



01.17 Emergency evacuation, lockdown and closure

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 the building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement, emergency services can handle the situation more effectively.

- The setting Manager 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 local 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 terrorist alert level, as available at 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.

Suggested wording for parent/carer message:

"Due to an incident, we have been advised by 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 co-operation in not calling unless it is vital that you speak to us."

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 and 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.
- 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 a local TV or radio station 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 the setting. In which case, they will follow usual fire procedures.



The doors will not be opened once it has been secured until the Manager is officially advised “all clear” or is certain it is emergency services at the door.

During lockdown staff do NOT:

- 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 be always acting on the advice of the emergency services.

Recording and reporting

- The setting Manager reports the lockdown to the trustees 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

To be read alongside 1.17a Lockdown procedure.

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.

EMERGENCY CLOSURE

The St Marys Pre School will endeavour to provide continuous child care for 38 weeks of the year (excluding bank holidays). However, in the event of a major emergency it may be necessary or beyond our control to remain open for a period of time.

St Marys will implement the following procedure if any of the following occurs:

- Fire damage
- Flooding
- Snow/ice
- Extremely high levels of sickness among staff and/or children
- Flu pandemic
- No heating/water/electricity
- Contractual implications for example a change to our rental terms and conditions
- Heatwave
- Bereavement
- Emergency Services incident



Procedures

In the event of closure Managers will assign roles and responsibilities and the following will apply:

- Parents will be contacted via email, phone, text as soon as possible
- Regular updates will be sent out
- Short term closure fees will remain payable
- Long term closure payment of fees will be at the discretion of Surrey Early Years and The Committee
- In the event of the premises being closed during a session children will be re-located, if necessary, to a place of safety ie the church and parents/carers will be contacted to collect children as soon as possible. The Evacuation Box will be taken.
- Supervisors will inform Surrey Early Years, Ofsted and any other relevant bodies of any closure and seek advice.
- Any closure is recorded and placed in the Health & Safety Risk folder.

PROPERTY OF THE ST MARY'S PRE-SCHOOL