

**Emergency lockdown procedure**

A lockdown will be implemented if there is a serious security risk (e.g. violent or armed intruder) to the preschool children and staff.

We may be notified of a Lockdown procedure by a pop up notice on our computer or by notification of police or staff.

**Lockdown steps:-**

* Threat will be communicated to all staff present**.**
* Children will be brought in from the playground
* We will secure both entrance doors and if possible barricade
* Windows will be locked and blinds closed
* Lights will be turned off.
* Children and staff will lie flat on the floor preferably under tables or take cover in the staff cupboard
* Children will be encouraged by staff to keep calm and quiet.
* We will stay in the room until police arrive.

**If someone is injured;-**

* We will call 999 using the landline if possible.
* If landline is not working we will use a mobile which is switched to silent mode

**What to report when contacting authorities:-**

1. Specific location
2. Number of people
3. Injuries
4. If we have seen an assailant or identified a threat

* Location and number of suspects
* Direction of travel
* Their clothing and description
* Their identity if known
* Any weapons or accessories(e.g. backpack)
* Any unusual or threatening sounds9e.g. gunfire or explosion)

This Policy was \*adopted/renewed at a meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­

Signed on behalf of Preschool by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of Preschool Staff by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Policy will be reviewed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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