

# Evacuation and Lockdown Policy

July 2023

At Houghton & Wyton Pre-school Playgroup, we recognise the potentially serious risks to children, staff and visitors in emergency or harmful situations. Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of children and staff (including volunteers and visitors) in the pre-school. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all children and staff.

A lockdown may take place where there is a perceived risk of threat to the pre-school, our staff, children, visitors or property, including:

- An intruder on the pre-school site;
- A reported incident/civil disturbance in the local community with the potential to pose a risk to children and/or staff;
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc);
- A major fire in the vicinity of the pre-school;
- The close proximity of a dangerous dog roaming loose. Lockdown procedures will be practised from time to time so that staff are familiar with them.

## Procedures

### Evacuation

**Signal:** Continuous bell

**Action:**

- Get all children and any other adults in vicinity to leave building immediately via nearest fire exit.
- Be calm and firm in your directions. Insist that everyone walks and is very quiet.
- Take class list, padlock keys and walkie-talkie with you if leaving classroom.
- Assemble at designated assembly point (Playing field)
- Call register
- Use walkie-talkie to report status
- Await further instructions
- Don't "clog up" airways on walkie-talkie with needless "chatter"
- Keep children calm. Sit them down if dry and engage in quiet activities. If wet/cold, make way to church to seek shelter (walk via footpath round back of school playground to church)
- Do not go back into building until "all clear" given.

### Invacuation/Lockdown

**Signal:** Phone call from school if incident takes place on school premise. Continuous whistle (phone call to be made to the school).

**Action:**

- Get children and any visitors inside nearest room.
- Sit children on floor away from windows / doors.
- Lock all doors
- Turn walkie-talkies on. Listen out for instructions.
- Pull blinds if safe to do so.
- Report that you are secure inside with a group.
- Take register (or make a list of names of children you have with you)
- Report that you have confirmed all children / if any children are missing.
- Report names of any other adults with you including visitors.
- Listen for further instructions
- Don't "clog up" airways on walkie-talkies with needless "chatter".
- Keep children calm and engage in quiet activities.
- Don't move children from floor/room until given "all clear".



The pre-school will remain in lockdown until the lockdown has been lifted by the pre-school manager or her deputy, or by the emergency services. It will not be possible to collect children from the pre-school during either an evacuation or invacuation/lockdown until it has been confirmed that it is safe to do so.

After any emergency situation at pre-school, the pre-school manager and management committee will attempt to encourage all staff, families and volunteers that may have been affected by the emergency to get in contact with relevant support agencies.

We have separate policies and procedures for our Forest School sessions as detailed in our Forest School handbook.

How to call the Fire Service

- Dial **999**
- When the operator answers, ask for Police and give the telephone number of the Pre-school. **01480 463812.**
- When the Police Service answers, say "Police [Houghton & Wyton Pre-school Playgroup], Green Lane, Houghton".

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***