



Lockdown Procedure

Overview

Lockdown procedures will only be activated in the most serious of circumstances by the **Tour Manager (Craig Bowker)** or, in his absence, a nominated senior member of staff. The procedure will only be ended by direct communication from the Tour Manager or a senior member of staff.

Circumstances That May Trigger a Lockdown

Lockdown may be activated in response to, but not limited to, the following:

- A reported incident or civil disturbance in the local community with the potential to pose a risk to the tour party
- A confirmed or serious intruder threat — refer first to the Intruder Policy; if the intruder poses a serious risk, the situation will escalate to lockdown
- A warning regarding air pollution in the locality, such as a smoke plume, gas cloud or chemical, biological or radiological contaminants
- The close proximity of a dangerous animal roaming loose

Lockdown Signal

The signal for lockdown activation will be communicated via **WhatsApp message to the tour party group** or by **repeated loud blasts of a whistle for a prolonged period**. All players and staff must respond immediately upon receiving this signal. Staff are reminded to ensure their phones are charged and notifications are active throughout the duration of the tour.

Immediate Actions

- Everyone must remain calm — players must follow staff instructions with full cooperation
- All players and staff must stay in the room they are in, or move immediately to the nearest room or building
- Doors should be locked where a staff member with a key is present
- External doors should be locked where a staff member with a key is present
- Windows should be secured, blinds drawn and internal door windows covered where possible, so that no intruder can see in
- If necessary, players and staff should gather in a blind spot away from windows and doors and remain seated quietly
- All lights should be switched off
- Mobile phones must be switched to silent — unnecessary phone use is discouraged



ALL STAR SOCCER ACADEMY

GOTHIA CUP TOUR

- Communication between staff will be via mobile phone — lines must be kept open and unnecessary calls or messages avoided
- A register must be taken of all people in each room or area and communicated to the Tour Manager via text or email
- Staff must then await further instructions from the Tour Manager or the emergency services

If in hotel accommodation, room doors must be locked immediately and must not be opened until the all clear has been given. Doors should only be opened to a confirmed member of tour staff — do not open the door to anyone else regardless of who they claim to be.

Additional Procedures

- If a player has taken refuge and is not with a member of staff, they must make contact with any coach immediately to confirm their location
- Parents will be informed as soon as practicable via the tour's established communications system. Parents must be asked not to call or travel to the venue until they are notified that the lockdown has ended — their cooperation is essential to keeping communication channels clear
- If the fire alarm sounds during a lockdown, a member of staff will be responsible for assessing the risk of fire. Evacuation may or may not be appropriate and a decision will be made in consultation with the emergency services

Players will not be released to parents during a lockdown under any circumstances.