

## **Lake Sirens & Lockdown**

### **Sirens Denote Lockdown**

When the Lake siren sounds, all buildings will go into lockdown status. The decision to activate the siren will be made by the Operations Manager, Operations Administration Manager or event Duty Manager following a dynamic risk assessment and will take place whenever it is determined that it is safer inside than outside i.e. armed person, vehicle attack or explosion. Consultation with the Head of Security and Head Master is advisable, but should not in any way delay the commencement of lockdown procedures.

### **Immediate Actions for Staff**

- Reception staff will disable the elevator at the main reception key point once it has been established that the lift is not in use. The elevators are code protected
- All staff will immediately make their way to the first floor of the pavilion via one of the four cylindrical staircases. All doors at the base of the stairs will be secured. Full lockdown procedures apply (set out below)
- The Operations Manager or Duty Manager should make an announcement on the Klaxton PA system to this effect.
- The Security Control Room at Colenorton will actively monitor the nine Dorney Lake cameras and report to the Head Master, Head of Security and/or Police accordingly

### **Generic Lockdown Procedure**

- All persons within an office or room should stay there. If in a corridor, get into a room
- The Operations Manager, Operations Administrations Manager and all supervisors should control and coordinate the lockdown procedure in the building they occupy at that time
- If you are in open spaces attempt to gain access to the nearest building
- Lock the door and blockade it with furniture. Move away from the door
- Turn off the lights and draw any blinds/shut windows
- Sit down against an interior wall
- If possible move to a higher floor and keep away from the windows
- Ensure your mobile phone is on but in silent mode. Remain quiet
- Hide out of view and behind something solid (desk or cabinet)
- Contractors, delivery drivers or external agency staff should be actively encouraged to comply with the above lockdown procedure

Dynamic lockdown, especially during the ingress phase of an event may lead to (many) people being 'locked outside' and more vulnerable to the perceived threat. All steps should be taken to allow ingress but care should be taken not to permit the threat itself to enter the venue and make those inside more vulnerable.

### **Engaged in Activities on Lake**

- If any person is located on the Lake itself when the sirens sound, they should remain there until it is safe to exit the water
- If unsafe to remain on the water, and the nature and location of the threat is clearly identifiable, then individuals are actively encouraged to exit the water as quickly and safely as possible
- Attempt to gain access to the nearest building **only if safe to do so** – move to lockdown
- If it is unsafe to access buildings – comply with Run/Hide/Tell guidance

## Armed Person or Vehicle Attack Advice – Guidance Sheet

Based upon the NaCTSO and CPNI 'Run, Hide, Tell' Guidance

### BE PREPARED – STAY CALM

**The purpose of this guidance is to alert and not to alarm. It is not provided in response to any specific information. Staff and event participants should remain alert to the dangers of terrorism but should not let the fear of terrorism stop them from going about their day-to-day life as normal.**

In the event of an armed person or vehicle attack incident, normal emergency procedures should operate and the sirens sound but ensure you take evasive action as described below immediately:

#### Run

- If safe to do so, exit the area of the incident immediately and to building LOCKDOWN. Don't wait for the Lake siren to activate
- Have an escape route in mind. Get out of the view of the attacker
- If there is a safe route, insist others go with you. Evacuate regardless of whether others agree to follow
- Help others but do not let them slow you down. Leave your belongings behind
- Prevent others from entering the area of danger
- Do not attempt to move wounded people

#### Hide

- If evacuation to LOCKDOWN is not possible, take cover from fire/view behind walls, vehicle engine blocks and base of large trees. Find a place to hide where the offender is less likely to find you
- If you are in an office or room, stay there. If in a corridor, get into a room
- Lock the door and blockade it with furniture
- Ensure your mobile phone is on but in silent mode. Remain quiet
- Turn off the lights and draw any blinds
- Hide out of view and behind something solid (desk or cabinet)
- Beware of false cries for help or other acts of deception on the part of the attacker

#### Tell

If the sirens do not sound, remain in LOCKDOWN. Contact the Security Department on the below number. Security will contact the police on 999 and provide the following details:

- Location of and the number of offenders.
- Any physical description of the offender(s) and vehicle used
- Number and type of weapons used and number of potential victims at the location

### **All Clear (Cessation of Lockdown)**

The decision to bring lockdown to an end and move to normality across the Dorney Lake site, will be made by the Operations Manager in consultation with the Head of Security and/or Head Master or following a full assessment of the extent to which the threat or danger has been mitigated/reduced or eliminated.

Security Officers and Crisis Response Masters will be deployed with loudhailers to co-ordinate and facilitate this return to normality and to verbally re-inforce the 'all-clear'.

Accounting for all staff and event participants is imperative at this stage. Therefore, the following action must take place:

- All staff should return to their place of work
- A formal headcount must be carried out by the Operations Manager or Operations Administration Manager
- Identify the names and last known locations of anyone not accounted for and pass them to the Head Master and Security Department at the earliest opportunity

## **Evacuation Procedures**

An evacuation of a designated area should be undertaken when the outcome of the risk/threat assessment concludes:

- Premises are in danger or could become so
- Premises are unsafe or could become so
- Likelihood of harm or injury in vicinity

All Dorney Lake staff and visitors should be advised as to the direction of evacuate, which areas to avoid and where to go. There also needs to be clear advice for the movement of vehicles. It is likely that evacuees will be required to move away from danger in a specific direction or manner and informed accordingly to:

- Evacuate towards a specific clear landmark
- Evacuate to a specified Emergency Rendezvous (Marshalling) Point (ERP)
- Evacuate to a minimum approximate distance
- Avoid specific routes or areas
- Be aware of the nature and urgency of threat

### **Emergency Rendezvous (Marshalling) Points**

Emergency evacuation to Emergency Rendezvous Points (ERPs), places of 'relative safety', must be re-assessed prior to and during an incident to ensure they remain so. The decision to evacuate to an ERP or disperse from the area will depend upon the nature of the crisis, threat or attack. Rendezvous points may not be a credible option where there is an attack.

Once a decision has been made to evacuate any part of Dorney Lake, all persons will be directed to the principle ERP being the main car park close to the pavilion (see attached map)

## Emergency Rendezvous Point – Dorney Lake

