



Holland Park Pre-Prep and Nursery

Evacuation and Lock-Down Procedures

Background:

This procedure was created upon advice from the PVI Forum in October 2017, in the wake of the Parsons Green Terrorist attack in which local offices, schools, nurseries, etc., were either evacuated or locked down.

Decision to evacuate or Lock-down:

In the event of a local incident of terrorism or other threat to the children and staff of the nursery, the decision to evacuate or lock down will be taken by the most senior person present. Advice will be sought from the police. Numbers should be contacted in this order:

Emergency number:	999
Police non-emergency:	101
Kensington Police Station:	0300 123 1212

The most senior member of staff will contact police.

While this is happening, the next most senior member of staff should contact all parents, using Outlook, blind copy to Circle, District, Piccadilly, Central and Jubilee classes with the following message, the purpose of which is to stop any further children from arriving at school:

Dear Parents,

URGENT MESSAGE

Following a police incident in the local area, we cannot admit any more children to HPPN today until further notice. Please DO NOT BRING YOUR CHILD(REN) TO NURSERY.

For children who have already arrived, we will be following the advice of the police regarding evacuation or lock down. We will keep you informed as best we can. We hope you will understand our request not to email us as we may not be able to respond to individual questions. We will contact all parents as soon as we can. Please be assured that the safety and welfare of the children will be our top priority. Thank you.

Phil Culling / Danny Webb

Evacuation will take place in the following circumstances:

- On the advice of the police or other emergency services
- If the continued presence of children or adults at HPPN would, in the reasonable opinion of the Senior Leadership Team, place anyone in danger.

However, the default option will normally be to remain on the premises at 5, Holland Road.

Evacuation procedures:

Following an instruction to evacuate, the most senior member of staff should contact St. Barnabas Church: 020 7471 7000

The purpose of this call is to ensure that the children can be accommodated.



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Failing this, if Kitty Mason is at home, children should be taken to 2, Royal Crescent, W11.

Children should be escorted by all staff, teaching and non-teaching, to St. Barnabas Church in an orderly and calm manner.

The most senior member of staff should direct the evacuation of children and staff to St. Barnabas.

The second most senior member of staff should pick up the evacuation pack and contact details from the filing cabinet on the ground floor.

An evacuation pack will be ready and available at all times. It will take the form of a large rucksack, stored in the laundry room of the basement, clearly marked "Evacuation Pack". It will contain:

- 1) 2 large bottles of water
- 2) 1 first aid kit
- 3) As many blankets as will fit in the bag.

Contact details for both staff and pupils are kept in the third drawer down in the filing cabinet on the ground floor.

Lock-down procedures:

In the event of advice from the police, or decision from the Management Team to lock down, parents should be sent a second email (the first being that on page 1):

Dear Parents,

LOCK DOWN

Following a police incident in the local area, we have taken the decision to implement the school's Lock Down procedures. We have taken this decision on advice of the police (if applicable). Please DO NOT BRING YOUR CHILDREN TO SCHOOL UNTIL FURTHER NOTICE.

We hope you will understand our request not to email or phone us as we may not be able to respond to individual questions. We will contact all parents as soon as we can. We will be prioritising the safety and welfare of the children.

Please rest assured that the children will be well looked after during the lock down. We have good supplies of food and water, and plenty of resources to keep the children occupied.

As soon as we are able to end our lock down procedure, we will inform you by email; please look out for any communication from us.

Please do not come to collect your child during the lock down period.

We will of course keep you informed of any developments as soon as we can.



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*Best wishes,
The Management Team*

During lock down:

Lock the doors to the garden. Do not admit any visitors through the front gate. Unless in exceptional circumstances, this should include parents and children who should be politely asked to return home.

As far as possible, operate a normal working day for the children. If staff are absent, use any non-teaching staff who are on site to provide safe and legal adult to child ratios. Consider the availability of staff who might be able to provide meals for the children.

Following the advice of the police or emergency services, the most senior member of staff will make a decision about the suitability of outdoor play. If the emergency services are unable to be contacted, access to the garden should remain prohibited until further notice and the doors should remain locked.

In the event of overnight lockdown, parents should be contacted by telephone if possible, otherwise by email. Every effort should be made to provide comfortable sleeping spaces for the children. Mr Lau's flat can be opened up to provide more space.

After lock down:

The lock down process will be ended on the advice of the police or other emergency services. At this point, the parents should be sent this email:

Dear Parents,

We are pleased to inform you that the lock down period is finished. Please come to collect your child as soon as you are able to, or at the normal pick up time, as appropriate.

If, as a result of changes to normal routine, you need to send someone else to collect your child, please issue them with a password for collection and inform us of the password (email is fine for this purpose, although we may not have the opportunity to respond). We will not hand over children to adults we don't recognise or for whom no password has been provided, especially in these circumstances. We hope you understand.

*Best wishes,
The Management Team*

Date: September 2021
Reviewed by: P. Culling
Next review date: September 2022