

# Lock down procedure

At Tiny Tigers pre school we will maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

If for any reason we feel that the children/staff could be at risk of harm, a threatening situation arises or we feel intimidated by a suspicious person we will follow the Lock Down procedure.

1. Manager/Deputy/Staff member should alert all other adults of any threat when alerted by the lock down horn.
2. Without panic, staff follow procedure
3. Staff should start to move the children into the school library next to the classroom, as calmly and quickly as possible. All doors will be locked and blinds pulled
4. Police should be called as soon as possible.
5. Manager/Deputy to retrieve mobile phone, register and children/staff emergency contact details if possible.
6. Children and staff should be accounted for by counting or register.
7. We will then follow the directions of the Police.

## 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](http://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.

Policy adopted by.....Natalie Brown

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