

Daffodils Outdoor Nursery

'Lock down' Procedure

A **security incident** is a warning that there may be a threat.

When the manager/ person in charge becomes aware of a security incident the manager will use the walkie talkie communication system to alert all staff to the threat. The manager will then call the police.

The manager will inform the staff of the **AMBER** alert by following these steps:

1. Inform staff that there is a security incident on the premises of the nursery or 'Amber alert'.
2. All staff and children are to stay inside the main playrooms or shut themselves in the Dome if outside and carry on as normal. No one must go outside.
3. Staff in the staff room must return to the playroom if children are inside.
4. If say to do so, children playing outside must return inside as quickly as possible with staff supervision.
5. Close all windows.
6. Close all blinds.
7. To wait for further instruction from the Manager.

The manager will inform the staff of the **RED** alert by the following steps:

1. All staff and children are to remain in the playrooms and move to the furthest point away from the door, preferably out of sight of the outside doors. (The 'den' area moving sofas to get behind or middle cloakroom area shutting all doors/gates.
2. Any staff not in with the children should make their way immediately to the children and other staff to support. All windows are to be closed, where possible.
3. All blinds are to be closed, where possible.
4. Staff are to keep the children calm and quiet as much as possible so as not to alert any intruders on the nursery premises.
5. Children playing outside must come inside at once shutting all doors behind them. Managers will decide if children in outdoor area are to remain shut in Dome or make their way to the indoor area depending on the urgency of the situation/threat.
6. No one is to enter or leave the nursery unless it is the emergency services.
7. The staff are to wait for further instruction from management or emergency services.
8. The manager will stay in touch with the police and await further guidance.

If it is necessary to evacuate, the manager will give each room evacuation instructions

OR

Sound the fire alarm and inform all staff and children to make their way to the fire assembly point if safe to do so. If this is unsafe, all staff should evacuate children and make their way to the Manor House at the top of the nursery driveway.

IF IT IS UNSAFE TO USE AN 'AMBER' OR 'RED' ALERT, STAFF SHOULD USE THE ALERT PHRASE OF 'I FORGOT TO PUT THE PEANUTS AWAY'.

Bomb/Gun Threat

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intention of causing alarm and disruption.

If a bomb threat is received, the call recipient should:

Stay calm and listen carefully

- If practical, keep the caller talking and alert a colleague to dial **999**
- Once off the phone, dial 1471 to obtain the number
- If the threat is a recorded message, write down as much detail as possible
- Follow police advice
- Close all windows
- Close all blinds

The management will make an assessment of the threat and seek further advice from the emergency services where appropriate.

If the threat is deemed plausible then the management will order the activation of the fire alarm and evacuation of the building.

If there is not enough time to follow these procedures and in an act of emergency, then: (please try and take responsibility of a number of children according to the normal ratios)

RUN

- Escape if you can
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind
- If exiting from the rear of the building, make your way to the Manor house at the top of the drive.

HIDE

- If you cannot RUN, HIDE
- Find cover from gunfire
- If you see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Be aware of your exits
- Try not to get trapped
- Be quiet
- Lock/barricade yourself in
- Move away from the door

TELL

- Call 999 - What do the police need to know? If you cannot speak or make a noise listen to the instructions given to you by the call taker

- If the caller doesn't reply, the assistant will ask for them to 'cough', or make some other noise in the case of a police emergency.
- If even making any sound is dangerous the call will be put through to an automated system which asks the caller to press '55' if they're in trouble.
- Location - where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions - Describe the attacker
- Further information - Casualties, types of injuries, entrances, exits, hostages
- Stop other people entering the building unless safe to do so.

If you find that you need to run, please where possible take charge of the number of children according to the normal ratios.

Use the closest exit to you.

If you need to use staff cars, get as many children in the cars that is safe to do so and drive out of the nursery premises. There is a public house located in Arthingworth village (exit right out of the premises) as well as a village hall.

Tell the older children to follow you while you are running up or down the driveway.

Knock on some neighbour's doors to seek shelter. The Manor house is at the top of the drive way and can act as safe shelter.

If possible, take the registers with the children's contact details and a mobile phone.

Do not worry about other staff, get yourself and the children out!

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