



# UKCKMA Lockdown & Emergency Response Policy

## 1. Purpose

This policy establishes clear procedures for the safety and security of students, instructors, and visitors in the event of a serious external threat requiring a lockdown during a class. This could include incidents such as an act of violence, terrorism, or an immediate external danger to the club premises.

## 2. Scope

This policy applies to all instructors, staff, students, parents/guardians, and visitors attending **UKCKMA**.

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## 3. Lockdown Procedures

### 3.1 Initiation of Lockdown

Upon identifying a serious threat, the senior instructor or designated staff member will immediately initiate the lockdown by announcing "**LOCKDOWN**" loudly and clearly.

### 3.2 Immediate Actions

#### Instructors and Staff:

- Calmly instruct students to stop activities immediately.
- Guide students to the designated safe area within the training venue (e.g., storage rooms, changing rooms, secure internal areas).
- Lock all doors and secure all windows.
- Turn off lights, close blinds (if applicable), and ensure everyone remains silent.

#### Students:

- Follow the instructor's directions without delay.
  - Move quickly to the designated safe area.
  - Remain silent, stay low, and avoid making any unnecessary noise.
  - Put mobile phones on silent mode immediately.
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## 4. Communication

- Contact **emergency services (999)** immediately, providing clear details of the threat, the club's location, and any relevant specifics.
- Maintain communication with emergency services until the situation is resolved.
- Do not open doors or reveal your location to anyone claiming to be a police officer until visual confirmation of their identity is possible. If in doubt, request the **999**



**operator to verify their identity** by having the officer announce a pre-agreed safe word.

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## 5. During Lockdown

- Instructors must conduct a **headcount** to ensure all students are present.
  - Remain in lockdown until an official **all-clear signal** is received.
  - Encourage students to remain calm and silent.
  - Keep mobile phones on **silent but accessible** for emergency updates.
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## 6. All-Clear Signal

Lockdown will remain in place until:

- The emergency services (Police, Fire, or relevant authority) confirm that it is safe to resume normal activities.
- The senior instructor receives a verified all-clear signal.

The all-clear should **not** be assumed solely based on a verbal announcement. Ensure visual confirmation of the emergency services' presence or verification through the 999 operator before opening any doors.

Once the all-clear is given:

- Calmly guide students back to the main training area.
  - Ensure any injured persons receive first aid if required.
  - Only discharge students to their designated parent or guardian in line with standard safeguarding protocols.
  - Liaise with emergency services regarding when it is safe for students and staff to leave the premises.
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## 7. Post-Lockdown Actions

- Report the incident to **BMABA Safeguarding Unit** without delay via [safeguarding@bmaba.org.uk](mailto:safeguarding@bmaba.org.uk).
  - Conduct a debrief session with staff and students involved.
  - Review the lockdown procedure and identify any necessary adjustments.
  - Provide appropriate support or counselling to any individuals affected by the lockdown.
  - Report any additional details required by the Police or emergency services.
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## 8. Training & Drills

- Ensure that at least **one lockdown training session per year** is conducted for all instructors and staff.
  - Conduct periodic lockdown drills with students to ensure preparedness, but always with prior parental consent and appropriate forewarning.
  - **IMPORTANT:** Lockdown drills must be conducted responsibly to prevent undue distress, particularly for younger students. **All students must be informed in advance** to avoid unnecessary panic or trauma.
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## 9. Policy Review

This policy will be reviewed **annually** or following any lockdown event to ensure its effectiveness and to make necessary updates.

**Last Reviewed:** [19<sup>th</sup> March 2025]

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## 10. Contact Information

**Club Lead Officer:** Alan Lufflum

□ Email: [info@ukckma.co.uk](mailto:info@ukckma.co.uk)

**For Safeguarding Concerns:**

**BMABA Safeguarding Team:** □ 01798 306546 | □ [safeguarding@bmaba.org.uk](mailto:safeguarding@bmaba.org.uk)