**LOCK DOWN POLICY AND PROCEDURE**

We recognise there are some instances where it may be safer to remain inside the building, or within certain areas of the building, rather than evacuate. There are a number of situations which could arise which may lead to following the lockdown policy, rather than the emergency evacuation policy, examples include (but are not limited to) threat of violence from someone known or unknown, terrorist attack, weapons attack.

**Where the threat is outside of the building**

Where the threat is outside of the building we recognise that it is probably safer to remain in the building.

In the instance that someone reports, or suspects, a serious threat, the following procedure is to be implemented **immediately**:

* Staff member to use the radio to alert all other staff. Speak clearly and slowly to ensure your message is understood. Repeat it twice.

*“Emergency at specify the place of the threat e.g. front garden. Lock down the nursery”*

* The person in charge of the nursery is to immediately call the police. Try to give them as detailed information as possible, this could include descriptions of persons, weapons or vehicles; the place the person was last seen, details of casualties, where we plan to congregate.
* All children and adults to move to the nearest congregation area and lock the door. These are:
* The 3-5 toilets
* The downstairs office
* The upstairs changing room
* The practitioners who are outside are to bring all children inside, locking the doors as they go.
* In the instance that no-one is outside, practitioners who are working in the rooms are to check the external doors are locked.

Once congregated:

* Radio the person in charge that you have reached a congregation area, then turn off your radio.
* Section leader/practitioners are to take registers and conduct a headcount as soon as their group have congregated together.
* Practitioners can take the evacuation bags if there is time, but they must not put themselves in danger.
* If there is a missing person, staff must judge their action depending upon the severity of the emergency, whilst considering the safety of themselves and the other people in the congregation areas. It may be possible to return to the room the child was previously in to collect them. However, we recognise that there are times when it may be considered safer to leave a child or adult where they are, rather than risk attracting further attention.
* Make the police aware by telephone (if available) of where we have congregated. If you have congregated in one of the offices you should have a phone or mobile nearby, both groups are to dial 999. It does not matter if the emergency services are contacted twice, it is far better than not at all.
* Keep assessing the danger, if the person/people gain entry to the building then to follow police advice on whether to stay in the room or to instigate the emergency evacuation procedure.
* NEVER answer the doorbell, open windows or communicate with people outside unless the police have instructed you to do so.
* Give emergency first-aid to those in need.
* Stay where you are until instructed to move by the police, or they come to rescue you. Do not assume the threat is over until this is confirmed by the emergency services.

If you are unable to get to a congregation area:

* Keep children away from windows where possible and close curtains if available.
* Use anything available to create cover. Upturn furniture and tables, then hide behind these.
* Stay where you are until instructed to move by the police, or they come to rescue you. Do not assume the threat is over until this is confirmed by the emergency services.

**Where the threat is inside the building**

Where the threat is inside the building the manager is to be notified immediately and, depending upon the severity of the situation, they will decide to either instruct a staff member to set off the fire alarm, initiating the emergency evacuation, or use the radio to instruct staff to gather in one place, following the procedure above. Where for any reason the manager is unavailable, or injured, any staff member present is to make this decision.

**Remember that safety is priority. As long as you act responsibly and with good reason, you will not be ‘in trouble’ for over-reacting if a situation ends up being less serious than you initially imagined.**

Policy revised December 2018 Lisa Gray