



ACCXEL EMERGENCY LOCKDOWN PROCEDURE

1. Purpose

This procedure outlines the steps to be taken in the event of an emergency lockdown at AccXel, ensuring the safety and security of all students, staff, and visitors. A lockdown is initiated when there is a direct threat to the campus, such as an active shooter, intruder, or other violent situations that pose an immediate risk.

2. Scope

This procedure applies to all students, staff, faculty, and visitors on the college campus during normal operating hours. It covers steps to take when a lockdown is called, including communication, securing rooms, and evacuation (if necessary and safe).

3. Definitions

- **Lockdown:** A safety procedure to secure the building or specific areas within the campus in response to an imminent threat.
- **All-Clear Signal:** An official announcement confirming that the threat has been resolved, and it is safe to resume normal activities.

4. Lockdown Initiation

- A lockdown will be initiated when an immediate threat is identified by the college, local law enforcement, or a senior staff member. This could be due to an active shooter, dangerous intruder, or other serious threats to campus safety.
- The **emergency lockdown signal** will be activated through the college's communication systems (3 x alarm sound).
- Staff and students are expected to follow instructions quickly and calmly.

5. Lockdown Procedure:

Step 1: Initial Alert

- When the lockdown alert is received, immediately stop what you are doing and listen for further instructions.
- Do not attempt to leave the building or move to another area unless instructed by emergency personnel or college authorities.

Step 2: Secure Yourself in a Safe Area

- If you are inside a classroom or office, **lock the doors** and **close all windows**.
- **Turn off all lights** and ensure that all students, staff, and visitors are away from windows and doors.
- **Remain silent** and **stay out of sight**. A senior member of staff will use a phone to quietly call 999.
- If possible, use available objects to block the door (e.g., desks, chairs, or heavy furniture).

Step 3: Barricade and Stay Hidden

- If you are not near a designated safe area, find the nearest enclosed room or area, lock the door, and barricade it using available objects (e.g., desks, cabinets, or any heavy furniture).
- If no safe room is available, hide in a location that cannot be easily seen from the hallway or door (e.g., under desks, behind furniture).

Step 4: Remain in Lockdown

- Stay in your secure area and continue to remain silent. Do not open the door for anyone unless you have confirmed it is a law enforcement officer or authorized personnel who gives you the all-clear signal.
- If you are in an open area (e.g., hallway or cafeteria), try to find a room or secure space to hide.

Step 5: Communication

- Do not use a phone to make calls or use a messaging app.
- Do not use social media to report the situation or provide real-time updates, as this may interfere with emergency response efforts.

Step 6: Await the All-Clear Signal

- Remain in lockdown until you receive an official **All-Clear Signal** from a trusted authority (e.g., college staff, law enforcement). One continual ring.
- **Do not leave your secured area until the all-clear signal is given.**

6. If Outside the Building During a Lockdown

- If you are outside during a lockdown, immediately **move away from the building** and take cover in a safe location, such as a nearby park, car park, or open area.
- If you are in the vicinity of a building or near a threat, **do not attempt to enter the building**. Stay clear and follow any instructions from emergency personnel.

7. After the All-Clear Signal

- After the lockdown is lifted, follow any further instructions provided by emergency personnel or college authorities. This may include evacuation procedures or returning to normal operations.

- **Do not re-enter any classrooms or areas that are not authorised until all areas have been checked by law enforcement.**

8. Evacuation Procedure (If Safe to Evacuate)

In some situations, it may become safer to evacuate the building rather than remain in lockdown. If evacuation is possible:

- **Wait for law enforcement or college staff to confirm it is safe to leave** before evacuating.
- Evacuate calmly and orderly through designated exits.
- Do not use elevators.
- Move away from the building and proceed to the designated assembly area or safe zone, where you will be accounted for.

9. Post-Incident Support

- Once the situation is resolved, support services will be available to students and staff who require assistance.
- A debriefing session will be held for all staff and students involved to review the event and ensure readiness for future emergencies.

10. Staff Responsibilities

- **Instructors/Faculty:** Faculty members will direct students to secure rooms and ensure that all doors and windows are locked. They should account for all students and provide instructions on staying calm and hidden.
- **Security Personnel:** College staff will coordinate with law enforcement, direct evacuations (if necessary), and provide assistance to ensure the safety of all individuals on campus.
- **Administrative Staff:** Administrative staff should monitor the situation through communication channels, assist in contacting emergency services, and provide up-to-date information to those in lockdown.

11. Training and Drills

- The college will conduct regular lockdown drills to ensure that students, staff, and faculty are familiar with the procedure and can respond quickly and effectively in an emergency situation.
- Drills will be held at least twice a year, with feedback collected from participants to improve the procedure and address any areas of concern.

This procedure is designed to ensure the safety and security of everyone on campus in the event of a lockdown situation. By following these steps, we can minimise the risk of harm and respond effectively to threats.

This document will be reviewed annually.

Signed: 

Date: 25/01/2026

Review date: 25/1/2027