

Bow Lane Pre-school

Health & Safety Notice

Threat of violence or serious incident that could jeopardize the safety of children/staff Including shootings or civil disturbance

In the event that there is an incident outside the premises

The staff will get all children indoors and lock down the premise and place children in the safest place possible. The manager (if possible) will check the building and the deputy will collect phone and register. A headcount will be carried out. The police will be called

There is a Scouts landline in the boiler room if the mobile is not available.

Dial 999

**Give the operator your telephone number
and give message clearly:**

**“Incident (describe) at the Bow Lane Scouts Centre, Bow Lane
(off Lower Morden Lane), Morden, Surrey, SM4 4SJ**

TELEPHONE NUMBER: 0750 3213848

Do not end call until the Operator has repeated address.