

**Emergency Evacuation/Lockdown Policy**

**In the event of a bomb threat:**

In the case of a direct telephone threat, as much detailed information should be sought from the caller as is possible in the circumstances.

The following should be noted:

* Callers accent
* Callers manner
* Background noises
* Precise details of the warning
* Wherever possible the person taking the call should alert another person as the call is taking place.

Although threats may prove to be hoaxes any calls received must be taken seriously.

* All bomb threats should be reported immediately to the Manager or person in charge, who should authorise a call for Police advice and assistance.
* Whatever the source of the warning, the decision to evacuate the site rests with the Manager or person in charge and should be based on all the evidence available and risk. In general the police will advise the setting on what to do.
* A general search of the building will take place. The priority of search areas will depend on information given in the warning.
* Staff involved in the search should inform the Manager or person in charge of the results of their search.
* During a search for a suspicious package, the use of mobile phones in the vicinity should be avoided altogether, because of the risk that certain devices can be triggered by radio waves. Communication should be achieved through the internal landline telephone system.
* In the event of a device or other suspicious items being found, the searcher should move themselves (and everyone else) away from it and inform the Manager or person in charge immediately.
* The Manager or person in charge will then initiate the clearance of the area, cordoning off the area with tape and restricting further access.
* The Manager or person in charge should consult with the Emergency Services before taking the decision to evacuate in relation to a bomb threat.

**Evacuation**:

Where the Manager or person in charge decides to evacuate all or part of the site, the objective should be to clear everyone from the danger area as rapidly, calmly and safely as possible.

**Procedure to be followed in the event of an evacuation**:

* Children will be led safely to the nearest exit away from the building and line up against the wall alongside the side of the building.
* Do not re-enter the building under any circumstances.
* The last member of staff to leave the setting must remember the register.
* The fire brigade will be phoned, and the register taken, and all children and staff accounted for.
* Should for any reason everyone be unable to assemble against the wall, our alternative assembly point is round the front of the building at the front of the church or the back of the building in the garden.
* Nobody should be permitted to return to the site until the Manager or person in charge, having consulted the Senior Emergency Services Officer, gives the all clear.
* The Manager or person in charge must ensure effective communication with staff, visitors and anyone who may be affected by the incident.
* Meeting points for a bomb threat will generally be a much further distance from the building than in the event of a fire. Again, advice from the emergency authorities should be followed.
* There may be a case for evacuating in the event of a bomb scare in a neighbouring facility. In that case, the advice of emergency services shall be obeyed.

**Suspicious Packages:**

The following information will be made aware to all employees:

* Explosive devices are normally of simple construction and may be carried in a briefcase, bag or parcel or they may be sent through the post as a letter or package.
* If you find a suspicious package:
  + DO NOT USE A RADIO OR MOBILE PHONE FOR COMMUNICATION.
  + DO NOT PLACE ANYTHING ON TOP OF IT.
  + DO NOT TAMPER WITH IT OR MOVE IT.
  + WARN OTHERS TO KEEP AWAY FROM IT.
  + SECURE THE AREA.
  + INFORM THE MANAGER OR PERSON IN CHARGE WHO WILL INFORM THE POLICE.

Incendiary devices are particularly difficult to detect. The devices are generally small enough to fit into a cigarette lighter and are designed to ignite after a predetermined delay period. This allows them to be planted during working hours and to ignite during the silent hours.

Devices may be planted in the following locations:

* In pockets of garments or among clothes;
* In drawers or slipped down the sides of upholstered furniture.
* Behind books on shelves.

DO NOT HANDLE A SUSPECTED INCENDIARY DEVICE. IT MAY KILL OR MAIM. CLEAR THE AREA AND INFORM THE MANAGER OR PERSON IN CHARGE.

**Lockdown Procedures**

This refers to the procedure for keeping children and staff safe by keeping them indoors in their rooms or other safe locations. Examples of when it might be used include when there is a serious threat from an intruder (e.g. a gunman) on the Pre-School premises or within the vicinity of the Pre-School or an industrial incident or a fuel/chemical spill outside the school or a local terrorist attack.

In the case of an intruder, the Manager or person in charge needs to consider whether it was safer to keep children and staff within the setting or to evacuate and disperse.

The following general advice may be followed:

* Signal lockdown using the designated procedure.
* Check the hallways and get all children and staff into the closed rooms or safe areas.
* Keep all children in the room until given the all clear.
* Consider locking or wedging your doors if possible, shut windows and curtains.
* Turn off lights if necessary.
* Keep children seated and away from doors and windows. There may be circumstances when it is best to sit on the floor or under tables.
* Staff will maintain (as best they can) a calm atmosphere in the room and keep alert to the emotional needs of the children.
* Try and keep children engaged in a quiet activity.
* Do not allow anyone out of the room during a lockdown procedure in any circumstances.
* Staff should always remain with the children.
* If a member of staff is out of the room at the time of the incident then they should attempt to go back to the room IF SAFE to do so. However, if this is too risky or dangerous then they must try and make contact with the children as soon as possible.
* The Manager, or any staff able to do so who can be safely assembled, should form a School Emergency Response Team.
* Parents should not be allowed to pick up their children during a lock down procedure.
* If the children are outside, staff should, depending on the situation, either move them to the nearest hall or building that can be secured. In case of an intruder attack, there should be an alternative escape route, or a place to hide or disperse or take cover.

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| This Policy was adopted on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date to be reviewed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |