



8.11 Emergency Lockdown

Policy statement

The Fledgelings Preschool recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

Most of our existing procedures for handling an emergency situation involve evacuation of the premises and will be focused on an event happening in your building. However, in some situations, we may be advised to stay put (lockdown) rather than evacuate the premises.

In the event of an incident, '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.

A lockdown may take place where there is a perceived risk of threat to the preschool, its staff, children, visitors or property. Where possible, the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) or animals considered dangerous, are on preschool grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where staff, students or volunteers from within the setting become a threat to the well-being of others.
- In emergency situations within the environs of the school where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 short whistles followed by 1 long whistle - this is clearly distinguishable from the fire alarm / evacuation signal.

Lockdown procedures will be practised from time to time so that staff and children are familiar with them.

Procedures

If an emergency happens the preschool manager 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.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

The following steps provide guidelines for staff, students and visitors in an emergency situation:

1. On hearing the lockdown signal the Preschool Manager/Deputy will call for assistance - 999.
2. Staff should remain calm at all times.
3. In the event of a building lockdown, it is mandatory that all children and staff make their way to the hall. If the nature of the incident prevents this from happening, then all staff and children should remain in the rooms they are in and follow the directions of the manager.
4. Staff will close all windows and blinds in the rooms and lock the door, if possible.
5. Staff will turn off the lights and electrical devices.
6. The children should be seated around the outside of the hall.
7. The manager/deputy will collect the medical box, emergency box including contact details, register and mobile phone.
8. The manager will do an immediate headcount and take a complete register of everyone in the room.
9. Everyone should remain quiet and movement kept to a minimum.
10. Where possible, the following text or phone message will be issued to all parents as soon as lockdown is announced and we have ascertained the situation is not a false alarm:

“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.”

11. No one is to leave the room during the lock down.
12. There must be NO non-essential calls made on mobile phones or landlines. It is vital that lines are kept clear.
13. Everyone should remain in their positions until the “all clear” is announced by the emergency services. The signal to be given at this point is two long whistles.

Staff are encouraged to learn the “CLOSE” acronym as a way to remember the 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.

Further guidance

- **Preschool Learning Alliance - Responding to Emergencies.** Available at: <https://www.pre-school.org.uk/responding-emergencies> (Accessed Oct 2017).

This policy was adopted by	The Fledgelings Preschool
On	11/10/2017
Date to be reviewed	August 2019
Signed on behalf of the provider	
Name of signatory	Rachel Bell
Role of signatory	Committee Member