

# Lockdown Procedures

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## Potential Lockdown Procedures

A **partial lockdown** may be

- as a result of a reported incident or disturbance in the local vicinity with the potential to pose a risk
- as a result of a warning being received about the risk of air pollution
- a precautionary measure which puts the organisation in a state of readiness (whilst remaining operational) should a situation escalate.

During partial lockdown employees, students and visitors should remain in the building and all doors and windows leading outside should be locked. No one should be allowed to enter or leave the building, but activities should continue as usual (where possible), including teaching, examinations, office work, meetings etc.

When a partial lockdown signal is given, it is advisable that the following should happen:

- All students remain in studios / lecture rooms (with teachers, lecturers)

- All employees to remain in offices / meeting rooms and continue working, as far as possible
- All external doors to be locked
- In the event of air pollution, air vents, fans and air conditioning systems should be closed or turned off and all cracks around doors and vents covered (using whatever is to hand for example spare clothing) in order to minimise ingress of pollutants
- A quiet and calm atmosphere is to be maintained whilst normal activities continue, keeping alert to the emotional needs of others
- No one is to leave the building during a partial lockdown in any circumstances, unless the partial lockdown is lifted
- Parents, guardians and carers will not be able to collect their children during a partial lockdown procedure. They will receive relevant communications and instructions as and when possible.
- Everyone should await further instructions.

A **full lockdown** signifies an immediate threat and may be an escalation of a partial lockdown. The aim of a full lockdown is for rooms to appear empty, but for everyone to remain inside where it is considered safe. Immediate actions to be taken when going into full lockdown:

- All activity to stop with students and guests remaining in studios / rooms (with teachers, lecturers, pianists and assistants)
- All employees to remain in offices / meeting rooms
- All visitors to remain onsite in the nearest lockable room and close blinds
- All corridors and communal areas to be cleared, unless it is considered safer to be in corridors, rather than other areas
- Anyone requiring support in moving to studios, rooms or offices or safe areas should be given assistance by those around them including Lockdown Co-ordinators
- All external doors to be locked
- All internal doors to be locked (where possible), blinds pulled down

(including shop shutter), and internal window doors covered where possible so that an intruder cannot see in from outside or into rooms within the building

- As far as possible everyone to sit out of sight and in a location that would protect them in the case of gunfire, eg behind substantial brickwork or reinforced walls, as bullets go through glass, brick and metal
- Lights, computer monitors and other equipment should be turned off
- Mobile phones should be turned to silent (not vibrate)
- A quiet and calm atmosphere is to be maintained, keeping alert to the emotional needs of others

Once lockdown mode is in operation, anyone who is not accounted for (employees, students, known visitors) should be reported to a Lockdown Manager by silent text (or other appropriate communication method such as word of mouth, according to the situation)

No one should leave the lockdown area during a full lockdown in any circumstances, unless the lockdown is lifted by a Lockdown Manager and/or the emergency services have indicated it is safe / advisable to do so or the fire alarm sounds and evacuation occurs

In cases where part(s) of the building are considered unsafe or become unsafe, everyone is to move to away and into another part of the building and continue to follow the full lockdown procedure. Parents / guardians / carers will not be able to collect their children during a full lockdown procedure. Instead they will receive relevant communications and instructions as and when possible.

## **Communication**

During a lockdown, agreed lines of communication can be kept open (for example silently using WhatsApp), but do not make unnecessary calls as this could delay more important communication.

Communication to parents / guardians / carers of students should happen as soon as it is practical to do so (after lockdown has been lifted). Reassurance that

you understand their concern for their child's welfare and that everything is being done to ensure their safety and this will remain the top priority. Reassure them that they will be kept informed.

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