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| **LOCKDOWN ACTION CARD 1 – TRUST OCCUPIED BUILDING** | http://nww.intranet.rdash.nhs.uk/wp-content/uploads/2012/07/Rotherham-Doncaster-and-South-Humber-NHS-Foundation-Trust-RGB-BLUE-700x314.jpg |
| **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 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 (Bronze) 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 Care Group Director or Corporate Director. Out of hours it may be chaired by on call Silver or Gold.

**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.
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| **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 Care Group Director or Director. Out of Hours it may be chaired by on call Silver or Gold

**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.
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