

Lock Down Procedures for real or perceived outside threats

Policy Statement

In most emergency situations (e.g. fire or flood) we would be advised to leave the building and our Fire and Evacuation Procedure covers our actions in such an incident.

However, in some situations, it is likely our best course of action would be to stay put (lockdown) rather than evacuate the premises.

In the event of an incident, 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat.

By controlling movement in an area, emergency services can contain and handle the situation more effectively.

We would consider the area around Lake Street Nursery to be one of low risk. We are in a quiet area of town with no high-risk premises nearby and in an area of relatively low population.

We have details of our local police contact numbers displayed in our setting for staff to refer to should we have any cause for concern. ^[L1]~~SEP~~We have good local contacts with police and City Council who would inform us of any major threats (e.g. terrorism) within the City. We will follow any advice for managing emergency situations issued by our Local Authority. ^[L1]~~SEP~~

We ensure all staff are aware of their role during 'lockdown'.

We would consider the level and validity of any perceived threat before informing parents of a lockdown

If we have to implement our Lockdown procedure our Administrator or Manager/Deputy would send a message to the parents. It will read something like this:

' due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.'

Lockdown procedures

- If an emergency happens the setting manager will act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.
- A whistle will be blown by the Manager or Deputy leading the session or by the member of staff who identifies the risk to alert other staff of a lockdown.

- Staff will bring all children into the main room and all the outer doors will be locked. The shutters of the building may be lowered depending on the nature of threat and advice from the local police or emergency services.
- The Administrator will vacate their office in the lobby (if safe to do so) and stay in the main room with the other staff and children.
- Staff will maintain normal routine for the children as much as possible, remain calm but keep themselves and children away from the windows and doors as much as possible.
- **As soon as the emergency services arrive staff will comply with instructions at all times.**

Stay alert: during the lockdown the following advice will be followed:

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way. ^{[[SEP]]}
- Do NOT travel down long corridors. ^{[[SEP]]}
- Do NOT assemble in large open areas. ^{[[SEP]]}
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown Nursery will:

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure staff have the Register and children's details with them. ^{[[SEP]]}
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw. ^{[[SEP]]}
- The police may require other individuals to remain available for questioning. ^{[[SEP]]}

Parents' ^{[[SEP]]}

- In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.
- They will be discouraged from doing so, until the emergency services give the all clear.
- Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.
- It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times. ^{[[SEP]]}
- With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails.
- Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear. ^{[[SEP]]}

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but ^{is} not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For **non-emergency calls to the police, call 101.**