

EARLY DAYS NURSERY LTD

FIRE DRILL AND FIRE EVACUATION PROCEDURES

LOCK DOWN PROCEDURE

- In the case of an emergency requiring a lock down of the nursery (when an intruder arrives at the setting or is outside the nursery building), an alarm will be raised by saying **BOB IS HERE**
- All staff and children will move inside the building or into classrooms as calmly and as promptly as possible. Staff to close the doors behind them when everyone is in safely in
- Children and staff are to stay close to the floor in the middle of the room, closing curtain or blinds if possible, turning off lights and closing all windows and doors
- If staff are in the toilet, they are to stay locked in there until they are told it is safe to come out.
- Room leaders are to have a register with them and a phone or walkie talkie if available
- Nursery Manager or Management team are to check that all children/staff and visitors are accounted for before returning to office to call for help if needed
- If the nursery is in immediate danger of an intruder, the police need to be called as a matter of urgency and the Manager will wait for further instructions
- Once the all clear has been given, the Manager will give an all-clear sign to all staff so they can continue their day as normal
- If staff or children are very unsettled by this event, they will be offered 1:1 with the key person or Manager to talk through things
- Parents will be informed of this event at the earliest and safest opportunity and will be updated when information changes
- Post -incident evaluation will be conducted to ensure that each child and staff member were fully supported, and the procedure went to plan
- Ofsted are to be informed of the incident