

Lock Down Procedures for real or perceived external threats

Policy Statement

In most emergency situations (e.g. fire or flood) we would be advised to leave the building and our Fire and Evacuation Procedure covers our actions in such an incident.

However, in some situations, it is likely our best course of action would be 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.

We would consider the area around Lake Street Nursery to be one of low risk. We are in a quiet area of town with no high-risk premises nearby and in an area of relatively low population.

The following measures and procedures have been agreed:

- We have details of our local police contact numbers displayed in our setting
- We have good local contacts with police and City Council who would inform us of any major threats (e.g. terrorism) within the City.
- We will follow any advice for managing emergency situations issued by our Local Authority.
- We ensure all staff are aware of their role during lockdown
- We would consider the level and validity of any perceived threat before informing parents of a lockdown

Lockdown procedures

- If an external threat is perceived or the Nursery is advised via the local authorities or emergency services of a real threat the Manager/or person in charge of the session [most senior staff member present]: will act quickly to assess the likelihood of immediate danger.
- In most cases the assumption should be that it is safer to stay safe in the building and place the setting into 'lockdown' until the emergency services arrive to give the all clear [this may also arrive via the phone line]
- **The single phrase "LOCKDOWN" will used by most senior member of the team, leading the session - in a way that all staff are aware without alarming children**
- **The alarm may also be given by a member of staff if the threat is real and seen to be an immediate threat to well being or life.**
- Staff will bring all children into the main room and make their way to the Keybases in their keybase teams and groups
- Staff carry out a headcount to ensure all children and staff are in the Main Room
- The leader of the session and Administrator on site will ensure all the doors are locked, windows shut and shutters lowered at the front and the back of the building
- It may also be necessary to ensure all the extractor fans are shut down e.g. airborne chemical threat
- Immediate advice will be sought from the local police or emergency services.

- The Administrator will vacate their office in the lobby (if safe to do so) and stay in the main room with the other staff and children.
- Staff will maintain a normal routine for the children as much as possible, remain calm but keep themselves and children away from the windows and doors as much as possible.
- **As soon as the emergency services arrive staff will comply with instructions at all times.**

Stay alert: during the lockdown the following advice will be followed:

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.
- Do NOT travel down long corridors
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information
- Ensure the Register and children's details to hand complete with contact numbers in case of need for emergency evacuation

Following the lockdown Nursery will:

- Cooperate with the emergency services to help in an orderly evacuation if advised
- Staff are not allowed to use their mobile phones, even to contact family, unless the all clear is given to do this by the Manager or Senior Practitioner at any time
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

Parents

- In the event of an incident it is inevitable 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.
- Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.
- It must be made absolutely clear to parents that you will be acting on the advice of the emergency services and government services.
- With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages e.g. FAMLY
- Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

If we have to implement our Lockdown procedure our the most senior member of staff on the premises would action the following message to be sent to parents, via the FAMLY app:

'All the children at Nursery are enjoying their session as usual, and are playing inside at Nursery. However, due to a local incident we have taken the decision, / been advised by the emergency services/those in authority, to secure the premises and stay inside until we are given the 'All Clear'. This means we have activated the Nursery Lockdown Procedure.

Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we can, 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. We will keep you updated via the FAMILY app. The children are unaware of anything untoward.

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

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 calls to the police, call 101.**

This procedure was reviewed by Catherine Morey, Manager and the Nursery team on 9 September 2026, on behalf of Lake Street Nursery and Pre-School CIO Management Committee of Trustee