



Sandbank Nursery School and Playcare Project Lockdown Procedure

- When the lockdown alarm is activated, one member of admin staff should take the cordless phone (Reception Area) into the Home Room if safe to do so. Playcare phone to be used to call 999 and alert emergency services.
 - All children will be evacuated to the designated safe areas:
 - Playcare and the Home Room (green family)

- Lockdown wardens will identify alternative safe rooms if necessary and distribute registers.

- Registers will be taken and Lockdown wardens will be responsible for locating any missing children.

- Everyone should remain in the safe areas until Lockdown wardens give the all clear.

Reviewed: March 2021

Next review date: March 2022

Passed by: _____

Date: _____