

## LOCKDOWN PROCEDURE

### INTRODUCTION

A lockdown will be implemented anytime gymnasts/workers/spectators need to be contained and protected inside the building in order to prevent people from moving from a low risk to a higher risk environment- for example;

- A chemical spill, which could put gymnasts/workers/spectators at risk of toxic inhalation if allowed outside.
- A person on the site who could pose the risk of a hostage situation.
- An unarmed intruder inside the building.
- Extreme weather i.e. tornado.

In all these cases the police would request a lock-down in order to prevent people moving to an area of increased risk of harm.

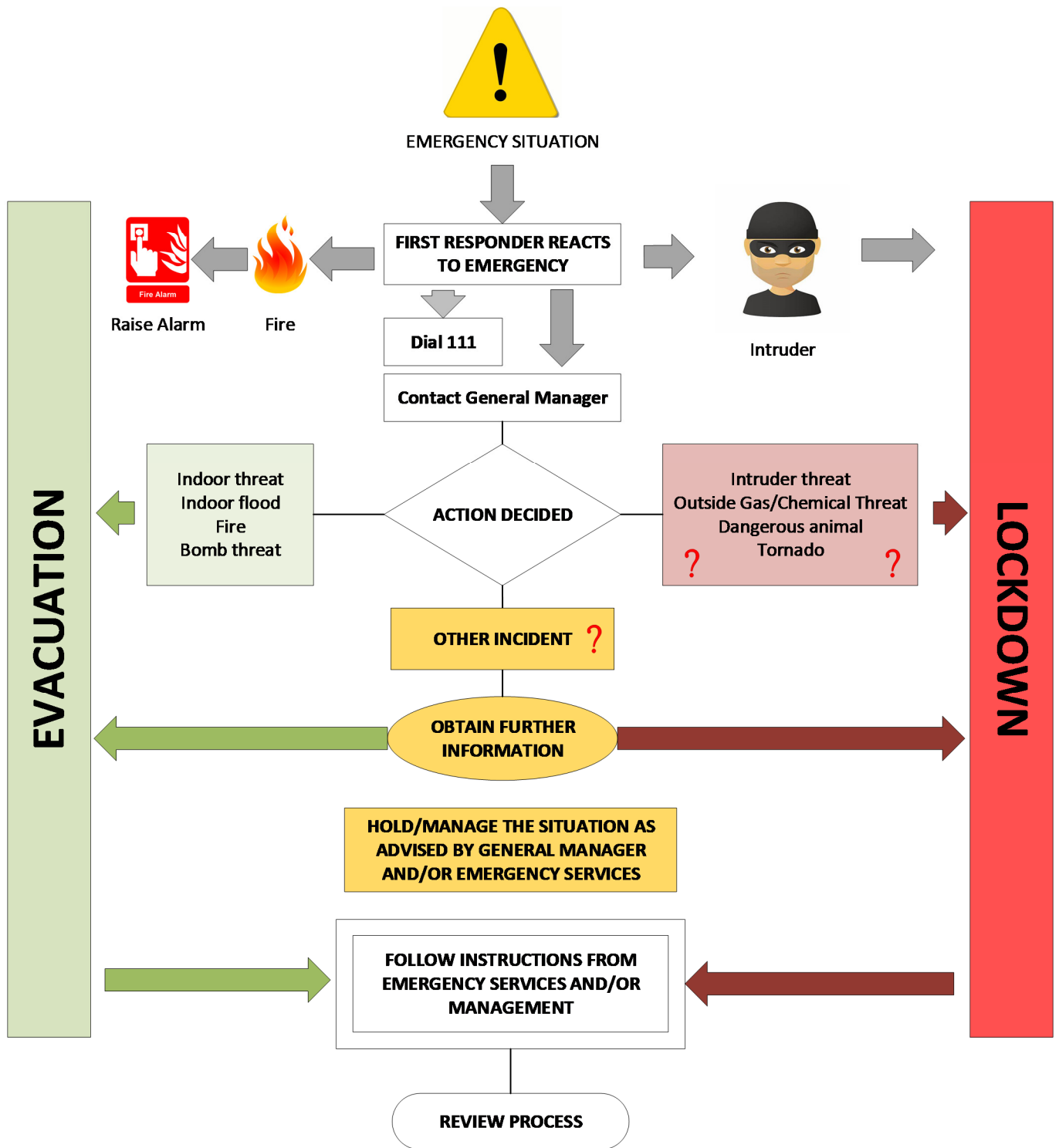
Lockdown drills should be performed and recorded throughout the year so that members and coaches become familiar with the procedure in the face of life threatening danger.

A lockdown is an effective way of managing many emergency situations and has been suggested by experts that it should be the default response to most emergencies, as it is an effective way of:

1. Managing a large population rapidly, making planning further responses easier.
2. Minimising target profile (in case of armed intruder).
3. Managing information, if done effectively as it controls the unsolicited communication that can be sent via social media.

The following diagram illustrates the response protocol to an identified hazard, it is imperative that the first responder informs the General Manager immediately of the hazard and the action initiated by the first responder.

If the situation requires, the first responder's first contact should be with the emergency services, calling 111.



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1. Any members that are outside of the building shall be asked to move into the main gymnasium.
2. The door to the administration office shall be locked.
3. Due to the large glass area frontage of the building, all people must leave the administration area and shall be directed into the main gymnasium.
4. All bathrooms shall be checked to ensure that no-one is still occupying them.
5. The gymnasium door shall remain closed with a physical barricade placed behind the door, from inside the gym to prevent access.
6. A roll will be taken to ensure that all members are accounted for.
7. Coaches and/or staff shall physically check and verify that all external doors to the gymnasium are locked and all roller shutter doors are fully closed.
8. Gym mats shall be placed in such a way that members can sit within the area.
9. Workers, spectators and gymnasts safety is paramount. It exceeds toileting and drinking water needs.
10. The most senior member of staff shall ensure that they communicate with local authorities and management to confirm lockdown is in place.
11. All mobile phones shall be turned to silent and all people shall be advised to remain quiet.
12. All people shall remain in the gymnasium in lockdown until the most senior member of staff has been notified that they can vacate the premises by management or local authorities.

## LOCKDOWN GUIDANCE

SOFT LOCKDOWN	HARD LOCKDOWN
1. Doors are locked and normal activity within the building proceeds.	1. Doors are locked, all activity ceases immediately and all occupants to remain out of sight and silent.
2. All windows and doors remain closed & locked at all times during the lockdown.	2. All windows and doors remain closed & locked at all times during the lockdown, doors can be barricaded and windows covered.
3. Lights can remain on.	3. All lights turned off.
	4. All devices to be turned to silent.
<b>All occupants to remain calm</b>	
<b>Head coach (General Manager or most senior coach present) is nominated supervisor of lockdown and shall be the focal point of communications.</b>	
<b>Only follow instructions from the lead coach/GM and Emergency Services.</b>	
<b>Remain in lockdown until the 'all clear' has been provided by Emergency Services or the General Manager</b>	