



Resources

You may wish to peruse the following resources for further advice or guidance:

- Advisory on Contingency Planning and Protective Security



https://www.police.gov.sg/html/spf/contingency_planning_and_protective_security_advisories/index.html

- Guidelines for Enhancing Building Security in Singapore

http://www.mha.gov.sg/docs/default-source/others/guidelines_to_enhancing_building_security_in_singapore.pdf



- SGSecure Guide for Workplaces



<http://www.mom.gov.sg/~media/mom/documents/employment-practices/sgsecure/sgsecure-guide-for-workplaces.pdf?la=en>

- Table-top Exercise Guide



<http://www.police.gov.sg/resources/prevent-terrorism>

**Be Prepared.
Our Response Matters.**

**The threat of terror is real.
Be prepared and safeguard our way of life.**

SGSecure App



SGSecure



Find out more at www.sgsecure.sg or scan the QR code to download the SGSecure app now.

Dynamic Lockdown

Connect with Us:

www.police.gov.sg/content/contact-us

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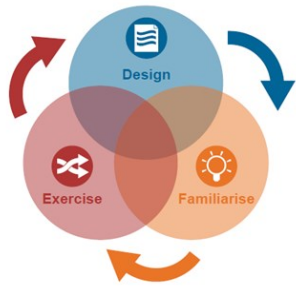
**SINGAPORE
POLICE FORCE**
SAFEGUARDING EVERY DAY

THIS DOCUMENT SERVES TO GUIDE WORKPLACES IN THE CONCEPT OF DYNAMIC LOCKDOWN AND LOCKDOWN DRILLS. HOWEVER, EVERY WORKPLACE MAY DIFFER IN TERRAIN, PROFILE OF OCCUPANTS OR PROCESSES IN PLACE. THUS, STAKEHOLDERS SHOULD TAKE INTO CONSIDERATIONS THESE FACTORS DURING THE PLANNING STAGE.

Introduction

In designing mitigation measures, the concept of “Deter, Detect, Delay and Deny” can be applied. If preventing an attack is not possible, the ability to delay or deny the attackers may help to significantly reduce the number of casualties or impact of the attack.

The cycle of design, familiarise and exercise is extremely important so that workplaces are prepared for the possibility of a terror attack.



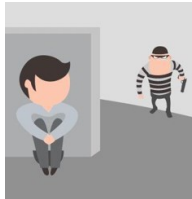
Design: In designing the contingency response plan, a process to lockdown the premises, if feasible, should be considered

Familiarise: Ensure all staff are familiar with the plan

Exercise: Regular exercises, such as lockdown drills, should be conducted to ensure that all staff are familiar with their roles and responsibilities during an attack

What is dynamic lockdown?

- Ability to restrict access and egress to a site or building through physical measures in response to a threat, either internal or external
- If evacuation (“Run”) is not possible, to consider locking down area to prevent or delay access by attackers. Staff should “Hide” by finding cover and staying out of sight



Aim of dynamic lockdown

- Prevent people from moving into danger areas
- Prevent or frustrate attackers from accessing a site

How to conduct dynamic lockdown?

- Identify all access and egress points in both public and private areas of your premises
- Identify how quickly you can physically secure access or egress points
- Identify how your site can be sectored to allow specific areas to be locked down
- Stop people from leaving or entering the site, direct them away from danger
- Secure the lifts, consider having the ability to disable lifts without returning them to the ground floor
- Processes need to be flexible enough to cope with the changes in evacuation and lockdown

When to conduct a lockdown drill?

Before a lockdown drill is conducted, it is important that a contingency plan is already drafted or in place. A table-top exercise (TTX) should also have been conducted so that it identifies gaps in the plans and allows one to evaluate if the plans need amendments.

Everyone should familiarise themselves with these plans and be aware of their roles and responsibilities during an attack. Exercises, such as the lockdown drill, can then be conducted to validate the plans.



During a dynamic lockdown

As a staff/tenant

- Find cover from the attackers and stay out of sight
- Lock yourself in but do not get trapped
- If you are unable to lock the doors and entrances, place objects such as a table or cupboard behind doors or entrances to prevent access of attackers
- Move away from the doors
- Be very quiet and switch your phone to silent mode

As a premises owner

- Communicate lockdown status
 - ⇒ Use pre-existing communication channels, consider having a dedicated lockdown tone
- Implement access control measures
 - ⇒ Deny or restrict access to attackers by remote locking methods if possible
- Secure the main entrances but allow emergency vehicles to gain access
- Secure lifts and stop all escalators
- Turn off all lights, turn on emergency lights
- Turn off Air Handling Unit (AHU)
- Monitor the CCTV to track attacker’s movement or development to incident