



## **Emergency lockdown policy**

**Assessing the risk of an outside source posing a threat to the safety of children and staff is low in appreciation of the location of Little Star Nursery, Farrington Gurney, however in the event of such a threat the following procedure will be followed.**

### **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**

Stay calm.

Ensure staff and children stay in their designated areas. All staff and children should stay in the room they are working in, secure all doors and windows and await further instructions.

Close curtains and blinds where possible/ applicable.

Stay away from windows and doors.

Stay low and keep calm, children will have had this rehearsed in the same way that they rehearse fire evacuation. These will be carried out and recorded termly.

Be updated on information via social media that may be accessed by the computer or personal phones if no near to the computer.

Non-essential calls on mobile phones or landlines should not be made.

### **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.

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 the setting manager has the register and children's details to hand.

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**

**When possible and safe to do so all parents will be contacted via e mail with the following wording:**

*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.*

All further communication will be made via email.

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 will be made absolutely clear to parents that we will be acting on the advice of the emergency services at all times.

### **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>11</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.**

**Policy created January 2021**