**LOCKDOWN PLANNING**

**A Checklist for the lockdown process**

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| **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? |  |

If the answer is NO to any of the above, create an action plan to rectify and then re-assess.

**When complete, Copy to the Safety Team and Copy for your file**