



Health and Safety

for congregations

Lockdown

An emergency lockdown will be implemented in situations where it may be safer for occupants to shelter inside a building, to ensure they are protected from an external threat such as a security issue.

- Remain calm. Try to encourage others to remain calm.
- Lock the doors and windows into the room if possible. If it is not possible to lock them, place furniture and equipment in front of them to barricade them.
- Use whatever means possible to try to restrict visibility in to the room such as, placing furniture and equipment in front of the door, covering any glass windows, and glass panels in doors.
- Move away from doors and windows. Get down and stay close to the floor. Stay under furniture.
- Call the police when safe to do so and follow instructions.
- Check that all children, staff and visitors are accounted for.
- Ensure any children, staff or visitors with medical or other needs (including those that are non-ambulant) are supported and if possible, have access to any required medications.
- Turn off any lights where possible.
- Remain quiet so that no attention is drawn to an individual.