes/No**
Is there a fast and effective process for notifying all the staff of a lockdown?	
Do staff have access to the lockdown action cards and procedure?	
Do staff know which windows and doors they are responsible for?	
Do staff know which door is to be manned to control access and exit?	

When complete, copy to Emergency Planning Manager and copy for your file

LOCKDOWN ACTION CARD 1 – TRUST OCCUPIED BUILDING

FAO SENIOR STAFF MEMBER
IF INSTRUCTED TO LOCKDOWN BUILDING BY TRUST STAFF OR EXTERNAL AGENCY:

1. Confirm who is providing instruction to lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Ensure you have their contact details. Start a log of your decisions and actions.

2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing blinds, moving away from windows, moving to defined refuge or safe place.

3. Confirm the contact details of the staff member coordinating the lockdown within the building including their mobile phone number and email address and provide these to the person providing the instruction to lockdown.

4. Communicate to all building occupants' "Lockdown" via all medium available – e.g. Use word of mouth, email, telephone. Ensure the building manager is informed that lockdown is taking place along with Head of Service or Director. In hours inform the Health and Safety Team. If out of hours, ensure Manager on Call is informed.

5. Provide information to building staff about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.

6. Assign a person to cover the main entrance/exit where visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any visitors/patients in the building.

7. Lock all exit doors and windows.

8. If required call 999 and request assistance as needed.

9. Be aware that a Microsoft Teams Meeting may be held to share information with affected buildings. This would normally be chaired by a director. Out of hours it may be chaired by on call Manager or Director.

FAO BUILDING OCCUPANTS
1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

FAO SENIOR STAFF MEMBER
IF UNILATERAL DECISION TAKEN TO LOCKDOWN BUILDING BY BUILDING OCCUPANTS:

1. Confirm the reason for lockdown and nature of risk. E.g. Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Start a log of your decisions and actions.

2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., closing of blinds, moving away from windows, moving to defined refuge or safe place.

3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity action card. If your reception has a HAZMAT/CBRN response box, follow the action cards contained within it.

4. Communicate to all building occupants "Lockdown" via all medium available – E.g. Use word of mouth, email, telephone. Ensure building manager is informed that lockdown is taking place along with Care Group Director (if part of a Care Group) or Director (if part of Corporate or Support Services). In hours inform the Trust Safety Team. If Out of Hours ensure Manager on Call is

informed (Bronze). Identify yourself as the staff member coordinating the lockdown within the building passing on your mobile phone number and email address.

5. Provide information about the nature of the risk and provide instructions of action to be taken. E.g. Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.

6. Assign a person to cover the main entrance/exit where visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any visitors/patients in the building.

7. Lock all exit doors and windows.

8. If required call 999 and request assistance as needed. If this is a Hazardous Material (HAZMAT) incident follow instructions of the emergency services.

9. Be aware that a Microsoft Teams Meeting may be held to share information with affected buildings. This would normally be chaired by a Director. Out of Hours it may be chaired by on call Manager or Director.

FAO BUILDING OCCUPANTS

1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

LOCKDOWN ACTION CARD 2 – TRUST CONTROLLED MULTI OCCUPANCY BUILDING

FAO SENIOR STAFF MEMBER
IF INSTRUCTED TO LOCKDOWN BUILDING BY TRUST STAFF OR EXTERNAL AGENCY:
1. Confirm who is providing instruction to lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Ensure you have their contact details. Start a log of your decisions and actions.

2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing of blinds, moving away from windows, moving to defined refuge or safe place.

3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity action card. If your reception has a HAZMAT/CBRN response box, follow the action cards contained within it.

4. Confirm the contact details of the staff member coordinating the lockdown within the building including their mobile phone number and email address and provide them to the person giving the instruction to lockdown.

5. Communicate to all building occupants' "Lockdown" via all medium available – E.g., Use word of mouth, email, telephone. Ensure the building manager is informed that lockdown is taking place along with Director. In hours inform the Health and Safety Team. If out of hours, ensure Manager on Call is informed.

6. Provide information to building staff about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.

7. Assign a person to cover the main entrance/exit where visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any visitors/patients in the building.

8. Lock all exit doors and windows.

9. If required call 999 and request assistance as needed.

10. Be aware that a Microsoft Teams Meeting may be held to share information with affected buildings. This would normally be chaired by a Director. Out of Hours it may be chaired by on call Manager or Director. Ensure that all staff are informed of updates.

FAO BUILDING OCCUPANTS
1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

FAO SENIOR STAFF MEMBER

IF UNILATERAL DECISION TAKEN TO LOCKDOWN BUILDING BY BUILDING OCCUPANTS:

1. Confirm the reason for lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Start a log of your decisions and actions.
2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing blinds, moving away from windows, moving to defined refuge or safe place.
3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity action card. If your reception has a HAZMAT/CBRN response box, follow the action cards contained within it.
4. Communicate to all building occupants' "Lockdown" via all medium available – E.g., Use word of mouth, email, telephone. Ensure building manager is informed that lockdown is taking place along with Care Group Director (if part of a Care Group) or Director (if part of Corporate or Support Services). In hours inform the Trust Safety Team. If out of hours, ensure Manager on Call is informed. Identify yourself as the staff member coordinating the lockdown within the building passing on your mobile phone number and email address.

5. Provide information about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.
6. Assign a person to cover the main entrance/exit where visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any visitors/patients in the building.
7. Lock all exit doors and windows.
8. If required call 999 and request assistance as needed. If this is a Hazardous Material (HAZMAT) incident, follow instructions of the emergency services.
9. Be aware that a Microsoft Teams Meeting may be held to share information with affected buildings. This would normally be chaired by a Director. Out of Hours it may be chaired by on call Manager or Director. Ensure that all staff are informed of updates.

FAO BUILDING OCCUPANTS

1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

LOCKDOWN ACTION CARD 3 – FOR AREAS CONTROLLED BY ONE MANAGER, BUT INVOLVE MULTIPLE BUILDINGS, OR A LARGE BUILDING WITH MULTIPLE, SEPARATE, AREAS WITHIN

FAO SENIOR STAFF MEMBER

IF INSTRUCTED TO LOCKDOWN BUILDING BY TRUST STAFF OR EXTERNAL AGENCY:

1. Confirm who is providing instruction to lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Ensure you have their contact details. Start a log of your decisions and actions.

2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing blinds, moving away from windows, moving to defined refuge or safe place.

3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity plan action card. If your main reception has a HAZMAT/CBRN response box, follow the action cards contained within it.

4. Confirm the contact details of the staff members coordinating the lockdown within the buildings/areas affected including their mobile phone numbers and email addresses.

5. Ensure those staff members communicate to all staff within their building/areas “Lockdown” via all medium available – E.g., Use word of mouth, email, telephone.

6. Inform the Head of Service or Director of the buildings/areas that have gone into lockdown. In hours also inform the Health and Safety Team. If out of hours, ensure Manager on Call is informed.

7. Ensure staff members coordinating the lockdown within the buildings affected provide information to staff about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.

8. Ensure staff members coordinating the lockdown within the buildings affected assign a person to cover the main entrance/exit to services within the building where visitors/patients may be present – this person must be briefed on the reason for the lockdown and requested that they inform any visitors/patients in the building.

9. Ensure staff members coordinating the lockdown within the buildings affected lock all exit doors and windows.

10. If required call 999 and request assistance as needed.

11. Be aware that a Microsoft Teams Meeting may be called to share information. This may be chaired by a Director. Out of Hours it may be chaired by Trust on call Manager or Director. Ensure that all staff are informed of updates. Ensure staff members coordinating the lockdown within the buildings affected are provided with details to be able to join this meeting.

FAO BUILDING OCCUPANTS

1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

FAO SENIOR STAFF MEMBER

IF UNILATERAL DECISION TAKEN TO LOCKDOWN BUILDING BY BUILDING OCCUPANTS:

1. Confirm the reason for lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Start a log of your decisions

and actions.
2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing blinds, moving away from windows, moving to defined refuge or safe place.
3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity action card. If your main reception has a HAZMAT/CBRN response box, follow the action cards contained within it.
4. Confirm the contact details of the staff members coordinating the lockdown within the buildings/areas affected including their mobile phone numbers and email addresses.
5. Ensure staff members coordinating the lockdown within the buildings affected communicate to all Trust staff within their building/areas “Lockdown” via all medium available – e.g., use word of mouth, email, telephone.
6. Ensure you inform the Head of Service or Director of the buildings/areas that have gone into lockdown. Identify yourself as the staff member coordinating the lockdown across the buildings and areas you are responsible for and pass on your mobile phone number and email address. Also pass on the contact details of those staff coordinating lockdown in specific buildings/areas. If Out of Hours, ensure Manager on Call is informed. In hours inform the Health and Safety Team.
7. Ensure staff members coordinating the lockdown within the buildings affected provide information about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.
8. Ensure staff members coordinating the lockdown within the buildings affected assign a person to cover their main entrance/exit to services where visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any visitors/patients in the building.
9. Ensure staff members coordinating the lockdown within the buildings affected lock all exit doors and windows.
10. Ensure staff members coordinating the lockdown within the buildings affected know that if required they should call 999 and request assistance as needed. If this is a Hazardous Material (HAZMAT) incident they should follow instructions of the emergency services.
11. Be aware that a Microsoft Teams Meeting may be held to share information with affected buildings. This may be chaired by a Director. Out of Hours it may be chaired by on call Manager or Director. Ensure that staff members coordinating the lockdown within the buildings affected all Trust staff are informed of how to join any MS Teams calls or are given updates.

FAO BUILDING OCCUPANTS

1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

LOCKDOWN ACTION CARD 4 – EXTERNALLY CONTROLLED MULTI OCCUPANCY BUILDING

FAO SENIOR STAFF MEMBER
IF INSTRUCTED TO LOCKDOWN BUILDING BY TRUST STAFF OR EXTERNAL AGENCY:
1. Confirm who is providing instruction to lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Ensure you have their contact details. Start a log of your decisions and actions.

2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing blinds, moving away from windows, moving to defined refuge or safe place.

3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity plan action card. If your reception has a HAZMAT/CBRN response box, follow the action cards contained within it.

4. Confirm the contact details of the staff member coordinating the lockdown within the building including their mobile phone number and email address.

5. Communicate to all Trust staff withing the building “Lockdown” via all medium available – E.g., Use word of mouth, email, telephone. Inform the Care Group Director (if part of a Care Group) or Director (if part of Corporate or Support Services). In hours also inform the Health and Safety Team. If out of hours, ensure Manager on Call is informed.

6. Provide information to Trust staff about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.

7. Assign a person to cover the main entrance/exit to Trust services within the building where visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any Trust visitors/patients in the building.

8. Lock all exit doors and windows.

9. If required call 999 and request assistance as needed.

10. Be aware that a Microsoft Teams Meeting may be called to share information. This may be chaired by a Trust Care Group Director or Director. Out of Hours it may be chaired by Trust on call Silver or Gold. Ensure that all staff are informed of updates.

FAO BUILDING OCCUPANTS

1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

FAO SENIOR STAFF MEMBER

IF UNILATERAL DECISION TAKEN TO LOCKDOWN BUILDING BY BUILDING OCCUPANTS:

1. Confirm the reason for lockdown and nature of risk. E.g., Accidental release of noxious gases or smoke in the local area, a potentially dangerous person or person carrying a weapon etc. Start a log of decisions and actions.
2. Confirm if any specific actions over and above closing and locking of doors should be taken E.g., Closing of blinds, moving away from windows, moving to defined refuge or safe place.
3. If a suspected Hazardous Material (HAZMAT) incident has occurred consult your business continuity plan action card. If your reception has a HAZMAT/CBRN response box, follow the action cards contained within it.
4. Communicate to all Trust staff within the building “Lockdown” via all medium available – E.g., Use word of

mouth, email, telephone. Ensure you inform the Head of Service or Director. In hours inform the Health and Safety Team. If out of hours, ensure Manager on Call is informed. Identify yourself as the staff member coordinating the lockdown within the building for Trust staff passing on your mobile phone number and email address.
5. Provide information about the nature of the risk and provide instructions of action to be taken. E.g., Close windows and doors, close blinds, move away from windows, movement to refuge / identified safe place.
6. Assign a person to cover the main entrance/exit to Trust services where Trust visitors/patients may be present – brief them on the reason for the lockdown and request that they inform any visitors/patients in the building.
7. Lock all exit doors and windows.
8. If required call 999 and request assistance as needed. If this is a Hazardous Material (HAZMAT) incident follow instructions of the emergency services.
9. Be aware that a Microsoft Teams Meeting may be held to share information with affected buildings. This may be chaired by a Director. Out of Hours it may be chaired by on call Manager or Director. Ensure that all Trust staff are informed of updates.

FAO BUILDING OCCUPANTS

1. If riot or malicious individuals outside, close any curtains/blinds, stay away from windows and doors. Shut off lights. Be quiet.
2. Do not use landline or mobile devices for anything other than lockdown.
3. Await further instructions.

LOCKDOWN ACTION CARD 5 – ACTIONS FOR NOTIFICATION RECEIVED IN HOURS AND OUT OF HOURS

IF INFORMED THAT A LOCKDOWN OF A BUILDING IS TAKING PLACE BY TRUST STAFF OR EXTERNAL AGENCY:

1. confirm the following:
• The name and contact details of the caller.
• Confirm the name and contact details of who you will liaise with in the affected buildings.
• The nature of the risk that has caused lockdown procedures to be activated.
• The name and location of the building(s) going into lockdown.
• The name of the teams affected in the buildings going into lockdown.
• Details of who owns/controls the building if it is not Trust premises.

2. Discuss with the caller how you may help with cascade of information. Trust Communications Team can issue messages (Trust wide) and send social media messages to SHSC staff – Consider use of these resources and others such as all staff email and appropriate message content. Trust On Call can send text messages via Switchboard emergency mobile to Directors.

3. If in hours inform the Chief Operating Officer or deputy. If out of hours Flow Co-ordinators will inform On Call. Manager who in turn will contact On Call Director. Update them on the situation as above.

4. Consider who the Trust contact will be for external agencies for matters relating to the incident. Consider activating Major Incident Command arrangements and the Major and Critical Incident Plan.

5. Agree a suitable time to chair a Microsoft Teams Meeting to coordinate a response and share information with key staff in the affected buildings. This would normally be chaired by a director. Out of hours it may be chaired by on call Manager or Director. Ensure you invite the following:

• Your contacts in the buildings affected.
• Head of Estates & Facilities or Estates Manager on call if out of hours.
• Other on-call staff if incident is likely to continue out of hours.
• External partners where appropriate – E.g. P police, and building owners if owned by an external partner.
• If a HAZMAT or CBRN incident contact the UK Health Security Agency (OKHSA) number available in the on call folder and CBRNe Plan.

6. If a Microsoft Teams meeting is impossible agree times when you will telephone staff in the affected buildings and the contacts above if required.

IF YOU NEED TO ACTIVATE LOCKDOWN OF A TRUST BUILDING(S)

1. Follow the Initial Response Aide Memoire contained in the on call folder and confirm the following:
• Confirm the name and contact details of who you will liaise with in the affected buildings that will coordinate the lockdown.
• The nature of the risk that has caused lockdown procedures to be activated.
• The name and location of the building(s) going into lockdown.
• The name of the teams affected in the buildings going into lockdown.
• Details of who owns/controls the building if it is not Trust premises.

2. When liaising with the coordinator(s) in the affected building(s) discuss how you may help with cascade of information to staff. Trust Communications Team can assist with this.

3. If in hours inform the Chief Operating Officer or deputy. If out of hours Flow Co-ordinators will inform Manager on Call. Update them on the situation as above.
4. Consider who the Trust contact will be for external agencies for matters relating to the incident. Consider activating Major Incident Command arrangements and the Major and Critical Incident Plan.
5. Agree a suitable time to chair a Microsoft Teams Meeting to coordinate response and share information with key staff in the affected buildings. This would normally be chaired by a Director. Out of

Hours it may be chaired by on call Manager or Director. Ensure you invite the following:
• Your contacts in the buildings affected.
• Head of Estates & Facilities or Estates Manager on call if out of hours.
• Other on staff if incident is likely to continue out of hours.
• External partners where appropriate – e.g. police, and building owners if owned by an external partner.
• If a HAZMAT or CBRN incident contact the UK Health Security Agency (OKHSA) number available in the on call folder or CBRNe Plan.
6. If a Microsoft Teams meeting is impossible agree times when you will telephone coordinating staff in the affected buildings.

Lockdown Post Incident Evaluation

Questions?		Yes	No	Action(s)
The Local Lockdown Plan				
1	Did the local lockdown alert system work?			
2	Were all appropriate individuals informed?			
3	Did all individual respond to the plan in a timely manner?			
4	Was the sequence for securing doors/windows correct?			
5	Were cordons established at identified locations in a timely manner?			
6	During lockdown was communications distributed/received quickly?			
7	During the activation stage were identified outcomes achieved?			
8	During the deployment stage were outcomes achieved?			
9	During the maintenance stage were outcomes achieved?			
10	During the stand-down stage were outcomes achieved?			
11	Throughout the lockdown were business continuity arrangements satisfactory?			

Questions?		Yes	No	Action(s)
Security Factors				
12	Was the appropriate lockdown alert/alarm system activated at the onset and did it work effectively?			
13	Did all locks function correctly?			
14	Were all locks of suitable strengths to perform their function?			
15	Where appropriate were all external doors locked?			
16	Where appropriate were all internal doors locked?			
17	Where appropriate were all windows locked?			
18	Where all identified access/egress points secured?			

Questions?		Yes	No	Action(s)
Security Factors cont.				
19	Where appropriate were corridors secured/			
20	If a manual lockdown was initiated was the building/Site secured?			
21	Where access control systems were used were they appropriately controlled/			
22	Were there any breaches in the lockdown? if so how?			
23	Where security lighting systems were used did they perform suitably to support lockdown?			
24	Where appropriate were car parking			

	areas secured?			
25	Were cordons established and if so were they effective?			
26	Where safety and controlled zones were established were they effective?			
27	Where air-conditioning systems and building services i.e. gas/electricity were required to be isolated was this implemented effectively?			

Questions?		**Yes**	**No**	**Action(s)**
Work Force				
28	Did all staff collect their action cards?			
29	Did the action cards reflect the staff roles during lockdown?			
30	Did action cards require fulfil their purpose?			
31	Where appropriate were the supporting lockdown resources easily accessible?			
32	Were the supporting lockdown resources adequate?			
33	Did all staff collect their supporting lockdown resources?			
34	Were all supporting resources working correctly?			
35	Did all staff take up their lockdown positions within the agreed timeframe?			
36	Was there adequate numbers of staff available to achieve the lockdown? If not how many additional staff are required and where are they to be sourced from?			
37	Did all appointed command groups work effectively?			
38	Were all communications appropriate and sent/received to the appointed people at the right time?			

Questions?		**Yes**	**No**	**Action(s)**
Work Force cont.				
39	Where appropriate were joint working arrangements between internal and external stakeholders achieved?			
40	Were all crowd management issues effectively controlled? If not provide reasons?			
41	During lockdown were staff effectively managed to provide resilience?			
42	Has a staff de-brief been conducted where the effectiveness of arrangements, roles and responsibilities during lockdown were discussed			
43	During staff debrief was it identified that the lockdown was both suitable and sufficient? if not provided details of how the lockdown plan is to be amended.			