Emergency Evacuation & Lockdown Policy

St Michael's Pre-School recognises the potentially serious risks to children, staff and visitors in emergency or harmful situations. A Lockdown may take place where there is a perceived risk of threat to the pre-school, its staff, children, visitors or property. Where possible, the pre-school will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorised person(s) considered dangerous are on school grounds.
- In instances including domestic breakdown where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes.

A lockdown will be initiated by a recognisable signal of 3 whistle blows. Lockdown procedures will be practiced regularly to ensure that staff and children are familiar with them.

A lockdown drill will be undertaken termly with the children but will be kept low key in order to not unnecessarily alarm them.

Practices and Procedures

Follow the **CLOSE** Procedure

- Close all windows and doors
- Lock Up
- Out of sight and minimise movement
- Stay silent and avoid drawing any attention
- Endure. Be aware that you may be in a Lockdown for some time.

1. On hearing the lock down signal the Pre-School Manager and/or Deputy will call for assistance using 999.

2. Staff will ensure that all doors and windows are closed and locked.

3. Three long whistle blows will signal lockdown procedures to take effect immediately.

In the Setting:

On hearing the Lockdown signal three steps will be followed:

1. Staff to bring in any children playing outside through doors next to children's toilet. Staff to secure all windows and doors, check toilets. Instruct children to move into either the Side Room OR if deemed necessary, to move into the main Church through the connecting door, remembering to lock the door after them. The key will be located in the glass box at door to Church. Collect First Aid bag (including any Medication – i.e. Epi Pen, Insulin etc) Register, Mobile Phone (all stored in the Lockdown tray during session).

2. Do a Head count immediately and call the register.

3. Supervise, ensuring everyone remains out of sight and are sitting quietly.

4. No-one should be allowed out of the room or safe area during a lockdown procedure.

5. Remain in Lockdown until the all clear has been given by the police.

6. In the event that we need to vacate the premises completely due to poisonous substances we will exit through the emergency fire exit from the Church and leave via the side gate of the car park. **St Catherine of Siena school is our nominated place of safety and they will send staff to assist in the transition. Parents will be informed to collect their children from St Catherine of Siena School.**

During the lockdown, where possible parents/carers will be contacted and advised not to come to the pre-school until the all clear has been given.

This Policy was reviewed on the : September 2026

By All Pre-School Staff