

Runnymede Pre-school

1.10 Emergency terrorist threat or attack lockdown policy.

Our Emergency Lockdown Procedures Policy at Runnymede Pre-school recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations.

A lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property. This may be an intruder or a threat of violence or an act of terrorism.

All staff must be familiar with this policy and the lockdown procedure.

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will check our police website for advice and guidance.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lock-down must be rehearsed and recorded termly.
- The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- **Lockdown procedures:**

A lockdown will be initiated by a member of staff saying the signal word and where the danger is. They must ensure all staff have heard the warning in both halls including staff outside, in the cloakrooms and in the kitchen.

Staff must gather all of the children together, any children outside must be taken inside the

building as quickly as possible, if safe to do so . Runnymede swimming could be an alternative safe place to take the children if the building is not safe to enter at that time.

The Manager or Deputy will immediately call 999 if the police are unaware of the threat and it is safe to do so. The manager will liase with the emergency services and lines should be open as they are best placed to offer advice.

The manager in charge will decide on the most appropriate place to congregate depending on the situation.

Examples of safe places could be : The main hall at the front of the building , The cloakroom area.

All entrances will be locked. Staff will move the children out of sight to the safest place taking the pre-school mobile phone, children's details and register with the emergency grab box. The Deputy or team leader will complete a head count of children whilst the Manager quickly checks the premises for any other children if safe to do so. Staff will secure all windows and doors. Everyone will remain out of sight until further instructions are received from the emergency services.

The staff will attempt to keep the children as quiet and calm as possible until the dangerous situation is over. Once the danger has passed when we are completely sure that the danger is over, we will leave our safe place.

The parents will be phoned to collect the children. Records will be made of the event and actions taken will be recorded in our incident book. Ofsted and Early years will be informed within 24 hours of the incident occurring.