

'Lockdown' Procedure For Flying Start Pre-School

A **security incident** is a warning that there may be a threat.

The manager/Deputy manager will assess the situation and will deem whether it is a Amber or red alert.

When the manager/person in charge becomes aware of a security incident on nursery premises, the manager will call the police.

The manager will inform the staff of the **AMBER** alert by shouting **LOCKDOWN** and following these steps:

1. Inform the staff that there is a security incident on the premises of the nursery and inform that there is an 'Amber alert'.
2. All staff and children are to stay in the nursery and carry on as normal. No one must go outside.
3. Staff in the side room must return to the main hall.
4. Outside, staff will ring the bell and usher the children inside the safety of the nursery building as quickly as possible shutting the doors behind them.
5. Close all windows and doors to the side room.
6. Lock all doors.
7. To wait for further instructions from the manager.

The manager will inform the staff of the **RED** alert by shouting **LOCKDOWN** and following these steps:

1. All staff and children to remain in the hall and move to the furthest point away from the door, preferably out of sight of the door.
2. All windows are to be closed, where possible.
3. Staff are to keep the children calm and quiet as much as possible as to not alert any intruders on the nursery premises.
4. Outside, staff will ring the bell and usher all children inside at once shutting all doors behind them.
5. No one is to enter or leave the nursery unless it is the emergency services.
6. The staff are to wait for further instruction from management of emergency services.

If it is necessary to evacuate, the manager will:

Instruct staff with evacuation instructions and make way to assembly point.

Bomb Threat

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intention of causing alarm and disruption.

If a bomb threat is received, the call recipient should:

Stay calm and listen carefully

- If practical, keep the caller talking and alert a colleague to **dial 999**
- Once off the phone, dial 1471 to obtain the number
- If the threat is a recorded message, write down as much detail as possible
- Follow police advice
- Close all windows and doors.

The management will make an assessment of the threat and seek further advice from emergency services. If the threat is deemed plausible then the management will order the evacuation of the building.

If there is not enough time to follow these procedures and in an act of emergency, then: (please try and take responsibility of a number of children according to the normal ratios)

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Be aware of your exits
- Try not to get trapped
- Be quiet
- Lock/barricade yourself in
- Move away from the door

TELL

- Call 999 – what do the police need to know? If you cannot speak or make noise, listen to the instructions given to you by the call taker
- Location – where are the suspects?
- Direction – where did you last see the suspects?
- Descriptions – describe the attacker
- Further information – casualties, types of injuries, entrances, exits, hostages
- Stop other people from entering the building unless safe to do so.

If you find that you need to run, please where possible take charge of the number of children according to the normal ratios.

Use the closest exit to you.

Go to Molesey Health Centre where you will be able to seek shelter.

If possible, grab the register with the children’s contact details and a mobile phone.

This policy was adopted on	Signed on behalf of the nursery
<i>09/11/2021</i>	<i>Sarah Maynard</i>