



Harvey Bears Nursery and Preschool

Terrorist Threat and Lockdown Procedure

Date of last review	
Signature of registered provider	

Most procedures for handling an emergency are focused on an event happening in the building. However in some circumstances you will be advised to stay put (lock down) rather than evacuate. Lock down 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 if;

- 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,

Due to an incident we have been advised by the emergency services to 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 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.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds stay closed.
- Staff and children stay away from the windows and doors.
- Children and staff are encouraged to stay 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 is activated, staff and children remain in their designated areas awaiting instruction from the 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.