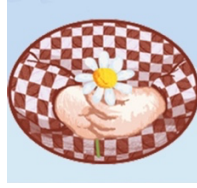


Stone Bay Montessori and Beach School



Lockdown Procedure

- **In an emergency Call 999, for non-emergencies call 101**
- **Anti-terrorist hotline: 0800789321**
- **A staff member will ring the bell and inform the children and staff that we are all going to do a 'special activity' together**
- **If the incident is near the front door, main hall or garden all staff and children are to go into the back hall for the 'special activity' and initiate the lockdown procedure**
- **If the incident is in the rectory garden all staff must initiate the lockdown procedure in the main hall**
- Ensure staff and children stay in their designated areas
- Secure all doors and windows and close curtains where possible
- Stay away from windows and doors
- Stay low and keep others calm
- Do NOT make non-essential calls on mobile phones or landlines

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.
- 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 where appropriate who have witnessed an attack or incident will need to tell the police what they saw.

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.

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. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

Message template to be sent to all parents: *Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.*

In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

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.**