



LOCKDOWN | HOLD AND SECURE | SHELTER IN PLACE

Updated February 2024

POLICIES AND PROCEDURES

University Hill Preschool recognizes the potentially serious risks to children, staff and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the preschool, its staff, children, visitors or property. Where possible, the preschool will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that unauthorized person(s) considered dangerous are on school grounds.
- In instances (including domestic breakdowns) where estranged parties are a threat to children.
- In instances where personnel, students, volunteers or staff from *within* the setting become a threat to the well-being of others.
- In emergency situations within the preschool environment where there is potential risk to health and safety such as hazardous spills or poisonous fumes.
- In emergency situations external to the preschool environment where there is a potential risk to health and safety such as severe weather warnings, downed power lines or dangerous animals.

A lockdown will be initiated by a recognizable signal of 3 whistle blows and the audible "LOCKDOWN, LOCKDOWN". Lockdown procedures may be practiced from time to time to ensure that staff and children are familiar with them.

LOCKDOWN PRACTICE AND PROCEDURES

- Close all windows and doors.
- Lock up.
- Out of sight and minimise movement.
- Stay silent and avoid drawing any attention.
- Be aware that you may be in lockdown for some time.

The following steps provide guidelines for teachers and staff in an emergency situation:

1. On hearing the Lockdown signal the Head Teacher and/or staff will call for assistance using 911.
2. If playing outside, teachers will guide all children into the hallway via the backdoor. Instruct children to proceed to the basement storage room and secure the door. Keep them calm. Collect the medical bag, check-in sheet & mobile phone.
3. Teachers will lock the front outer door and back door.



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Inside:

Upon hearing the Lockdown signal, these steps will be followed:

1. Teachers to secure all windows, draw blinds and call 911. **Time permitting**, instruct children to proceed to the basement storage room and secure the door. Keep them calm. Collect the medical bag, check-in sheet & mobile phone. *[If the situation is time sensitive, secure the classroom and bathroom doors and instruct all the children to move to the back of the classroom towards the emergency exit.]*
2. Do a head count immediately & roll call.
3. Supervise, ensuring everyone remains out of sight and are sitting quietly.
4. No one should be allowed out of the room or safe area during a lockdown procedure.
5. Remain in lockdown until the all-clear has been given by the police.

During a Lockdown, teachers and children will remain in a secure room until advised by Police that it is safe to exit the building. LOCK doors; Turn OFF lights, and DRAW blinds and curtains. KEEP EVERYONE VERY QUIET. While in the secure room, children and staff are to be seated on the floor in the safest corner away from any sight lines through windows or doorways.

HOLD AND SECURE PROCEDURES

Hold and Secure occurs at the request of staff and/or Emergency Services. Typically, a Hold and Secure is called when there is an incident/potential threat OUTSIDE of the school. Children will be allowed to move freely within the preschool but may not enter or exit the building until the Hold and Secure is lifted. Parents will be notified of changes to pick-up/drop-off timing and procedures. We lock external doors in a Hold and Secure.

SHELTER IN PLACE PROCEDURE

Shelter in Place occurs at the request of staff and/or Emergency Services. Typically, this is a response to an exterior environmental hazard or danger, making it unsafe to be outdoors: Students are sheltered from environmental hazards until it is safe to exit.

Resources:

- [Magee Secondary School, VSB](#)
- [Nelmes Preschool, UK](#)