|  |  |
| --- | --- |
| **LOCKDOWN ACTION CARD 3 – FOR AREAS ONTROLLED BY ONE MANAGER, BUT INVOLVE MULTIPLE BUILDINGS, OR A LARGE BUILDING WITH MULTIPLE, SEPARATE, AREAS WITHIN** | 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. 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 Care Group Director (if part of a Care Group) or Director (if part of Corporate or Support Services) of the buildings/areas that have gone into lockdown. In hours also inform the Trust Safety Team. If out of hours ensure Manager on Call (Bronze) 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 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. 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 Care Group Director (if part of a Care Group) or Director (if part of Corporate or Support Services) 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 (Bronze). In hours inform the Trust 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 Care Group Director or Director. Out of Hours it may be chaired by on call Silver or Gold. 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.
 |