



Lockdown procedure

What Is a dance club Lockdown?

Lockdowns are enforced when children, staff, volunteers and guardians need to be secured inside a building for their safety. This may be necessary during emergencies such as hostile intruders, terrorist attacks, environmental hazards, chemical spills, gas leaks, or dangerous animals on the property. If there is a threat inside the building, such as a fire, the premises should be evacuated. However, if the threat is outside, lockdown procedures should be initiated to keep everyone safe

Types of dance club Lockdown:

There are two types of lockdowns that we may need to enforce:

Partial Lockdown:

If a threat is identified outside the building, we will:

- Contact the emergency services immediately
- Initiate a partial lockdown. Ensure all staff and students are inside the building and lock external doors to prevent anyone from entering or leaving.
- Contact the caretaker if on site to close all gates and entrance doors.
- Conduct a register to account for all students and contact emergency services if any students or staff are missing.
- Contact the caretaker if not on site.
- Notifying Parents/Guardians: Inform them of the lockdown by text or email.
- Not allow pupils to leave the building, even if requested by a parent or guardian.
- Use the fire alarm system to alert everyone if an evacuation is required

Full Lockdown:

If a threat gains entry to the building:

- Contact the emergency services immediately
- Initiate a full lockdown.
- Contact the caretaker if on site.

- If external gates and door are open, leave them open to avoid risking staff safety to lock them.
- Staff and students should stay in inside, and remain out of sight, such as by hiding in the kitchen, classroom or other rooms available that can be locked.
- Close blinds to obscure visibility.
- Conduct a register and inform emergency services if anyone is missing.
- Contact the caretaker if not on site.
- No one should leave their secure location during a full lockdown
- Notifying Parents/Guardians: Inform them of the lockdown by text or email.
- Not allow pupils to leave the building, even if requested by a parent or guardian.
- Use the fire alarm system to alert everyone if an evacuation is required

Students, staff and guardians if on site will be informed of a lockdown by Laura Davies.

Laura Davies

Date: 20/09/2024

Signed:



Reviewed September 2024