

ALTON COLLEGE NURSERY

LOCK DOWN PROCEDURE

In the event of a Lock Down Situation where possible these are the procedures to be followed:

- If lock down is called from the College - through computer screen and telephone the person to hear should shout ' LOCK DOWN LOCK DOWN' loud and clear for other staff to hear.
- Staff now carry whistles on a lanyard – 1 long whistle indicates lock down.
- If staff/children are outside they need to be told in the same manner and all children should be rounded up and brought inside to the office area as quickly as possible.
- Staff inside should be collecting children and escorting to the office area.
- Person in charge - if possible - should collect radio, register, contact folder and personal mobile phone. If this is not possible safety of the children and themselves comes first and is paramount.
- All children and staff must be accounted for.
- All outside doors must be closed.
- Children must be kept calm and quiet, away from windows.
- The bolt on the office door must be bolted.
- Staff to spread themselves evenly around the office to be able to talk to the children quietly.
- No one is to come out of the room unless ordered to by emergency services.

If a fire alarm is sounded:

- The situation would be assessed first before exiting the room we are in lock down. Unless in the room with the fire you should remain in the room.

Contacting Parents/Carers

Parents will be contacted as soon as appropriately possible.

Reviewed:	Feb 2022
Updated	July 2022