

LOCK DOWN

In event of receiving a telephone call-suspected threat in area:

- Calmly call children/staff in from garden.
- Ensure all doors locked.
- Switch off lights/ close curtains.
- Get register/mobile phone.
- Children sit down in middle room or by main cupboard area behind coat racks. Take register and distract with stories.
- Wait for instruction-do not make non-essential calls.

In the event of threat from the back of preschool

- Get children inside calmly and quickly.
- Lock doors.
- Get register/mobile phone
- Close curtains/ Switch off lights.
- Alert Police 999.
- Alert Chairman to inform parents by email to wait for all clear.
- Children sit down by main cupboard behind coat racks.
- Take register, stay calm & distract with stories.

In the event of threat from the front of preschool

- Alert garden staff to bring children inside.
- Gather children to middle room/ kitchen & sit down.
- Get register/mobile phone.
- Switch off main room lights & Close curtains (if possible).
- Alert Police 999.
- Alert Chairman to inform parents by email to wait for all clear.
- Take register, stay calm and distract with stories.

Following the lockdown.

Co-operate with the emergency services to help in an orderly evacuation.

Ensure we have the Register and children's details with you.

Staff who have witnessed an attack or incident will need to write down details in case of future need.

Communications/chair officers will keep parents informed and updated following advice from the emergency services re collection, medical aid and children witness statements.

Keep phone lines clear.

Reminder.

Anti-terrorist hotline: 0800 789 321.

Non-emergency police line: 101