Lockdown Policy and Procedure

KENT STREET COMMUNITY CHURCH

Date: June 2025
Review Frequency: Every three years or following any significant change

Review Completed: October 2026 by Esther Prescott

Review Due: October 2029

Introduction

This Lockdown Policy and Procedures for the building of Kent Street Community Church (KSCC) provides steps that can be taken to prevent threats and intruders from gaining access to the church building and prevent them from moving through the building and causing distress or injury to building users. This is achieved through actions and physical measures in response to warnings of threats that are about to happen.

A threat or potential threat could be considered as someone using threatening behaviour or wielding a weapon, and / or wanting to gain access into the church building.

We will work on the strategy of "**Run, Hide, Tell**". This is a simple technique used for public security in the UK has been adopted by many authorities including schools.

1. Entry and exiting into Kent Street Community Church

Access and exiting the church is via the main double doors from Kent Street into the reception area. These are glass doors enabling a clear view of who is at the door or entering the building.

There is a key fob operated roller shutter door on the outside of the main double doors. The roller shutter doors remain down when the church is closed, and up when the building is occupied by any number of persons. Once the roller shutter is up, entry into church is gained by unlocking the main double doors with a door key. There are thirteen people who are key and fob holders.

The main double doors can be locked from the inside by anyone, using the thumb turn lock located on both doors. On the outside of the main double doors, there is a door bell if the door is locked and entrance into church is required eg late comers to a meeting.

There are push bar double doors at the front of the main largest room (also known as the sanctuary) of the church. They can be used as an alternative emergency exit. They are not kept open for general entry and exit into the church. They exit into a back alleyway on Kent Street/ opposite Marbury Street. These doors can not be opened from the outside. The door on the right side has a door security sash jammer fitted at the top and bottom of the door.

This should be in an unlocked position when the building is occupied. If it is not unlocked position, turn the arm of the sash jammer at the top and bottom of the door to the right so the doors can then be opened by pushing on the bars. The doors open outwards. There are two steps down to the road outside.

All doors should remain free from obstacles so not to hinder any escape route.

2. Access to the KSCC building during church events

Church services (Sunday, funeral, wedding and other) take place in the sanctuary and the main double doors remain unlocked for up to 1-2 hours before and after the services, and during the service.

The Kids Church takes place at the same time as the Sunday morning service in the small hall (also known as the coffee room, meeting room or small hall).

The main double doors are to be locked at the start time of the Bible study, prayer meeting, children's groups, youth groups and other ad hoc meetings. Those who need to gain access after the start time can ring the doorbell.

3. Responsible Persons

Each service, meeting or children's work will have a designated responsible person.

For services, Bible studies and prayer meetings, the responsible persons are the elders with leaders acting as deputies.

For the children's groups, the responsible persons are the leaders of these groups with any members from the leadership team who are there at the time, to act as deputies.

4. Run, Hide, Tell

If a threat or potential threat has occurred, **"Run, Hide Tell"** strategy should be implemented.

Assistance should be given to those with reduced mobility or other additional needs, and to children.

There is one wheelchair kept at the side of the double glass doors.

4a. Run

If possible, locate yourself in a safe place. This is generally the best option as it allows you to distance yourself from the threat. This could be somewhere within the building, or outside, leaving the building via the main double doors in reception or push bar double doors in the main church .

4b. Hide

If running is not a feasible option, then find a secure location to hide and remain quiet. Mobile phones should either be switched off or to silent mode. Barricading yourself in a room or locking the door can provide additional protection.

If appropriate, the roller shutter door could be closed and / or main double doors locked

4c. Tell

Once safe, phone the police by calling 999 to report the incident and provide as much information as possible.

5. Safety first

This strategy is designed to help individuals react quickly and effectively in a crisis. The primary goal of lockdown is to ensure the safety of all building users, so instructions should be followed carefully.