

## Lockdown Procedure for StayActive Allstars in Ongar Leisure Centre and JustPlay Saffron Walden.

### - Objective

To ensure the safety and security of all gymnasts, coaches, staff, and visitors during an emergency lockdown situation.

### - Procedures

#### 1. **Immediate Lockdown Announcement**

- Upon identification of a threat (e.g., intruder, violent incident, nearby danger), the staff member who becomes aware of the threat should immediately notify the manager or person in charge.
- The head coach will announce "Lockdown, Lockdown, Lockdown" over the public address system or other communication channels available.

#### 2. **Securing the Premises**

- **Front Desk/Reception:**
  - Lock all entry doors.
  - Prevent entry or exit until the lockdown is lifted.
- **Gymnasium:**
  - Coaches and staff should immediately gather all gymnasts to a designated safe area away from windows and doors.
  - Close and lock all doors leading into the gymnasium.
  - Turn off or silence all mobile phones.
- **Other Areas (e.g., changing rooms, offices):**
  - Staff should ensure that all individuals are moved to secure locations.
  - Lock doors and turn off lights.
  - Maintain silence.

#### 3. **Communication**

- Use the internal communication system (if available) to provide updates.
- Staff should avoid using mobile phones unless necessary for communication with emergency services.
- Designate a specific staff member to communicate with emergency services and provide them with all necessary information.

#### 4. **Hiding and Barricading**

- Encourage everyone to stay low and quiet.
- Use furniture or other heavy objects to barricade doors if possible.
- Keep out of sight and avoid windows.

## 5. **Waiting for Help**

- Do not leave the secure area until an all-clear is given by the manager or emergency services.
- Maintain calm and reassure gymnasts and visitors.

## 6. **Post-Lockdown Procedure**

- Once the all-clear signal is given, unlock doors and turn on lights.
- The manager will debrief all staff and ensure everyone is accounted for.
- Provide first aid if necessary and call for medical assistance for any injuries.
- Arrange for counselling or support services for anyone who might need it.
- Conduct a thorough review of the incident and lockdown procedure to identify any areas for improvement.

## **Designated Safe Areas**

- **Gymnasium:** Far corners away from doors and windows, behind large equipment.
- **Reception/Front Desk:** Under the counter, in back offices.
- **Changing Rooms:** Inside stalls, behind lockers if possible.

## —Emergency Contacts

- **Emergency Services:** 999 (UK) or appropriate emergency number.

## - Training and Drills

- Conduct training sessions for all staff on lockdown procedures.
- Perform lockdown drills periodically to ensure readiness.
- Review and update the lockdown procedure annually or as needed.

## - Notes

- Ensure that all staff, including temporary and part-time staff, are familiar with the lockdown procedure.
- Make sure that parents and guardians are informed about the lockdown procedure and know how they will be notified in the event of a real lockdown.
- Clearly mark all designated safe areas and ensure that they are kept accessible and free of obstructions.