



## Lockdown Procedure

### Statement of intent

In light of recent emergencies and possible security threats, the guidelines here will be followed to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in Buckles and Bows being placed into 'lockdown'.

In some situations, it is likely we will be advised 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.

### Be prepared

The current (at time of printing) threat level for international terrorism in the UK is SUBSTANTIAL which means that an attack is likely.

Local police contact numbers are clearly displayed for staff to refer to on the Emergency Contact list in the kitchen. [SEP]

We will follow any advice for managing emergency situations issued by our Local Authority. [SEP]

This procedure is on the Pre-school website to advise parents of the actions we will take in the event of a 'lockdown' and what they should do. Parents are also given the Policy file to read at the induction process.

All staff are made aware of their role during 'lockdown', staff will take charge of their key children.



If there is an occurrence, a different bell to the fire alarm bell will be rang to alert the staff to commence the lockdown procedure.

As soon as lockdown is announced and we are sure the situation is not a false alarm an e-mail and facebook message will be sent to all Parents/carers (see below).

**Suggested wording for message to parents:**

*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 manager (Lisa Fuller) must 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.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

**Upon alert to lockdown**

- Stay calm.
- Ensure staff and children stay in the quiet room.



- Stay in the room you are working in, secure all doors and windows and await further instructions. [L] [SEP]
- Close curtains and blinds where possible. [L] [SEP]
- Stay away from windows and doors. [L] [SEP]
- Stay low and keep calm. [L] [SEP]
- Lock-down must be rehearsed with the children in an age appropriate way and recorded termly.
- Tune into a local TV or radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines. [L] [SEP]

### Be alert

- 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. [L] [SEP]
- Do NOT assemble in large open areas. [L] [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

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



## Managing parents <sup>[L]</sup><sub>[SEP]</sub>

In the event of an incident parents are discouraged from immediately coming to the setting and collecting their children 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.

In this case we will be acting on the advice of the emergency services at all times. <sup>[L]</sup><sub>[SEP]</sub>

## 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 <sup>[L]</sup><sub>[SEP]</sub>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.**