



Lock Down Procedure

Follow the **CLOSE** procedure.

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing any attention

Ensure. Be aware that you may be in Lockdown for some time.

The following steps provide guidelines for staff and visitors in an emergency situation:

1. On hearing the lockdown signal the Supervisor/Manager will call for assistance- 999
2. Staff will lock all doors securely and close blinds on all windows.
3. Two long whistle blows will signal lockdown procedures to take effect immediately.

In the setting;

Upon hearing the lockdown signal, three steps will be followed:

1. Staff to secure all windows and doors.
Close blinds.
Instruct children to sit on the carpet in the book corner/home corner and keep calm.
If anyone is outside, call them in.
Collect first aid box, register, cordless phone, torch and mobile phone.
2. Do a head count immediately and call the register.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.

Remain in lockdown until the all-clear has been given and normal situation resumes.