



Responding to Emergencies – Lockdown Procedure

In light of recent emergencies and possible security threats, this procedure is here to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which may result in our setting being placed into 'lockdown'.

Most of our existing procedures for handling an emergency situation involve evacuation of the premises and focus on an event happening in our building, The Glebe Field Centre.

However, 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.

At the time of writing this procedure, there is not a lockdown procedure in place for The Glebe Field Centre. This is outside of our control but is something the pre-school will draw to the attention of the centre's management committee. Therefore, at the present time our lockdown procedure can only apply to the playroom (The Parish Room).

Be prepared

The likelihood of an incident happening in our area is low. In reaching this decision we have considered our location, we are not near a busy tourist attraction, power station, or city centre.

With regard to terrorism alert levels we will check the current status on the MI5 website and follow any advice for managing emergency situations issued by Derbyshire County Council as and when deemed necessary.

We will share information with parents to advise them of the actions we will take in the event of a 'lockdown' and what they should do by placing a copy of the procedure on our website.

We will make sure all staff are aware of their role during 'lockdown'.

All parents will be alerted to a lockdown situation by text or telephone message as soon as lockdown is announced and we are sure the situation is not a false alarm.

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 setting manager 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 follow the **CLOSE** Procedure:

Close all windows

Lock – double check all doors are locked

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure – be aware you may be in lockdown for some time.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

- Stay calm.
- Ensure all staff and children stay in the playroom, secure all doors and windows and await further instructions.
- Close curtains.
- Stay away from windows and doors (retreat into the storage cupboard if this is deemed the safest option).
- Gather the children and staff on the mat, do a head count and check the register to make sure all staff and children are accounted for.
- Stay low and keep calm.
- Explain the children will need to sit quietly
- **Lock-down must be rehearsed 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.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.
- 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 our '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 or knocking on the door in the usual way.
- Do NOT assemble in large open areas.
- 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.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Managing parents

- In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.
- They must 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.
- 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.

Lockdown Whilst Playing Outdoors in the Pre-school Play Area

The pre-school play area offers little in the way of refuge during an incident. Therefore, should we need to go into lockdown whilst playing outside, we will retreat back into the playroom in The Glebe Field Centre, or we will go to Crich Medical Practice if this is deemed the safer option at the time. The children will take hold of the walking rope and a headcount will be carried out before the children are walked quickly and calmly inside. Once inside, the lockdown procedure above will be carried out.

Lockdown During Short Trips in the Local Community

In the event of an incident whilst we are on a short trip in the local community, staff will calmly walk the children to the nearest suitable building to take refuge. Suitable venues have been identified as both local schools, the churches and the local shops. Once inside, the lockdown procedure above will be carried out and parents will also be informed of our lockdown location.

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 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.

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Approved by Claire Ganthony & Sue Rix (Trustees) Dec 2018