

## EMERGENCY LOCKDOWN PORCEDURE



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|    | First Steps recognises the potentially serious risks to children, staff and visitors in emergency situations. A lockdown may take place if we believe there is any possible risk to the children, staff, visitors or the nursery building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 01 | <p><b>What does the Act do?</b></p> <p>The Terrorism (Protection of Premises) Act 2025, commonly referred to as Martyn's Law, is intended to improve protective security and organisational preparedness across the UK. The new Act requires certain premises and events to ensure steps have been taken to prepare for potential terrorist attacks and get ready to help keep people safe in the event of an attack. In addition, certain larger premises and events will be required to consider and, where appropriate, take steps to reduce their vulnerability to acts of terrorism.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 02 | <p><b>We will act to secure the safety of everyone in the following situations:</b></p> <ul style="list-style-type: none"> <li>• Unauthorised person(s) on the grounds, considered dangerous.</li> <li>• Any person attempting to abduct a child.</li> <li>• Someone from within the nursery becomes a threat to others.</li> <li>• An external immediate threat directed to the children, staff or building.</li> <li>• Situations caused by external spills/poisonous fumes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 03 | <p><b>In the event of an extreme incident</b>, such as a terrorist attack, close to the setting, we will take every step to ensure the safety of staff and the children in our care.</p> <ul style="list-style-type: none"> <li>• All the children and staff to move to the upstairs room, doors to be locked.</li> <li>• Close the windows and doors, gather 2 phones and children's contact details.</li> </ul> <p>The most senior member of staff, (Ruth Garland Davies or Claire Jessop) to call the police for further advice, which should be followed (Explain that you are calling from a nursery and tell them how many children and adults are present). The person calling police to become incident commander.</p> <p>The incident commander ( Ruth Garland-Davies or Claire Jessop) to start a running record of events as it unfolds with timings of calls, and conversations, and to hold all keys to locked doors. A different member of the senior team to be appointed to answer the phone line should it ring. No one to enter the building unless they have been identified as police and incident commander to let in. In case of any doubt, there should be no movement and wait for uniformed police to arrive to contain and manage the situation.</p> <p>Parents are not to be called to collect children until the police officer in charge has authorised it, parents should not be informed until the incident is over.</p> <p>In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.</p> |
| 04 | <p><b>In the event of an armed or dangerous intruder entering the building :</b></p> <ul style="list-style-type: none"> <li>• Ruth Garland-Davies or Claire Jessop to call the police immediately (Explain that you are calling from a nursery, and tell them how many children and adults are present) This person becomes the incident commander.</li> <li>• Is there a safe route out? Can you get there without exposing yourself to greater danger? If the location of the intruder is known, and there is safe passage available</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|    | <p>out of the building, the children should be lead, in SILENCE, out of the building away from the intruder. Be aware if there is more than one intruder in the building.</p> <ul style="list-style-type: none"> <li>• Do not insist everyone leaves together assess the safety of the exit route/location of room that YOU ARE IN.</li> <li>• Leave all belongings behind.</li> <li>• Do not assemble close to the building – identify a safe place together. Take advice from the police, if possible, when outside the building</li> <li>• If there is no safe route - children and staff to gather in upstairs room and follow procedures above. Those in the garden to move quickly to exit the premises without entering the building, via the safest route.</li> <li>• Close the doors and lie low, encourage children to lay under the tables, away from windows and doors.</li> <li>• Lock / barricade yourself in.</li> <li>• In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.</li> </ul> |
| 05 | <p>We will follow the <b>CLOSE</b> procedure:</p> <p>Close all windows and doors</p> <p>Lock up</p> <p>Out of sight and minimal movement</p> <p>Stay silent and avoid drawing attention</p> <p>Endure. Be aware this may last some time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| Prepared by | First Steps Childcare |
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