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| **LOCKDOWN ACTION CARD 5 – ACTIONS FOR SILVER (IN HOURS) AND BRONZE (OUT OF HOURS)** | [http://nww.intranet.rdash.nhs.uk/wp-content/uploads/2012/07/Rotherham-Doncaster-and-South-Humber-NHS-Foundation-Trust-RGB-BLUE-700x314.jpg](http://nww.intranet.rdash.nhs.uk/home/corporate-templates/rotherham-doncaster-and-south-humber-nhs-foundation-trust-rgb-blue/) |
| **IF INFORMED THAT A LOCKDOWN OF A BUILDING IS TAKING PLACE BY TRUST STAFF OR EXTERNAL AGENCY:**   1. Follow the Initial Response Aide Memoire contained in the [on call folder](file:///L:\Corporate\Trust%20OnCall%20Rotas\Gold%20and%20Silver%20on%20Call%20Folder%20Plans%20Policies%20&%20Action%20Cards\1.%20Initial%20Response%20Aide%20Memoires) and 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.  1. Discuss with the caller how you may help with cascade of information. Trust Communications Team and the Business Continuity and EPRR Manager can issue desktop popup messages (Trust wide) and send text messages to all Trust mobile phones – Consider use of these resources and others such as all staff email and appropriate message content. Trust Silver on Call can send text messages using the [PageOne system](https://www.rdash.nhs.uk/publications/policies/desktop-alerts-popup-messages-communication-system-sop/). 2. If in hours inform the Chief Operating Officer or deputy. If out of hours Bronze on Call will inform Silver on Call. Update them on the situation as above. 3. Consider who the Trust contact will be for external agencies for matters relating to the incident. Consider activating Gold Command arrangements and the [Major Incident and Major Incident Recovery Plan.](https://www.rdash.nhs.uk/publications/trust-major-incident-major-incident-recovery-plan/) 4. 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 Care Group Director or Corporate Director. Out of hours it may be chaired by on call Silver or Gold. 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.  1. 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](file:///L:\Corporate\Trust%20OnCall%20Rotas\Gold%20and%20Silver%20on%20Call%20Folder%20Plans%20Policies%20&%20Action%20Cards\1.%20Initial%20Response%20Aide%20Memoires) 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.  1. 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 and the Business Continuity and EPRR Manager can issue desktop popup messages (Trust wide) and send text messages to all Trust mobile phones – Consider use of these resources and others such as all staff email and appropriate message content. Trust Silver on Call can send text messages using the [PageOne system](https://www.rdash.nhs.uk/publications/policies/desktop-alerts-popup-messages-communication-system-sop/). 2. If in hours inform the Chief Operating Officer or deputy. If out of hours Bronze on Call will inform Silver on Call. Update them on the situation as above. 3. Consider who the Trust contact will be for external agencies for matters relating to the incident. Consider activating Gold Command arrangements and the [Major Incident and Major Incident Recovery Plan.](https://www.rdash.nhs.uk/publications/trust-major-incident-major-incident-recovery-plan/) 4. 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 Care Group Director or Director. Out of Hours it may be chaired by on call Silver or Gold. Out of Hours it may be chaired by on call Silver or Gold. 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](file:///L:\Corporate\Trust%20OnCall%20Rotas\Gold%20and%20Silver%20on%20Call%20Folder%20Plans%20Policies%20&%20Action%20Cards\2.%20Internal%20Trust%20Information\Contact%20Information).  1. If a Microsoft Teams meeting is impossible agree times when you will telephone coordinating staff in the affected buildings. | |