



Pool Lockdown Policy

Eg: Intruder on grounds, threat of an intruder, significant disaster, terrorist threat

On receiving the signal

1. Instructors/ desk staff will ensure front door, fire door and windows are locked
2. Dial 999 once for each emergency service required
3. Swimmers and adults to be moved into disabled changing area/ shower area
4. Turn lights off if safe to enter foyer area

During the situation

1. Maintain silence
2. Turn phones to silent
3. Block disabled room door with furniture
4. Sit on the floor
5. Check all accounted for by referring to register
6. Await updates
7. Carry out a dynamic Risk Assessment to consider moving people to disperse

After all clear announced by site manager or emergency services

1. Swimmers may return to pool or
2. Swimmers may be signed out (using register) to parent/guardian care
3. Follow up with email communication to parents if deemed appropriate