

# Lockdown Procedure

## Introduction

A lock-down would be used any time a group of guests at your camp need to be contained and protected inside camp buildings. This could include; an armed or dangerous person roaming the camp ground, a dangerous animal on the camp grounds, siege or hostage situation.

## Procedures

1. In the event of an incident, the person witnessing the incident must notify the camp office immediately to raise the alarm. The Camp Director or designated person in charge will be advised and a decision made about the need for a 'lock-down'. Police should also be advised if a lockdown is required.
2. An Emergency lock-down will be announced over the intercom/communication devices eg. walkie-talkies or other staff communication methods eg. Messenger/WhatsApp as follows (The lock down alarm will need to be activated by a designated Camp staff person)  
*"This is a LOCK DOWN!  
This is NOT a fire drill  
everyone is to stay inside and carry out lock-down procedures."*
3. At this signal, all guests will remain in the room they are in.
4. Should the emergency lock-down occur while all guests are outside then guests will move to the main hall if it is safe to do so, or the closest safe building. All staff will supervise this and leaders/teachers/staff and support people will proceed to the main hall or closest safe building as quickly as possible.
5. Camp staff /leaders/teachers or supervising adults will lock doors, close and lock windows, turn off lights and anything else that may draw attention (e.g. music, computers) and where possible blinds and curtains should be closed.
6. **Everyone should remain under tables or chairs, below window level and out of sight.**
7. Staff /leaders/teachers should remain calm and quietly reassure children.  
NO ONE SHOULD MOVE ABOUT THE CAMP or put themselves at risk.
8. Keep phone extensions clear and mobile phones turned on and switched to silent.
9. Remain in this position until the 'all clear' communication is received. This will also be an intercom message as well as a walk around by the Camp Director or designated person.
10. Carry out a roll call as soon as the emergency is over.
11. Where a lock-down lasts for an extended period of time or beyond normal camp hours, parents will be notified via local media and with the assistance of the police.
12. A lock-down practise drill will be carried out at least once a year, parents will be informed and processes reviewed.
13. In the event of an actual 'lock-down' an explanatory letter will be sent home inviting further information if requested.