



## Lockdown Procedure

### **Introduction**

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 and curtains/blinds drawn. Children would be moved away from the windows and doors for optimum safety. The lockdown procedure may be activated in response to any number of situations, but some may include:

- A report/incident of 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 the 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

### **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:**

- 1. Go in**
- 2. Stay in**
- 3. Tune in**

### **Initial Notification**

In the event of an incident requiring 'Lockdown' the person witnessing the incident must try to notify the manager to raise the alarm. The manager will determine the risk and need for 'Lockdown'. A member of staff will shout the code word 'SARDINES', this will get the children and other staff attention quickly.

### **Movement around the building**

All children, staff and visitors are to remain in the room they are in, if it is safe to do so, if not we will move everyone into the large storage cupboard. If the children are outside, staff must guide them inside as quickly as possible. When children are gathered inside we will go into the 'home corner' and move the shelf across to protect us. They will be seated on the floor, away from windows and doors. All windows, blinds and curtains must be drawn. Staff will make safe efforts to close and lock rooms and gather the phone and register. All lights are to be turned off if necessary, and the police are to be phoned if possible. Staff must try to ensure, as best they can, 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 tablet/story book to engage children. A register/head count should be taken when the children are in the area they should be.

### **All Clear Signal**

The all clear will be signalled by the manager, or person in charge. That person will inform all concerned. A log will be made of the incident, relevant authorities informed, parents notified and the incident fully investigated.

## Suspicious Activity

If staff notice any suspicious behaviour or activity, for example the same car driving past or person walking past the garden numerous times. Staff should communicate this with each other in a discreet manner. Staff should then ensure children are kept safe, and move them away from the situation where possible, either from outside to inside, or away from the windows and doors.

When it is deemed safe to do so, a member of staff should ring the police, and report the activity, and also record all the information possible as evidence (e.g. the cars number plate, time, date, incident activity), using our Incident Book.

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)