



Lock Down Policy and Procedure

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside the current building, with doors and windows locked and blinds/curtains drawn. Children would be moved away from the windows and doors for prime safety. The Lockdown procedure may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with potential to pose a risk to staff and children in the nursery)
- An intruder on the nursery site (with potential to pose a risk to staff and children in nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc)
- A major fire in the vicinity of the nursery
- The close proximity of a dangerous animal roaming loose (no need to hide for the last three situations, just doors locked and stay indoors, until made aware from officials the area is safe)

Procedure

Management of the situation will depend on the circumstances presented

- Remain calm
- Move slowly
- Obey instructions
- DO NOT PROVOKE AN INCIDENT

The following three stages must be followed:

Step 1 **RAISE THE ALARM (BLOW WHISTLE 3 TIMES)**

Step 2 **GO IN / LOCK DOORS**

Step 3 **STAY IN/ HIDE(IN SITUATIONS OF INTRUDER)**

Step 4 **PHONES**

Initial Notification

In the event of an incident requiring 'Lockdown' the person witnessing the incident must try to notify the Manager/ Deputy Manager (person in charge) to raise the

alarm. The Manager/ Deputy Manager will determine the risk and need for lockdown.'

The whistle will be blown three sharp short blasts and the emergency services will be called.

Movement around the building (in situation where intruder risk has been alerted)

All children, staff and visitors will remain in the area they are in, if safe to do so. If the children are outside playing, staff are to promptly direct children into the building. When children are gathered they will be seated on the floor away from windows (SEE BELOW). All windows, blinds and curtains must be drawn. Staff will make safe efforts to close and lock rooms (KEYS BY THE DOOR). All lights are to be turned off. Staff must try to ensure (as best possible) children are kept calm and as quiet as possible. Staff are to keep alert to the emotional needs of the children, singing quiet songs or using the tablets to keep children engaged.

Baby and Middle Room – both rooms will go to sleep room in the Baby Room (you will need to stack some of the cots to create floor space)

Big Room – Children and staff will go into the home corner (toys will need to be removed to create floor space)

If possible doors must be barricaded and keep the phone to hand

Office – If possible get into the nursery or lock office door and take cover under desks

A register/ head count should be taken at this time, if you are in a different room follow the staff's instructions.

All Clear Signal

The 'All Clear' will be signalled by the Manager/ Deputy or person in charge usually at the notification of police. That person will inform all concerned.

A log will be made of the incident, relevant authorities will be informed, parents notified and incident investigated.