



LOCKDOWN PROCEDURE

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1. Introduction

Leeds Arts University is dedicated to maintaining the safety and security of staff, students and visitors within its buildings. The threat from terrorism across Europe and to the UK is real. Due to the increased threat level the UK Government has been providing advice to public institutions, businesses and individuals on what they should do during incidents of this nature and we now feel it is prudent to introduce new security measures at the University so we are prepared.

As part of our wider security and business continuity planning processes we are introducing new lockdown and evacuation procedures which will be implemented if it is felt there is a risk to the safety of people in our buildings due to a local security incident taking place.

2. Lockdown procedure

There could be a number of ways in which the University is alerted to a security threat. Initially it may not be possible to check the accuracy or validity of information relating to the security incident or situation. The decision to initiate the lockdown procedure will be based upon the perceived severity of the threat and will be dependent on the information available at the time. As more information is obtained the decision to maintain or lift the lockdown will be made. Leeds Arts University is also part of Leeds Alert, a Council lead notification system.

<http://www.leeds.gov.uk/council/Pages/Leeds-Alert.aspx>

If an incident takes place in Leeds that may threaten the security of our people or premises then the University should be notified by the Leeds Alert system. It is a likelihood that we may also be notified by individuals outside this system who are connected to the University.

Depending on the nature of the threat the University may implement lockdown procedures at one or all of its premises. The decision to implement the lock down procedures will be made by the Vice-Chancellor or Senior Management Team.

Notification to staff that lockdown has been initiated may be communicated in a number of ways: email, telephone or verbally. You will be notified that lockdown has been initiated due to a potential security incident. When notified please follow the procedures below and do not ask questions at this time as this will slow down the University wide notification process. You will receive updates or instruction as more information is obtained.

With the exception of the Church building the estates and reception staff will be responsible for the verbal notification and securing of entrance doors and building perimeters. Once informed that lockdown has been initiated Fire Wardens should make their way to reception in the building they are in. They will then be given instructions to support the lockdown process. Sweeps of the buildings may be undertaken to find anyone who is not with a secure group.

Students must be informed by teaching staff to remain together in their studios or workshops. External windows must be closed and staff and students should be advised to stay away from windows and that external doors must not be opened. Staff should reassure students to keep calm and cooperate with any instructions given.

Managers and Heads of business support teams included those based at the Church Building must inform their staff to stay in their offices, again external windows should be secured and staff informed to keep away from windows and that external doors must not be opened. Staff must be asked to remain calm and cooperate with any instructions.

Visitors should always be accompanied by a member of staff while on University premises. During a lockdown situation visitors should be advised not to leave the building and remain in the location with the person they are meeting.

Wherever possible staff responsible for groups under lockdown should stay near a computer or have access to a phone for updates.

Under lockdown (unless otherwise advised) staff and students must stay in their groups within rooms and must not wander around the building. Staff, students and visitors must not congregate in corridors, entrances or reception areas.

Securing our buildings in a quick and co-ordinated way is of paramount importance in a lockdown situation. Please support the staff members that are tasked with this duty by not obstructing them in anyway.

Updates will be given to staff responsible for groups and individuals during lockdown and will continue until the threat has receded and lockdown has been lifted.

We do not advise that people leave a building during lockdown as this could risk the safety of the individual and will also compromise the security of the building and the people remaining within it. If you have commitments outside of the University, where possible it is worth considering in advance what alternative arrangements could be made if you are in a building under lockdown.

3. Bomb threat evacuation

If you see anything suspicious or anyone acting suspiciously in or around our buildings please report it immediately to a member of the Estates Management Team. For further information please see HS12 Guidance Note (Bomb Alert).

Appendix A

UK Government Advice on how to stay safe in an active terrorist event.

The UK government has provided advice and guidance for what to do in the event of a terrorist weapon attack in public places or buildings. This should be followed in the unlikely event of an incident of this nature taking place in one of our buildings. We would expect staff to take a lead role in supporting students to follow this advice.

STAY SAFE:

Firearms and weapons attacks are rare in the UK. The 'STAY SAFE' principles tell you some simple actions to consider at an incident and the information that armed officers may need in the event of a weapons or firearm attack:-

RUN

- escape if you can
- consider the safest options
- is there a safe route? RUN if not HIDE
- can you get there without exposing yourself to greater danger?
- insist others leave with you
- leave belongings behind

HIDE

- if you can't RUN, HIDE
- find cover from gunfire
- if you can see the attacker, they may be able to see you
- cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- find cover from gunfire e.g. substantial brickwork/heavy reinforced walls
- be aware of your exits
- try not to get trapped
- be quiet, silence your phone
- lock/barricade yourself in
- move away from the door.

TELL

Call 999 if safe to do so - what do the police need to know?

- location - where are the suspects?
- direction - where did you last see the suspects?
- descriptions - describe the attacker, numbers, features, clothing, weapons etc.
- further information - casualties, type of injury, building information, entrances, exits, hostages etc.
- stop other people entering the building if it is safe to do so.

DURING AN ARMED POLICE RESPONSE

- follow officers instructions
- remain calm
- can you move to a safer area?
- avoid sudden movements that may be considered a threat

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- keep your hands in view.

OFFICERS MAY

- point guns at you
- treat you firmly
- question you
- be unable to distinguish you from the attacker
- officers will evacuate you when it is safe to do so.

For further information please visit

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

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