

57. Lockdown (security plan)



Lockdown

Lockdown of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

All staff should know to be vigilant and if they see something that could cause harm to immediately shout 'LOCK DOWN LOCK DOWN LOCK DOWN'.

Upon hearing this, staff will then continue to signal so all other staff in ALL rooms become aware.

- The main entrance to the property is controlled by a buzzer system, so management are in control of entrance to the building.
- The next internal door is on a code system to gain entry.
- Should an intruder get into the main entrance and management are unable to sound the LOCK DOWN signal, A staff member in Preschool will shout the 'LOCK DOWN' signal and the communication line will continue throughout the building so ALL staff are aware.

Practices and procedures

Follow the CLOSE Procedure.

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing any attention.

Endure. Be aware that you may be in Lockdown for some time

If management deem it necessary, emergency services may be contacted on either 101 or 999

Upon alert of lockdown:

- Stay calm.
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Reassure the children and engage them in calm activities.
- Check Family sign in and ensure you have the correct headcount.
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep others calm, it might be an idea to rehearse this with children in an age appropriate way, in the same way that you would rehearse fire evacuation. Lock-down should be rehearsed and recorded termly.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

Be alert:

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT travel down long corridors.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

www.gov.uk/terrorism-national-emergency/national-emergencies

- 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: 0800 789 321. For non-emergency calls to the police, call 101.

Information for parents:

Suggested wording for message to parents:

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 to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

See more at: <http://www.cpni.gov.uk/Security-Planning/Business-continuity-plan/Creating-a-security-plan/#sthash.VlxoenQe.dpuf>

This policy was adopted by

On

Ridgemount Cottage Nursery Ltd

June 2023

Date to be reviewed

June 2024

Signed on behalf of the provider

Stewart Hendry

Name of signatory

STEWART HENDRY

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

Owner
