



- Stay low and keep others calm, this will be rehearsed with children in an age-appropriate way, in the same way that you would rehearse fire evacuation. Lock-down should be rehearsed and recorded half termly.
- Tune into a local TV or radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next area, following your usual fire procedures.

Be alert:

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of your 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT assemble in large open areas.
- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure you have the Register and children's details with you.
- Any staff or children who have witnessed an attack or incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.

Managing parents

In the event of an incident, it is inevitable parents will want to come to the setting and collect their children immediately. They must be discouraged from doing so, until the emergency services give the all clear. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police. Make it clear to parents that you will be acting on the advice of the emergency services and that they should also. Giving information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails, or parents WhatsApp group. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

Threat levels

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack. www.gov.uk/terrorism-national-emergency/national-emergencies

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321. For non-emergency calls to the police, call 101.