



Lockdown Procedures

Introduction

Lockdown procedures are intended to give a response to fast-moving incidents such as a firearms or weapons attack either directly at the site or in the vicinity. Lockdown procedures should be a sensible and proportionate response to any internal or external incident which has the potential to pose a threat to the safety of Cathedral staff and visitors. Procedures should aim for minimum disruption to the Cathedral environment whilst ensuring the safety of all staff and visitors. This procedure has been written with reference to NaCTSO (National Counter Terrorism Security Office) guidance on 'Developing Dynamic Lockdown Procedures' and Southwark Cathedral's agreed Emergency Procedures.

Firearms or Weapons attack by a lone gunman or group on the Cathedral premises

The first priority is to **STAY SAFE**.

The 'Stay Safe' principles of 'Run, Hide, Tell' will be followed as a matter of course.

- If there is a safe route for evacuation to occur, then visitors and staff will be advised to leave the site and immediate area as quickly as possible
- In addition to the Education Centre's main entrance, there is a fire exit which may be used under these circumstances
- There are four exits from the Cathedral itself, and in the case of an emergency, the churchyard gates will be opened to allow an evacuation to occur
- Details of an assembly point will be received from the Verger on duty
- If an evacuation is not possible, then cover will be sought in identified places within the Education Centre or in the Cathedral itself; teachers and group leaders will be directed by Cathedral staff

Incidents where the Emergency Services give the instruction to REMAIN on site

- The identified assembly point for Education Centre visits in these circumstances is the Education Centre, where staff and visiting groups will assemble until given instructions by the Verger on duty
- Verger on duty and Refectory Manager will ensure that emergency fresh water, food supplies and air beds are available; emergency supplies are also kept in the Education Centre and Cathedral Sacristy

Lockdown

- There may be other circumstances, such as: an individual posing a threat to groups, staff or themselves or an extreme weather event (though this is not an exhaustive list), where a lockdown procedure may be initiated
- It is important that the lockdown procedure is able to be activated as soon as possible and so we group leaders must follow the instructions of Cathedral staff immediately
- School groups and visitors will be directed by Cathedral staff either to the Education Centre or an identified Cathedral space
- Internal and external doors to the Cathedral and Education Centre will be locked under the direction of the Verger on duty or Emergency Services
- Doors to the Education Centre or agreed Cathedral safe space will be locked, by a staff member
- Windows locked
- Visitors sit quietly out of sight (e.g. under tables or around a corner)
- Lights will be turned off
- Mobile phones will need to be turned to silent
- Staff and visitors will remain in lockdown until lifted by the Verger on duty or Emergency Services
- During lockdown, Cathedral staff will keep lines of communication open
- Affected schools and organisations will be contacted by the visit leader where it is safe to do so
- Schools and organisations will be responsible for disseminating information to parents and carers as it is received from the Cathedral
- Groups will not be permitted to leave the Cathedral during a lockdown

Communication with schools and organisations

- We will share lockdown procedures as outlined above with schools and organisations. However, following current guidance, details such as the location of agreed Cathedral places of safety will not routinely be shared
- In the event of lockdown, we will communicate any development or incident to the visit leader to enable them to inform their school or organisation as soon as is practicable
- We are aware that schools, organisations and parents will be concerned about the group's safety and we will endeavour to sustain regular communication (where practicable) to help to alleviate anxiety
- Schools, organisations and parents should not attempt to travel to the Cathedral whilst it is in lockdown, as this could interfere with the work of the Emergency Services

Risk assessment

- For the duration of their visit, school children and other groups remain the responsibility of their school or organisation. It is, therefore, the expectation that – in line with current guidance – schools and organisations undertake their own risk assessments in addition to any guidance and documentation sought from the Cathedral