



## lockdown procedure

**Provider's must take reasonable steps to ensure the safety of children, staff and others on the premises in case of fire or any other emergency and must have an emergency evacuation procedure (Early years foundation stage statutory framework, April 2017**

Abbotsham and Alwington Pre-School recognises the potentially serious risk to children, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived risk of threat to the Pre-School, its staff, children and visitors or property.

Where possible the Pre-School will act to ensure the safety of all personnel in the setting in the following situations;

- In the event that an unauthorised person(s) considered dangerous are on the Pre-School grounds or if we have intelligence that they were in the vicinity and pose a threat.
- In instances including domestic break downs where estranged parties are attempting to abduct children
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations within the area of the Pre-School where there is potential risk from spillages or poisonous fumes.

### **A lock down will be initiated by;**

- The person raising the alarm will blow the whistle using 3 short blasts – to be repeated as necessary, and will shout “**LOCKDOWN, LOCKDOWN, LOCKDOWN**”.
- Lock down procedures will be practiced from time to time so that staff and children are familiar with them.

### **Practices and procedure.**

To follow the **CLOSE** procedure;

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Endure, be-aware that you may be in lock down for some time.

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

- On hearing the lockdown signal a member of the management team / person raising the alarm will call 999.
- Once alarm is activated, Members of staff will alert staff and children outside to get indoors. And take registers.
- Staff will close all windows and close blinds, lock doors and where possible, turn off lights.
- If children are in the playground we will all, if possible, go into the Majors Office
- If we are split and are in two rooms we will stay where we are with doors locked and communicate between the two rooms using the intercom.
- We will try to all be in the Majors Office as the toilets are there
- If necessary we could hide under tables or in the bathroom
- **Any staff member that is not within their area at the time of Lockdown must go to the nearest lockdown zone if safe to do so. Roll call will commence.**

### **Go In, stay in, tune in**

Local industrial accidents e.g a factory fire with hazardous fumes, may also require the need for sheltering in the Pre-School. All windows and doors should be kept shut and appliances such as extractor fans should be turned off. The emergency units and local authority will give the all clear. Further advice may be given over the radio.

**Go in** – Majors Office

**Stay In** – make ourselves comfortable until told we can safely leave

**Tune In** – turn on the local radio for updates

### **Internal threat response / evacuation.**

- On hearing the fire alarm during LOCKDOWN. Make no attempts to leave your lockdown zone unless authorised to do so by management or the police etc.
- Do not use the Pre-School phones; intercom or outside lines unless you are giving the Lockdown message or calling the emergency services.
- Remain in lockdown until the all clear message is given.

This policy was adopted at a meeting of Abbotsham and Alwington Pre-school

Held on (date) \_\_\_\_\_

Signed on behalf of the Pre-school \_\_\_\_\_

All policies are reviewed at least annually, updated if necessary, and signed at our Annual General Meeting.