Harvey Bears Nursery and Preschool
Terrorist Threat and Lockdown Procedure

Date of last review	September 2026
Signature of registered provider	*C. Hall* Committee Chair

Emergency procedures usually cover incidents inside the building. Sometimes, however, you may be advised to remain inside (lockdown) instead of evacuating. By limiting movement, lockdown protects occupants from an immediate nearby threat and supports emergency services in containing and managing the situation.

- The setting manager assesses the likelihood of an incident happening based on the location.
- The setting manager will check out police website for advice and guidance.
- Local police numbers are 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 the fire procedures are practiced. Lock-down should be practiced termly.
- The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threatlevels.
- We follow additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if necessary.
- Information is shared with all staff, and all are aware of their role during 'lock down'.
- A phone message is issued to parents when lockdown is confirmed.

Suggested wording for parental message:
Following an incident, emergency services have advised us to remain inside until they give the all-clear. Please do not collect your child until it is safe. We will update you as soon as possible on when collection is likely to be safe. To keep our telephone lines clear, please call only if you urgently need to speak to us. Thank you for your cooperation.

Lock Down Procedure
If an incident happens the setting manager or deputy 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 lock-down until the emergency services arrive. As soon as emergency services arrive all staff will comply with their instructions.

During Lock Down
- Staff and children stay in their designated areas if it is safe to do so.
- Keep doors and windows secured until further instructions received.
- Curtains and blinds stay closed.
- Staff and children stay away from the windows and doors.
- Encourage children and staff to remain calm.
- A member of staff tunes into local radio or TV stations for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm sounds, staff and children will leave the building in accordance with our emergency evacuation procedures, ensuring every child is accounted for. Everyone will then remain in the designated area and await instructions from emergency services.

Policy Review

These policies and procedures are a working document and can be added to and changed as and when necessary.
This policy will be reviewed annually or when an incident occurs or there are new local or national policies and procedures. The review process will be led by the registered provider and the DSL and include all those working in the setting.