22. 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 setting manager at ASK assesses the likelihood of an incident happening based on their location.
- The setting manager ensures that the emergency evacuation and lockdown procedures are included in staff training and induction.
- The setting 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. Lockdown should be rehearsed and recorded termly.
- The setting manager is aware of the current terrorist alert level, as available at http://www.mi5.gov.uk/threat-levels
- The setting manager follows any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information is shared with parents/carers, and all staff are aware of their role during lockdown.
- A text/phone message is issued to parents/carers when lockdown is confirmed.

Lockdown procedures

If an incident happens the setting manager assesses the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put go into lockdown until the emergency services arrive. As soon as the emergency services arrive at the scene, staff comply with their instructions.

During lockdown:

- Staff and children stay in their designated areas if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.

- Staff tune into local TV or radio for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- 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 door will not be opened once it has been secured until the setting manager is officially advised "all clear" or is certain it is emergency services at the door.

During lockdown staff members 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 always be acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to the Registered Provider/Owner as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

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.

This policy was adopted by:	ASK Kindergarten & Clubs
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Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider