



# Little Pearls Nursery Lockdown Procedure

Little Pearls Nursery recognises the potentially serious risks to children, staff and visitors in emergencies or harmful situations. A 'lockdown' may take place where there is a perceived risk of threat to the Nursery, it's staff, children, visitors or property.

In order to alert a lockdown when outside, a member of our staff team will initiate procedures by **blowing a whistle** and gather all of the children together safely and take them inside of the building as quickly as possible.

When alerting a lockdown when inside the building to not alarm the children we will use the code phrase **"we've got a boomerang."**

The Manager/ Deputy Manager or Third in Charge will **immediately call 999** and all staff will calmly begin the lockdown procedure.

## What is lockdown?

Lockdown is the ability to quickly restrict access and egress to a site or building (or part of) through physical measures in response to a threat, either external or internal. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). It is recognised that due to their nature some sites may not be able to physically achieve lockdown.

## The Lockdown Procedure

Staff will move the children out of sight and into the **nearest safe zone (ideally upstairs behind secure doors, however if this isn't practical then the cot room/ coat corridor)** and close the door taking the nursery mobile phones, internal wireless phone, registers and evacuation bag with them if safe to do so. This **safe zone** may need to be changed dependant on the incident situation to where the threat was in relation to the building. The most senior member of staff will head count all of the children, whilst the Manager/ Deputy Manager checks the premises for any other children. The staff team will ensure that all windows and doors are closed and that the blinds are down in the cot room so to ensure the children are safely out of sight. The staff will make their best attempts to ensure the children remain as quiet and as calm as possible throughout the Lockdown procedure. It is important not to panic, which could then panic the children. Everyone will remain out of sight, until further instructions are given by the emergency services.

With regard to getting information to parents during 'lockdown', staff should use the existing systems in place which are our social media Facebook page, text and emails if possible. Parents should also be discouraged from ringing the setting directly for further updates during 'lockdown'; as it will be vital that our phone lines remain clear at all times for the emergency services to make contact. We will prioritise informing parents who will be collecting their children around the incident time to avoid any danger to themselves.

In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. However, staff must discourage parents from doing so, until the emergency services give the all clear to ensure that the environment is safe. It must be made absolutely clear to parents that staff will be acting on the advice of the emergency services at all times.

## 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. Full guidance is contained on the NaCTSO website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

### 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



## Threat levels

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.

Current threat level in Britain is: **Severe** (as of April 2019)

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 calls to the police, call 101.**

### Contact numbers:

Name	Contact No
Police	999
Non emergency Police	101

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