

Emergency procedure and lockdown



Roots *and* Shoots

2020-21

WALNUT TREE WALK, KENNINGTON, SE11 6DN

Charity number: 1064070

Emergency Procedure and Lock Down

The aim of the Procedure is to provide guidance to those members of staff who may be required to take action in the events that Roots & Shoots is notified of a security emergency in the area.

The Procedure will also inform the training of certain staff will need and identify which staff this will apply to.

It is recognised that Roots & Shoots could be notified of an incident through a numbers of possible methods: via the national or local internet service, the local radio service, by telephone, in person by a member of the police or security services, or through public news channels

It is vital that Key Staff are familiar with the Procedure and with the action that it may be necessary to take.

Notification of a security incident in the locality is likely to give rise to two possible scenarios:

1. Roots & Shoots is advised by the security authorities to evacuate the building with immediate effect
2. Roots & Shoots is advised not to let anyone leave the building but to 'lock down'

The person receiving the notification must ensure they obtain as much information as possible by following the checklist:

1. Who is making the notification?
2. What is the nature of the threat?
3. Where is the threat at present?
4. Are there any threats at present?
5. Are there any restrictions as the direction people may go?
6. Are there any restrictions affecting the public transport?

The person receiving the information must pass this on to Key Staff. Having assessed the notification appears genuine the Key Staff will determine the appropriate course of action.

In the event of being advised to evacuate the building:

Key Staff will ensure the fire alarm is sounded in order to evacuate the building

Key Staff, supplemented by other staff will cover the emergency exit in order to ensure those leaving the building do not assemble at fire points but are made aware of the threat and to pass on to any information that has been given about the direction they should head, or avoid, or on any restrictions to public transport.

Key Staff will remain in positions to prevent any persons approaching the building and pass on any information

In the event of being advised to 'lock down'

The following procedure will be activated:

- Key Staff will secure all external doors as a first priority (including disabling those operated with key fobs)
- Key Staff will inform occupants of the building of the situation and any further advice as instructed by the management team
- Key Staff will continue to support occupants by relaying appropriate messages until the building can be evacuated.

Signed by the Director:

Randa Phillips

Date: 9/11/20

Signed by the Chair of Trustees:

V. a. Doytel

Date: 9/11/20