

01 Health and Safety Procedures

01.21 Terrorist threat/attack and lockdown

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 (lockdown) rather than evacuate. 'Lockdown' 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 Manager assesses the likelihood of an incident happening based on their location.
- The Manager will check the police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- 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 practised. Lockdown procedures are rehearsed and recorded termly.
- We follow any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- All staff are aware of their role during lockdown.

A risk assessment has been carried out on lockdown and will be reviewed annually. Information from the local police force website and MI5 website are used to collaborate this risk assessment.

It may be necessary to carry out a lockdown in the event of:

- A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting)
- An intruder onsite (with the potential to pose a risk to children and adults in the setting)
- A warning being received regarding an environmental risk locally, of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity of the setting
- The close proximity of a dangerous animal

Lockdown procedures

If an incident happens the Manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will 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 at the scene, staff comply with their instructions.

All staff have been told to be vigilant and if they see something which is likely to cause harm to immediately shout "LOCKDOWN, LOCKDOWN, LOCKDOWN" so that everyone can hear, alerting staff outside by opening the door and shouting the alarm call. On hearing the alarm we will follow this procedure:

- The grabber, if able and safe to do so, will bring the grab bag, telephone, two-way radios and laptop, whilst other staff guide children and any visitors/students etc. into the designated safety area, checking each other area is empty as they go, locking the external doors, turning off lights, closing and locking any internal doors.
- All outside activity to cease immediately, children and staff return to the pre-school.
- One member of staff immediately counts the children, staff and visitors. If a child or staff member is missing, the Manager (or senior staff member in their absence) is to search in the building, if safe to do so, and bring them into the designated safety area.
- All staff and children should remain in the building and external doors and windows should be locked.
- Cracks around doors and any vents into the room will be sealed to minimise possible access points of pollutants.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.
- The Manager (or senior staff member in their absence) will notify the Primary Academy by telephone, if able.
- Silence the telephone and any mobile phones
- Staff will sit with the children to help keep as calm and quiet as possible.
- The Manager (or senior member in their absence) will ring 999 to report the incident and follow their instructions.
- If a group are on an outing when the incident occurs, a staff member is to telephone or communicate to them via the two way radio to tell them NOT to return to the pre-school until the 'all clear' has been given. If it is safe to do so, the group on the outing should stay where they are. If they are on their way back to the pre-school, they are to stop and go back to the venue and stay there until advised otherwise. The staff on the outing are to ring the police for advice. On being told to do so by police, the staff would contact the parents and notify them of the incident. If safe to do so, we would suggest to parents to collect their children from the venue. If not, we would remain there until it was safe to leave and return to pre-school.
- We would remain in the designated safety area until told otherwise by the authorities, supporting the children and each other, for as long as necessary. If the incident is being dealt with by the authorities and we are not directly affected and have been told to do so by the authorities, we will leave the designated safety area in the hope to reduce the stress on the children as much as possible.
- On being told to do so by the police, we would email parents to notify them of the incident using the following message,

"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 co-operation in not calling unless it is vital that you speak to us”.

The door will not be opened once it has been secured until the Manager is officially advised “all clear” or is certain it is emergency services at the door.

During lockdown staff do NOT:

- travel down long corridors.
- assemble in large open areas.
- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on.

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children’s details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the ‘all clear’. Staff will be always acting on the advice of the emergency services.

Recording and reporting

- The Manager reports the lockdown to the Committee Chairperson as soon as possible. In some situations, this may not be until after the event.
- A letter to parents will be sent home as soon as possible following any serious incident to inform parents of the context of the lockdown.
- Following the need for lockdown, the Manager and Deputy Manager will create a full record of the event. Policies and procedures will be reviewed as soon as possible to identify any areas for potential development.
- A notification of significant incident will be made to Ofsted within 14 days (preferably as soon as possible after the incident).

Further guidance

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, call the police on 101.