

Introduction

In case of emergency it may be appropriate to go into lockdown. The term 'Lockdown' can sound quite scary and unsure, but it is essential for keeping staff, children, parents, and visitors safe when evacuation is not an option. In these situations, the need to lockdown is crucial and it is done by following clearly laid out practices and protocols designed to keep all involved safe.

Lockdown has two stages which are:

- Partial Lockdown (Invacuation)
- Full Lockdown

It is important to also bear in mind that if lockdown or invacuation is not the possible option, the only possible outcome could be to evacuate the building to a safer evacuation point outside of the building. This area could be somewhere external, off the premises such as a local playground or park. Evacuation should only be a last resort as the main purpose of lockdown is to invacuate rather than evacuate.

Partial Lockdown

Partial Lockdown is also known as Invacuation. To invacuate simply means to gather all the children, staff, parents, and visitors inside and lock all the doors and windows. Pull all curtains and blinds down to block sight inside and if appropriate, continue with business as usual with all inside. The only occasion when invacuation is not sufficient to be safe will be when the situation that caused lockdown to go into action progresses and full lockdown is required.

Full Lockdown

Full Lockdown is the process that occurs when invacuation is not enough and to go into full lockdown is the only option. The procedure for full lockdown starts with invacuation and what you must do when invacuating. The difference is that the full lockdown involves the use of taking all children into the safety zone and activities are suspended until it is safe to return and the all clear has been issued.

Situations where Lockdown and Invacuation are likely to occur:

Invacution Only	Invacuation followed by Lockdown	Evacuation Only
Toxic fumes including smoke or chemical spill Vicious animal outside the premises Drunk parent Weather changes such as heavy rain and snow Vehicle crash Explosions in local area	Armed robbery in the local area Aggressive parent / carer Intruder trying to force access to the building Kidnapping threat Explosions in local area (if invacuation is not enough)	Suspicious package left in area near building Chemical spill (if spill is inside the building) Armed robbery in area (only when lockdown is no longer effective)

Lockdown Protocol for Candystripe.inc Ltd

Upon Hearing the signal for lockdown, please follow the instructions shown below	
Invacuation	Invacuation with LOCKDOWN
Get inside the building- Ensure all staff, children, parents, and visitors are safely inside the building.	
<p>Close all entrance points including doors and windows to prevent any possible access into the building from outside the premises.</p> <p>Shut off any ventilation access to prevent smoke and toxic fumes entering the building.</p>	<p>Lock and secure all entrances including doors and windows. This will help prevent any intruders or violent persons from entering the building.</p>
<p>Go to the designated safe area if appropriate.</p> <p>This being situation dependant- it may be possible to stay in the building internally and carry on with business as usual. This will be dependent on risk and level of danger to staff and children.</p>	<p>Go to the designated safe area and follow the instructions shown below:</p> <ul style="list-style-type: none"> • Close and lock where possible all doors and windows on the way • Block any access points to help prevent possible further access into protected areas (e.g. use of furniture as a barricade) • Sit on the floor, under tables or against a solid wall and keep out of sight. • Close all curtains and blinds to prevent any sight in. • Turn off the lights. • Keep everyone away from doors and windows. • Ensure all mobile devices are on silent. • Dial 999- Ask for the police and state you are in lockdown and need assistance.
Contact head office to inform them you are in lockdown or invacuating stating reason why so any other agencies can be contacted if required to do so e.g. ambulance, fire.	
All staff, children, parents and visitors are to be made aware of fire exits nearby in case it is necessary to evacuate the building due to internal dangers placing health and safety of those inside at risk, this can include: fire inside the premises, chemical spills, toxic smoke.	

Lockdown Protocol



Take register to ensure all children, staff, visitors, and parents are accounted for. Do this without placing yourself and others at risk.
Anyone unaccounted for- Inform the police so checks can be made at external safety sites.

Stay inside- Remain in the designated safety area until the all clear has been given or until you are told to evacuate by the emergency services.

Tune in- If it is possible establish internal communications by use of walkie talkie to keep up to date of progress or changes in actions to be taken e.g. evacuation order is issued.

REVIEW DATE	MANAGER SIGNATURE