01 Health and Safety Procedures

**01.21 Terrorist threat/attack and Invacuation**

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (Invacuation) rather than evacuate. ‘Invacuation’ 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 contain and handle the situation more effectively.

* The setting manager assesses the likelihood of an incident happening based on their location.
* The setting manager will check our police website for advice and guidance.
* Local police contact numbers are clearly displayed for staff to refer to.
* Staff rehearse simple ‘age appropriate’ actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Invacuation must be rehearsed and recorded yearly.
* The setting manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
* We follow any additional advice issued by the local authority.
* Emergency procedures are reviewed and added to if needed.
* Information about this procedure is shared with parents and all staff are aware of their role during ‘lnvacuation’.
* A text/phone message/email is issued to parents when lnvacuation is confirmed.

Suggested wording for parent message

*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 to 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 vital that you speak to us.*

## Invacuation procedures

## If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into ‘invacuation’ until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

## During ‘Invacuation’

## Staff and children stay in their designated areas if it is safe to do so.

## Doors and windows are secured until further instruction is received.

## Curtains and blinds are closed where possible.

## Staff and children stay away from windows and doors.

## Children are encouraged to stay low and keep calm.

## Staff tune into a local TV or radio station for more information.

## Staff do NOT make non-essential calls on mobile phones or landlines.

## If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

## 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.

## During Invacuation staff do NOT:

## travel down long corridors

## assemble in large open areas

## call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

## Following 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 Invacuation 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.

**Invacuation Procedure**

The setting Invacuation procedure is familiar to all staff and volunteers. An Invacuation drill will be undertaken once a year in an organised and calm manner.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

* A reported incident or disturbance in the local community (with the potential to pose a risk to children and adults in the setting).
* An intruder on the site (with the potential to pose a risk to children and adults in the setting).
* A warning being received regarding an environmental risk locally, of air pollution, smoke plume, gas cloud, etc.
* A major fire in the vicinity of the setting.
* The close proximity of a dangerous animal.

There are two types of invacuation.

**Partial invacuation**

A partial invacuation is a precaution aimed to keep children and staff safe while remaining indoors. In a partial invacuation staff and children should remain in the building and all doors leading outside should be locked. No one should be allowed to enter of leave the building. However, the setting can continue as usual.

What will happen during a partial invacuation?

* The alarm that will be used to indicate an emergency will be a handbell (kept on the shelf between the front and back room).
* The bell will be rung in each area; garden, front room, back room, toilet.
* All outside activity to cease immediately; children and staff to return to the building.
* A register will be taken to ensure everyone is present.
* In the vent of air pollution all cracks around doors will be sealed. Heating and fans will be turned off. Windows will be closed.
* Now the setting can continue as usual.

**Full invacuation**

This signifies an immediate threat to the setting. The aim of a full invacuation is for the setting and it’s rooms to appear empty.

What will happen during a full invacuation?

* The alarm that will be used to indicate an emergency will be a handbell (kept on the shelf between the front and back room).
* The bell will be rung in each area; garden, front room, back room, toilet.
* All outside activity to cease immediately; children and staff to return to the building.
* Our manager or deputy will be responsible for calling the emergency services, if required.
* The member of staff triggering the alarm will collect the register, ensure the front door is locked, close and lock all windows and close blinds.
* The register will be taken and headcount completed of all staff and children at the setting.
* Other staff members will gather children in a calm manner to the back room, which is our safe place.
* Staff and children to sit quietly and where possible, in a location that will protect them.
* Turn of lights, computers and phones.
* Chldren will not be released to parents during a full invacuation and staff will not leave the premises unless instructed to do so.

Communication

* Parents will be notified as soon as it is practical to do so via text/phone message/email.
* Parents will be informed of the invacuation procedure in their registration packs and via the monthly policy sharing parent mail.
* Parents will be reassured of their child’s safety during invacuation and the importance of keeping the phone lines free during this time. The setting will contact them when it is safe for them to come and collect their child.

**After invacuation has taken place:**

* A letter to Parent will be sent home as soon as possible following any serious incident to inform Parents of the context of the invacuation.
* Following the need for inacuation, the setting management will create a full record of the event. The procedure will be reviewed as soon as possible to identify any areas for potential development.
* A notification of a significant incident will be made to Ofsted within 14days.

**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.

Reviewed and adopted – August 2023

R M Fletcher – Manager

K Bradley – Chair Person