01 Health and Safety Procedures

**01.12 Terrorist threat/attack and lock-down**

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 (lock-down) rather than evacuate. ‘Lock-down’ 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 assesses the likelihood of an incident happening based on their location.
* The setting manager will check our police website for advice and guidance.
* Local police contact numbers are clearly displayed for staff to refer to.
* The setting manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
* We follow any additional advice issued by the local authority.
* Emergency procedures are reviewed and added to if needed.
* Information about this procedure is shared with parents and all staff are aware of their role during ‘lockdown’.
* An email is issued to parents when lockdown is confirmed, if possible.

Suggested wording for parent 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 to 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 vital that you speak to us.*

## Lock-down procedures

A 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
* The close proximity of a dangerous dog roaming loose.

## During ‘lock-down’

Management of the situation will depend on the circumstances presented.

* The safety of everyone at the setting 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 quiet activities that will distract them such as making a den and having a picnic, or playing hide and seek.
* Move slowly and quietly
* Obey instructions

1. The senior staff member on site will alert other staff calmly and quietly, using the phrase “Lock Down” to initiate lockdown. The police will be contacted by telephoning 999, and made aware of the situation and that there are children in the building. If it is unsafe to speak, dial 999, then follow instructions and dial 55 to alert the police to immediate danger. If the manager is off site, the most senior member of staff will contact her, if possible, to make her aware of the situation. The Chair of the Management Committee must also be made aware of the situation, at the earliest opportunity.
2. 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.
3. Staff must shut and lock all external doors and windows and pull the blinds down, if possible.
4. Depending on the circumstances, staff will ensure children remain inside the building with locked doors and windows and blinds pulled down, in an area staff deem the safest, 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 possible, the manager or senior member of staff, will liaise with the school to alert them to the situation.
6. 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.
7. If the lock down persists for an extended amount of time or occurs at drop-off / pick-up time, the Manager or senior member of staff will decide how best to liaise with parents to minimise alarm., see guidance above
8. The all clear will be given by the Manager or senior member of staff - children must not be moved until all clear given, unless in exceptional circumstances (e.g. somebody outside the window / door) when another area of safety must be found.
9. Once it is confirmed that all children and staff are safe, the manager will record and report the incident to the relevant authorities
10. Parents: It is inevitable parents will want to come to the setting and collect their children immediately. They must be discouraged from doing so, until the emergency services give the all clear. Depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police. We will act on the advice of the emergency services and we have the expectation that parents will also.

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, call the police on 101.