

Low Moor Centre, Bray Road, Fulford, YO10 4JG – Telephone 01904 849100

Terrorist threat/attack and lock-down

# Purpose of policy

# Although we hope it is incredibly unlikely, we believe it is very important to be aware of how to act in case of an emergency terrorist threat or attack which could lead to an evacuation or lock-down incident. The supervisor is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat- levels](http://www.mi5.gov.uk/threat-levels). The current UK threat level is substantial (January 2024). This means an attack is likely anywhere in the UK.

# Procedures

# In all cases, the police need to be immediately contacted on 999. The guard room will then be contacted to update them on the situation. Parents will be updated as soon as possible and kept informed of all situations.

# A) Identifying Threats

# The following threats may be identified: suspicious item, bomb threat via phone/email, suspicious person/car on the premises.

# To identify a suspicious item, use the H O T procedure: Is the item hidden deliberately from view? Is it obviously suspicious (ie. Containing explosives)? Is it typical of the area (ie. For Beehive, typical items include children’s bags/coats)? Depending on the outcome of the H O T, contact supervisor and/or police. Do not use a phone/radio within 15m of the item.

# For a bomb threat via phone call, keep the caller on the line as long as possible and try to remember all helpful pieces of information, such as gender of caller, background noise, identifiable accent. Attempt to use 1471 to identify phone number. Immediately contact police to pass on information and follow instructions. All bomb threats are to be taken seriously and even hoaxes are illegal so need to be passed on to police.

# For a suspicious person/car, monitor their activity and give a friendly greeting, such as “Hi, can I help you?” which will deter some suspicious persons. Be aware of unfamiliar people, especially those attempting to do hostile reconnaissance, such as using recording equipment or those looking at layout of Beehive. If a person appears hostile and remains on/nearby the premises, contact the police for assistance. The Confidential Reporting line can be accessed on 0800789321 or a report can be submitted online on the ACT website: [Report possible terrorist or extremist activity – Action Counters Terrorism](https://act.campaign.gov.uk/)

# Types of procedures: RUN, HIDE, TELL: Run if you can, hide if you cannot, tell when it is safe to do so.

# 1) Evacuation

# Evacuation will occur if it is deemed dangerous to stay at Beehive, such as if there is a bomb threat or a suspicious item in the vicinity. Only evacuate if it is safer to leave rather than to wait. In order to safely exit, the safest route will be determined depending on the location of the threat. For a bomb threat, it is important to walk away from it, not in the eye-line of it. If the threat is in the foyer, exit will take place through the playroom Fire Exit doors, but if the threat is in the playroom, exit will take place through the foyer front entrance. The Guard Room will supply support for evacuation procedures, and if this is needed, they will be contacted on either of the following numbers: 01904662121 or 01904662288. They will accompany staff and children to the gymnasium. This will be practised at termly intervals.

# 2) Lockdown

In some situations, we will be advised to stay put (lock-down) rather than evacuate if it is not safe to leave, such as during a firearms attack. ‘Lock-down’ 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. If an incident happens, the supervisor 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 ‘lockdown’ until the emergency services arrive. As soon as the emergency services arrive at the scene, staff comply with their instructions.

* The supervisor assesses the likelihood of an incident happening based on their location.
* The supervisor will phone 999 for advice and guidance and will call the guard room on 01904662121 or 01904662288.
* 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 practised. Staff and children stay in their designated areas if it is safe to do so – do not assemble in large open areas. 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 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 supervisor is officially advised “all clear” or is certain it is emergency services at the door.

# Following lockdown/evacuation:

* 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 supervisor reports the lockdown to the Chair of the Committee as soon as possible. In some situations, this may not be until after the event. A record is completed as soon as possible.

# 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.

[Preventing extremism in the education and children's services sectors - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/preventing-extremism-in-schools-and-childrens-services/preventing-extremism-in-the-education-and-childrens-services-sectors)