



## Lockdown procedures

If an emergency happens the setting staff must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

### Upon alert to lockdown

1. Stay calm
2. Blow the Whistle to alert all staff
3. Secure front door with top bolt lock
4. Ensure staff and children stay in the main room; Zone 1
5. Close window shutters
6. Stay away from windows and door
7. Do NOT make non-essential calls on mobile phones or landlines
8. Notify parents/carers via Family App with the following information:
  - *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 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, please communicate through the Family App or if it is absolutely vital that you speak to us then call*

### Be alert

**Do NOT** open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door

**Do NOT** call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information

## **Following the lockdown**

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.
- The police may require other individuals to remain available for questioning.

**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.**

**December 2025**

**Review: December 2026 (if needed)**