



Roosters Kids Club – Lock Down Procedure

Staff must be vigilant at all times and to challenge unfamiliar visitors. Keep doors and windows and other access points locked when not in use.

Practice at least once a term and record in the book provided, a sensitive approach is required as we do not want to alarm or scare children.

Possible situations in which we might apply a lockdown procedure include:

- Hostile Intruder
- Civil unrest (e.g. rioting, hostile demonstration)
- Chemical leak
- Radiation Risk
- Attempted Abduction (whether by an estranged parent or stranger)
- Major incident vicinity (e.g. car/ plane crash)
- Out of control animals (e.g. dogs, bees etc.)

Basic steps of any lockdown procedure - **SAFE SHELTER FAST**

1. Raise the alarm
2. Get the children to a safe place
3. Alert Emergency services.

Procedure

- Sound the Air horn
- Get all the children and staff indoors without delay.
- Manager secures all external and connecting doors and windows.
- Check the register for any missing persons.
- Alert the emergency services
- Keep the children away from windows and doors and out of sight from outside move all children in to the main corridor, lock all internal doors and lay low. (Also depending on the nature of threat.) Close blinds and curtains if possible.
- Mobiles should be on silent mode

If the intruder is inside or likely to break in

- Raise the Lockdown alarm as outlined above.
- Get the children to a place of safety; the main corridor locks all doors behind us.
- Alert emergency services
- Keep the children quiet and calm out of the sight as outlined above.
- Stay in touch with the Emergency services throughout the incident. Neither assumes nor checks that the coast is clear: wait to be informed by the emergency services.
- Parents will be notified as soon as it is practical to do so.