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# 1. Lock Down Procedure

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## 1.1 Definition

An evacuation or lockdown occurs when circumstances dictate that the safety of the children and staff is better ensured inside current buildings, with doors and windows locked and blinds/curtains drawn. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and children)
- An intruder on our site (with the potential to pose a risk to staff and children)
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of our setting

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## 1.2 Procedure

Management of the situation will depend on the circumstances presented

- The safety of all personnel is the primary focus in managing the situation – notifications and reporting are secondary to safety issues.
  - Remain calm - It is very important not to convey any sense of panic or danger to our children. Consider activities that will distract them such as making a den and having a picnic.
  - Move slowly
  - Obey instructions
  - DO NOT PROVOKE AN INCIDENT
1. The senior staff member on site (manager) will alert other staff calmly and quietly, using the phrase "Lock Down" to initiate lock down. If appropriate, he or she will contact police on 999, making them aware of the situation and that there are children in the building. She will also make the committee aware at the earliest opportunity.
  2. Staff to lock all external doors and windows.
  3. If any children and adults are in the outdoors area at the alert of a lockdown, the adult will bring all children into the building via the nearest entrance.
  4. Depending on the circumstances staff will ensure children remain inside the building with locked doors windows and blinds pulled down, in an area staff deem the safest ( pre-school room), or children will be evacuated in a quiet and orderly manner away from the situation to a safe area defined by staff or police.
  5. If there is police involvement, the officer in charge will evaluate the situation and notify the manager when the site is safe and/or if any further action is needed.
  6. If the lock down persists for an extended amount of time or occurs at drop-off / pick-up time, the manager will decide how best to liaise with parents outside the building so as not to cause alarm. Ideally, the manager will request a member of the committee to come and talk to the parents.

7. All clear will be given by the manager - children must not be moved until all clear given, unless in exceptional circumstances (ie. somebody outside the window / door) in which case find another area of safety.
8. Once it is confirmed that all children and staff are safe, the manager will need to record and report the incident directly to the committee.

Procedure reviewed on: January 2020