



Christchurch Pre-School Nursery  
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## **EMERGENCY LOCKDOWN**

Christchurch Pre-School Nursery recognises the potentially serious risks to children, staff & visitors in emergency or harmful situations.

Most of our existing procedures for handling an emergency situation involve evacuation of the premises & will be focused on an event happening in the building. However, in some situations, we may be advised to stay put (lockdown) rather than evacuate the premises.

In the event of an incident, 'lockdown' of a building is an emergency procedure to secure & protect occupants near an immediate threat.

A lockdown may take place where there is a perceived risk of threat to Nursery staff, children, visitors or property.

Where possible, Nursery will act to ensure the safety of all personnel in the setting in the following situations –

\*In an event that unauthorised people (or animals) are considered dangerous & are on Nursery grounds.

\*In instances including domestic breakdowns where estranged parties are attempting to abduct children.

\*In instances where staff, students, or volunteers from within the setting become a threat to the well-being of others.

\*In emergency situations within the environs of the Nursery where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 short whistles – which would be distinguishable from the fire alarm / evacuation signal.

Lockdown procedures will be practised from time to time, like the fire drill, so staff & children are familiar with them.

### **Procedure –**

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

As soon as the emergency services arrive, staff will comply with instructions at all times.

The following steps provide guidelines for staff, students & visitors in an emergency situation –

1. On hearing the lockdown signal, the Manager / Deputy / Room Leaders will call for assistance – 999. The lockdown signal will differ from fire signal. Lockdown signal will be three short sharp blows on the whistle, whereby Fire is one long blow on the whistle.
2. Staff should always remain calm.
3. In the event of a building lockdown, it is mandatory that all staff & children make their way upstairs to the church. The Manager, Claire Macklin, & Terri Bown hold a key to the church (it is marked 'A' on the key). In Claire's absence, Chloe Akbiyik will hold the church key.

4. If the nature of the incident prevents this from happening, then all staff & children should remain the rooms they are in & follow the directions of the Manager / Deputy Manager.
5. Staff will close the doors behind them in the church, ensuring both are locked. A member of staff will go to the front of the church & ensure the fire doors are also locked.
6. A member of staff from each room will collect – mobile phone, First Aid box, grab bags, registers, as we do for an Evacuation. Toilets need to be checked.
7. Staff from each room will do an immediate head count & register call.
8. There are toys the children can access in the church while we wait for the emergency services.
9. No-one is to leave the church during the lockdown.
10. There must be no non-essential calls made on mobile phones / Nursery phone. These lines must be kept clear.
11. Everyone should remain in their positions until the “all clear” is given by emergency services.

Parents will be notified after the event. However, if the time is near to a pick-up or collection time, we will issue the following phone call (using another phone) /email.

*“Due to an incident, we have been advised by the emergency services to secure the premises & stay put in the church until we have been given the “all clear”. Please do not attempt to come to Nursery & collect your child until it is safe to do so. We are safe, the emergency services are aware & are on the scene / on their way & we will let you know as soon as possible that you can come. We need to keep the phone line clear & would appreciate your co-operation in not calling us.”*

This policy was approved at a meeting of Christchurch Nursery held in February 2023 –

Signed:

Manager

Committee member