

The University of Warwick Nursery

Invacuation and Lockdown Procedures

Safeguarding the children in our care is at the heart of everything we do, and we are constantly refreshing training, updating policies and running through procedures to ensure everyone is safe from any potential harm. Threats of harm from the outside community is extremely rare but we recognise these potential risks could exist to children, staff and visitors if these emergency situations should occur.

This is why we have created invacuation and lockdown procedures. There are different procedures for different types of emergency situations. An invacuation brings people inside a building to safety from an external threat, like an air pollution incident. A lockdown is a more severe procedure where everyone seals themselves in a room to protect against a dangerous person inside the building, which may be a separate action or follow an invacuation. The key difference of putting into place an invacuation or a lockdown procedure is the location and nature of the threat: external and less immediate for invacuation vs. internal and immediate for lockdown.

Invacuation Procedure:

The University' Community Safety Team will inform the nursery of an external threat such as a riot/demonstration on campus near our setting.

Nursery Office staff will inform each room that they must follow the Invacuation Procedure. Nursery office staff will inform parents and communicate with the rooms using the landline telephones.

Staff in the playrooms are to:

- **Stay calm and move quickly**
- **Get all children inside**
- **Close all windows, draw the blinds and lock all doors**
- **Staff will do a register check using the iPad to ensure all children are present**
- **Staff and children can stay in their playrooms quietly until someone from the office gives the password for 'all clear'.**

Lockdown Procedure:

If staff witness an intruder inside the nursery, Staff will set off the lockdown alarm and use the panic buttons to alert the Community Safety Team.

Staff in playrooms are to:

- **Stay calm and move quickly**
- **Press the emergency button on top of your Walkie Talkie to alert the nursery and activate the panic button in the room to alert the Community Safety Team.**
- **Get all children inside and into their safe space- the sleep room/ Bathroom/ kitchen**
- **Close all windows, draw the blinds (if you have time) and lock all doors.**

- **Use the Walkie Talkie to communicate with the office and other playrooms. Let them know what the threat is.**
- **Staff will take into the safe room an iPad and the first aid box which also contains any epi pens and prescribed medications**
- **Staff will do a register check using the iPad to ensure all children are present**
- **Keep the children as quiet as possible using the resources in the lockdown bags.**
- **Use the Walkie Talkies in the safe rooms to communicate with the office.**
- **Staff and children stay in the safe rooms quietly until someone from the office or Community Safety Team give the password for 'all clear.'**

Practice invacuation/lockdowns will take place every term. These will be a mixture of 'staff only' practice sessions when the nursery is closed and 'staff and children' practice sessions in the daytime, alternating mornings and afternoons so that all children take part in practicing the procedures. Each practice session will be executed in a calm manner, and children will not be made to feel scared or upset as staff will treat these sessions as a game, making it a fun experience.

Staff will check the battery life of their Walkie Talkie every morning, ticking it off their Opening Room Safety check list. Walkie Talkies will remain switched on all day and charged in the playrooms via the room's laptop.

The nursery will be collaborating with the Community Safety Team to ensure all is being done to make these procedures smooth running and effective. The procedures will be updated and reviewed regularly.

Groups of children and staff on walks around campus when a lockdown at the nursery happens will be notified by the office staff using the mobile phone and advised to go immediately into a building closest to them. Staff on the walk will inform Community Safety and nursery office staff where they are and will stay there until further notice.