

Lock Down 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 report 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

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 **GO IN**

Step 2 **STAY IN**

Step 3 **TUNE IN**

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/air horn will be blown three sharp short blasts and the emergency services will be called.

Movement around the building

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, if it is safe to do so.

When children are gathered they will be seated on the floor away from windows. All windows, blinds and curtains must be drawn. Staff will make safe efforts to close and lock rooms.

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.

Pre-school Room: gather children as appropriate for your setting...

Toddler Room - gather the children as appropriate to your setting & the situation

Babies – to gather the children as appropriate to your setting & the situation

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

Office: Manager will stay in the office to man the phone and watch cctv

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

Parents/Carers will be notified when practical.

All Clear Signal

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

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