

**Kangaroo Kids Invacuation and  
Lockdown Policy  
WESTFIELD SETTING**

**September 2023**

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## Statement of Intent

Most procedures for handling an emergency are focussed on an event happening in the building requiring evacuation. However, in some situations you will be advised to stay put (lockdown) rather than evacuate. 'Lockdown' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can then contain and handle the situation more effectively.

## Aim

To protect all children and staff members in the event of an emergency that requires invacuation and lockdown of the setting

## Procedures

*Identification of threat:*

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager will contact emergency services by dialling 999 immediately upon a threat being identified.

*In the event of a lockdown/invacuation:*

**Designated Area at Westfield setting:**

**LARGE, MAIN OFFICE.**

- Remain calm.
- If children are outside they should be moved swiftly back into the setting.
- Staff should ensure all doors and windows are locked.
- Curtains and blinds, where fitted, should be closed.
- Children are encouraged to stay low and keep calm.
- Staff and children move to the designated area within the building.

**The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.**



*Following a lockdown/invacuation:*

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

*Recording and reporting:*

- The setting manager reports the lockdown to their line manager as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible and kept on record.

*Further guidance:*

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, call the police on 101.