**Lockdown procedure:**

Most of our procedures for handling an emergency situation involve evacuating the building in the event of an emergency and will be focused on an event happening within our building.

There are certain situations where we will be advised to stay put (lockdown) as opposed to evacuating the building.

In the event of an emergency lockdown, of the building (or the school in which we are in the grounds) is an emergency procedure to secure and protect occupants near an immediate threat.

Through controlling movement in an area, emergency services can contain and handle the situation more effectively.

**Suggested wording for the message to parents using Teacher 2 Parents text service:**

*“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 the telephone lines clear and would appreciate your co-operation in not calling us unless it is absolutely vital that you speak to us.”*

**Lockdown procedures**

If an emergency happens, the setting manager/deputy will 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.

**ALL STAFF KNOW OUR CODE WORD -STAFF MUST ACT AS SOON AS THEY HEAR IT.**

**The manager/deputy will phone the emergency services immediately and inform the school.**

AS SOON AS THE EMERGENCY SERVICES ARRIVE, IT IS ESSENTIAL FOR ALL OUR STAFF TO COMPLY WITH THEIR INSTRUCTIONS AT ALL TIMES.

**Upon alert to lockdown we will:**

* Stay calm and reassure the children
* Ensure staff and children stay in their designated areas. Stay in the room we are working in, secure all doors and windows and await further instructions.
* Stay away from windows and doors
* Stay low and keep calm.
* Tune into a local tv or radio station for more information.
* We will NOT make non- emergency calls on mobiles or landlines as advice given
* If the fire alarm is activated, we will remain where we are and await further instructions from emergency services, unless the fire is in our area. In which case, we will move to the next room/area, following our usual fire procedures.

**Be alert:**

- We will not open the door once it has been secured until we are officially advised ‘all clear’ or are certain it is the emergency services at the door.

- We will not assemble on large open areas as there are none in pre-school

- WE WILL NOT call 999 again unless we have immediate concern for our safety, the safety of others, or feel you have critical information.

**Following the lockdown:**

* we will co-operate with the emergency services to help in an orderly evacuation
* we will ensure we have the register and children’s details with us
* any staff will be made available or children who have witnessed an attack or incident and will tell the police what they saw.
* The police may require other individuals to remain available for questioning and will be made available as needed

**Managing parents (we will follow the following advice):**

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 given the all clear by the emergency services

Even then, depending on the severity and the type of incident, children may need to be checked by medical teams or questioned by the police.

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

With regard to getting information to parents during lockdown, we would use the Teacher 2 Parents texting service. Parents should be discouraged from ringing us directly for further updates during lockdown.

**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 on: **0800 789 321**

2 March 2023



Rosalind Hambidge (Director) Date: 2/3/2023

Signed on behalf of Little Oak Pre-school (Witney) Ltd Policy review due: November 2023