



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
Tel 01995 641132 email preschool@whitechapel.lancs.sch.uk
Registered charity number 1080554

Health and safety

3.3a Preschool Lockdown

Policy statement

In some emergency situations, such as a terrorist threat, it may be advised to 'lockdown' preschool. This means that everyone is to remain within the setting to keep everyone as safe as possible.

Procedures

- Stay calm.
- Ensure staff and children stay in the preschool setting. Secure all doors (main door place cardboard over, found next to large filing cabinet in office and then a screen in front of door) and windows and await further instructions from emergency services.
- Top hall door to be locked at all times.
- Ensure you have the Register and children's details with you. – Katie to pick up with computer and phone
- Phone emergency services -manager or deputy
- Contact school and parents/carers. – manager or deputy
- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm.
- Tune into a local TV or radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.
- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

- Co-operate with the emergency services to help in an orderly evacuation.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.



Whitechapel Village Hall, Church Lane, Whitechapel, Lancs, PR3 2EP
Tel 01995 641132 email preschool@whitechapel.lancs.sch.uk
Registered charity number 1080554

- The police may require other individuals to remain available for questioning

Parents

- Parents will be discouraged from collecting their children until the emergency services give the all clear.
- We will always act on the advice of the emergency services.
- Parents will be notified about a 'lockdown' via our facebook page, email and phone call if necessary. It is vitally important that phone lines are kept clear during lockdown.

Template message for parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Records

- Lock-down will be rehearsed and recorded termly. Records will be kept with the fire drill records on the office door.