**1.14 Lockdown and Emergency** (updated September 2018)

**Policy statement**

Children’s safety is our highest priority and as such all staff are aware of how to best act in the event of an emergency requiring a lockdown procedure or emergency evacuation. This policy goes through ‘amber’ and ‘red’ alerts which refer to security incidents, bomb threats and acts of violence such as terrorism.

**Procedures**

A **security incident** is a warning that there may be a threat.

 When the manager/ person in charge becomes aware of a security incident whether it’s on pre school premises or in immediate neighbouring area. The manager will go to all staff and inform them of the alert status. The manager will then call the police.

 The manager will inform the staff of the **AMBER** alert by following these steps:

1. Inform staff that there is a security incident on the premises of the nursery or immediate grounds and inform that is an ‘Amber alert’.
2. All staff and children will be instructed to a play room furthest away from the incident, staff must keep calm and support the children to carry on as normal. No one must go outside.
3. Staff on breaks must return to the play rooms.
4. Any children playing outside must return inside as quickly as possible shutting/locking the doors behind them.
5. Close all windows.
6. Close all blinds.
7. Wait for further instruction from the Manager.

 The manager will inform the staff of the **RED** alert by the following steps:

1. All staff and children are to remain in the furthest play room away from the door, preferably out of sight of the door or if instructed by the manager or person in charge, re locate into the community rooms, locking the door and placing a barricade against the door and keeping furthest away from doors and windows.
2. All windows are to be closed, where possible.
3. All blinds are to be closed, where possible.
4. Staff are to keep the children calm and quiet as much as possible as not to alert any intruders on the pre school premises.
5. Staff on breaks must return to their playroom immediately.
6. Children playing outside must come inside at once shutting/locking all doors behind them.
7. No one is to enter or leave the nursery unless it is the emergency services.
8. The staff are to wait for further instruction from management or emergency services.
9. The manager will stay in contact with the emergency services for further instructions.

 If it is necessary to evacuate, the manager will:

 Come to each playroom with evacuation instructions OR Sound the fire alarm and go to assembly point

I In all circumstances parents/carers will be contacted as soon as it is safe to do so with instructions on actions to be taken and if necessary under the sole instructions of the emergency services where we are informed to do so by the services.

 **Bomb/Terrorist Threat**

 Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intention of causing alarm and disruption. If a bomb threat is received, the call recipient should:

**Stay calm and listen carefully**

* If practical, keep the caller talking and alert a colleague to **dial 999**
* Once off the phone, dial 1471 to obtain the number
* If the treat is recorded message, write down as much detail as possible
* Follow police advice
* Close all windows
* Close all blinds

 The management will make an assessment of the threat and seek further advice from the emergency services where appropriate if the threat is deemed plausible then the management will order the activation of the fire alarm and evacuation of the building. If there is not enough time to follow these procedures and in an act of emergency such as terrosim, then: (please try and take responsibility of a number of children according to the normal ratios)

RUN

* Escape if you can
* Consider the safest options
* Is there a safe route? RUN if not HIDE
* Can you get there without exposing yourself to greater danger?
* Insist others leave with you
* Leave belongings behind

HIDE

* If you cannot RUN, HIDE
* Find cover from gunfire/debris
* If you see the attacker, they may be able to see you
* Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
* Be aware of your exits
* Try not to get trapped
* Be quiet
* Lock/barricade yourself in
* Move away from the door

TELL

* Call 999 – What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker
* If the caller doesn't reply, the assistant will ask for them to 'cough', or make some other noise in the case of a police emergency.
* If even making any sound is dangerous the call will be put through to an automated system which asks the caller to press '55' if they're in trouble.
* Location – where are the suspects?
* Direction – Where did you last see the suspects?
* Descriptions – Describe the attacker
* Further information – Casualties, types of injuries, entrances, exits, hostages
* Stop other people entering the building unless safe to do so.
* **If you find that you need to run, please where possible take charge of the number of children according to the normal ratios.**
* **Use the closest exit to you.**
* **Tell the older children to follow you while you are running.**
* **Knock on some neighbour’s doors to seek shelter.**
* **If possible manager or person in charge, collect the folder with the children’s contact details and the mobile phone.**
* **Do not worry about other staff, get yourself and the children out!**

 In all circumstances parents/carers will be contacted as soon as it is safe to do so with instructions on actions to be taken and if necessary under the sole instructions of the emergency services where we are informed to do so by the services.

 **Members of the public including all pre school staff should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline on 0800 789 321. For non-emergency calls to the police call 101**

| This policy was adopted by | Intake Pre School |  |
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| On | 30/09/22 |  |
| Date to be reviewed |  |  |
| Signed on behalf of the provider | D.White |
| Name of signatory | Daniel White |
| Role of signatory (e.g. chair, director or owner) | Chair |