

Hartcliffe Nursery School and Children's Centre

LOCKDOWN PROCEDURES

'If a trespasser threatens the premises and anyone within them the site 'Lock-Down procedure should be activated'

STEP 1. GO IN

STEP 2. STAY IN

STEP 3. TUNE IN

LOCKDOWN –ROLES AND RESPONSIBILITIES

Beforehand:

HEADTEACHER/MANAGER

1. Ensure there is a clear unambiguous signal which will alert all staff to a Lockdown, while at the same time not necessarily agitating the trespasser, if that is the nature of the alert.
2. Ensure that the Lockdown procedure is posted on the Health Safety and Wellbeing Notice board and other key locations.
3. Allocate key roles and ensure deputies for those staff in case of absence. Ensure the Lockdown Procedure is rehearsed at a frequency that reflects local risk assessment, but at minimum twice per year.
4. Update staff with information on emergency services exercises, disputes with parents/carers, custody cases, banning cases etc. on a regular basis.
5. Inform appropriate interested parties and parents/carers of the procedure they should follow in the event of a Lockdown e.g. If there is an incident, possibly a large fire in a nearby factory, do not come to the establishment for you children as you may be putting yourself at risk. We will keep all our door firmly shut. We will keep your children safe. Do not 'phone the Establishment as we will be using the telephone for communicating with the authorities. Listen to the Local Radio for further information' (also see During Lockdown 1)

LOCKDOWN – ROLES and RESPONSIBILITIES

On hearing the Lockdown signal: manual bell until electronic sound integrated

STAFF OUTSIDE the building, without panic but with due urgency

1. Usher all inside to go to their rooms, unless unsafe to do so when an alternative should be communicated.
2. Check that there are none who miss the signal as they are in 'hidden' areas etc.
3. Close and lock doors (keys to be kept on hook by door) windows and other potential access points

STAFF INSIDE the building

(Including Family Support, Outreach as well as Nursery)

1. Remain by external doors until they are locked and supervised (keys to be kept on hook by door)
2. Take on allocated duties or proceed to own room
3. Lock external room's doors, close windows.
4. If smoke, noxious fumes etc., outside, turn off ventilation fans etc.
5. Move away from windows if appropriate and pull down blinds
6. Obtain calm
7. Conduct a roll call
8. If appropriate and safe to do so, send headcount to Headteacher/Manager
9. Embark on normal activity
10. Await further instructions or confirmation that the incident has concluded.

ADMIN

1. Go to main entrance/control point
2. Ensure door security
3. View any CCTV images if system present
4. Ensure any communication devices are activated and in use to agreed protocols
5. Ring remote locations e.g. Portakabin to ensure awareness
6. Open the Emergency Rucksack/Bag/Crate

HEADTEACHER/MANAGER (OR PERSON TEMPORARILY IN CHARGE)

1. Take command and control and ascertain cause of alert
2. Ensure Emergency Services and if appropriate, security services are contacted
3. Ensure that procedures have been activated and completed.
4. Receive headcount and situation reports
5. Ensure occupants are moved away potential hazards e.g. from the side of the building facing fire or potential explosion and in storms away from atriums, conservatories, parapets, chimneys.
6. Inform the CYPS Emergencies Officer

LOCKDOWN –ROLES AND RESPONSIBILITIES

During Lockdown:

HEADTEACHER/MANAGERS OR PERSON TEMPORARILY IN CHARGE

1. Agree activation of an appropriate response to anxious telephone calls with responding staff to include:

‘Please do not come to the site, you may put yourself and those here at risk. We will keep all our doors, windows etc. firmly shut and occupants safe. If you insist on coming to the site we will not let you in’

NB: It will be necessary to have a contingency plan for those who ignore and challenge these instructions. The safety of yourself and the majority must be your prime concern. However, you may have to ‘release’ individuals in a manner that does not let potentially contaminated people or contamination in e.g. quickly allowing exit through controlled twin sets of downwind doors.

2. Liaise with CYPs Emergencies Officer

LOCKDOWN ROLES AND RESPONSIBILITIES

After Lockdown:

HEADTEACHER/MANAGERS OR PERSON TEMPORARILY IN CHARGE

1. Liaise with CYPs Emergencies officer regarding any necessary on-going support and actions.

Later:

HEADTEACHER/MANAGERS OR PERSON TEMPORARILY IN CHARGE

1. Review lessons learnt from incident with appropriate parties.