

## **Kiddy Academy Emergency Lockdown Procedure**

In light of the recent terrorist attacks, we now feel it is necessary to have a lockdown procedure in place on what to do in the event of a terrorist attack or a national disaster.

Lockdown may be **activated** in response to a number of reasons, this could include;

- A major fire or environmental emergency in the vicinity of the nursery
- Severe weather conditions
- A disturbance in the local community, with the potential to pose a risk to staff and children in the nursery, this may be community disturbances, dangerous dogs
- An intruder on the site, with the potential to pose a risk to staff and children

The care and security we provide to your child is paramount. As an Ofsted Registered Nursery, we will do everything within our powers to protect, comfort and support your child in the event of a major incident, National Emergency or Terrorist Attack.

If we are involved or caught up in the incident, we will comply fully with the instructions from the emergency services and constantly reassure the children in our care. Please don't attempt to come to the setting, unless asked to collect your child, as this may put you and your child at greater risk. As much as possible, we will keep you informed of the actions we are taking. Children will **not be released** to parents during a lockdown.

If you are caught up in an incident, we will continue to look after your child until you are able to return or a person nominated is able to collect them. We will try our best to keep in contact by landline, mobile or email. In extreme circumstances this may include overnight care but this will be discussed with you and Social Services will also be kept informed. Rest assured, your child will not be put at risk in any way.

We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis. We will keep up to date on the situation using any media source available to us, radio, television, internet etc. We will endeavour to protect your child from information or images that may alarm or distress them. Parents will be asked **not to call** nursery as this can stop communication lines with emergency services

If the end of the day is extended due to the lockdown, parents **will be notified** and will receive information about the time and place children can be picked up from staff or emergency services.

A letter to parents will be sent home on the nearest possible day following any serious incident to inform parents of context of lockdown and to encourage parents to reinforce with their children the importance of following procedures in these very rare circumstances.

**In the event of an extreme incident, such as a terrorist attack, close to or in the setting, we will take every step to ensure the safety of staff and the children in our care.**

- All the children and staff to stay in their respective rooms. Those in the garden to move quickly to the nearest room or exit.
- Close the doors and lie low, encourage the children to lay under the tables, away from windows and close any shutters. Turn off the lights where possible.
- maintain calm and reduce anxiety and panic for children, other staff and the public including parents.
- A member of staff, should immediately call the police for further advice, which should be followed (Explain that you are calling from a nursery and tell them how many children and adults are present)
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.
- The nursery may be in lockdown for some time remain in communication with emergency services, LA and stakeholders including parents where possible.
- When communicating with Emergency Services could you use ETHANE to give clear and concise information?
  - **Exact location:** The precise location of the incident
  - **Type:** The nature of the incident, including how many vehicles, buildings and so on are involved
  - **Hazards:** Both present and potential
  - **Access:** Best route for emergency services to access the site, or obstructions and bottlenecks to avoid
  - **Numbers:** Numbers of casualties, dead and uninjured on scene
  - **Emergency services:** Which services are already on scene, and which others are required

We will plan to practice and prepare staff and children for Lockdown by having an annual drill and sharing the Lockdown procedure/plan.

If necessary parents will be **notified as soon as it is practical** to do so using the nursery's emergency contact mobile telephone.

The CLOSE Model is beneficial to assist understanding and preparation?

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention

- **Endure** – be aware you may be in lockdown for some time

If an **intruder has entered** the building you should consider the changes to the procedure, this may include;

- Directing all children, staff and visitors into the nearest playroom or secured space.
- Children that are outside should not enter the building but be moved to the evacuation point.
- Lock playroom doors, but do not lock exterior doors.
- Keep children seated on the floor and turn off the lights.
- Do not respond to anyone at the door until given the all clear.
- Ignore any fire alarm activation; the nursery should not be evacuated using this method.

## Stay Safe

### Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack.

### Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

### Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet, silence your phone.
- Lock / barricade yourself in.
- Move away from the door.

### Tell

- Call 999 - What do the police need to know?
- Location - Where are the suspects?

- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc. Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.
- Protecting yourself your staff your business and your community

**Armed Police Response**

- Follow officers’ instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.
- Officers may
- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

**You must STAY SAFE**



Childcare at its Best

Review date: 16.01.18	Date of next review: 16.01.19