



## 56) Lockdown Policy

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. Children would be moved away from the view through windows (as much as possible) 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.' This will be repeatedly said clearly and loudly over the walkie talkies 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 as much as possible. Staff will make safe efforts to close and lock rooms (including windows). 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.

**Lions' Room:** children and staff to go into the bathroom area and sit against wall underneath the windows. Staff making sure door is closed and they have a walkie talkie with them (turned down low).

**Lambs' Room:** children and staff to go to the book corner rug. Staff to check windows are locked and that the inside bolt on the door is pulled across. Staff to ensure they have a walkie talkie with them (turned down low) on the rug. One person in the Lambs room, on hearing 'Lockdown' needs to split the partition and lock the After School Club room using the bolt on the inside of the door.

**Out of School:** Children go and sit down in the right hand corner by the stage. Lights turned off, inner doors locked where necessary and supervisor has the Lockdown/Fire drill bag and walkie talkie.

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

**Office: Manager will stay in the office to man the phone and ensure the office door is locked using the key lock and inside lock. If possible to turn the lights off from the central board before going into the offices.**

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

## **All Clear Signal**

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

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

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date disseminated to staff</b>	<b>Date for review</b>
March 17			March 18



January 18			
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