



Heroes Centre LTD

Lockdown

POLICY

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POLICY CREATED BY MR. S. GHALIB

Lockdown Policy

1. Introduction:

- The safety and security of all individuals at Heroes Centre Limited are of paramount importance. This Lockdown Policy outlines the procedures to be followed in the event of a lockdown situation to ensure the safety and well-being of staff, students, and visitors.

2. Activation of Lockdown:

- A lockdown may be initiated in response to various emergencies, including but not limited to security threats, intruders on the premises, or incidents occurring in the vicinity that pose a risk to the safety of individuals within the centre.
- Only authorised personnel, including management or designated security staff, have the authority to initiate a lockdown.

3. Notification and Communication:

- Upon initiation of a lockdown, an alert will be issued through the centre's communication system, informing all staff members, students, and visitors of the lockdown situation.
- Staff members will communicate the lockdown status to all individuals within their vicinity, instructing them to follow lockdown procedures.

4. Lockdown Procedures:

- All individuals within the centre must immediately move to a secure location designated for lockdown purposes.
- Classroom doors should be locked, blinds or curtains drawn, and lights turned off to make the room less visible from the outside.
- Staff members will ensure that all individuals remain quiet and out of sight, taking cover behind furniture or other available barriers if possible.
- No one should leave the designated lockdown area until an official "all clear" announcement is made by authorised personnel.

5. Response to Emergency Services:

- Emergency services will be contacted immediately to report the lockdown situation and provide relevant information, including the nature of the emergency and the location of the centre.
- Staff members will follow instructions from emergency services personnel and provide assistance as needed to facilitate their response.

6. Communication During Lockdown:

- Communication during lockdown should be limited to emergency situations only. Staff members should refrain from using mobile phones or making unnecessary noise that could compromise their safety or the effectiveness of the lockdown.

7. Alarm System and Panic Buttons:

- Heroes Centre Limited's alarm system is managed by Verisure Security. In addition to the lockdown procedures, there are panic buttons located in reception and SOS buttons on the wall for immediate assistance.

- If an emergency situation arises, the security team will check and send guards and inform the police accordingly.

8. Deactivation of Alarm with Police Response:

- In the event that someone forces a staff member to deactivate the alarm, an alternate method is in place. By entering the standard 4-digit alarm code plus 2, the alarm will deactivate, but police and security will be immediately notified and dispatched to the location.

- This feature is designed to ensure that even if the alarm is deactivated under duress, authorities will still respond promptly to the situation.

9. Training and Drills:

- Regular training sessions and drills will be conducted to familiarise staff members, students, and visitors with lockdown procedures and ensure readiness to respond effectively in an emergency situation.

10. Review and Revision:

- This Lockdown Policy will be reviewed periodically to ensure its effectiveness and alignment with best practices in emergency preparedness and response.

- Feedback from staff members, students, and visitors will be solicited and considered in the review process to identify areas for improvement.

Conclusion:

- By adhering to the procedures outlined in this Lockdown Policy, Heroes Centre Limited aims to minimise risks and ensure the safety and security of all individuals within the centre during emergency situations. We appreciate your cooperation and commitment to maintaining a safe environment for everyone.