

LOCKDOWN PROCEDURE

Our Service is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this, we will implement a clear plan to manage all emergency situations, including a plan for emergencies that may require our Service to go into lockdown and ensure our educators and staff are well equipped with the knowledge and expertise to respond effectively when required.

Working in conjunction with the *Emergency Evacuation Policy* and *Lockdown Policy*, this procedure provides detailed steps for educators to follow if there has been an identified external or imminent danger to the children and a lockdown is required.

Education and Care Services National Law or Regulations (R.97, 98 and 168) NQS QA 2: Element 2.1.2 and 2.2.2 Health practices and procedures

Related Policies: Emergency Evacuation Policy and Lockdown Policy

LOCK DOWN PROCEDURE		
1	The person who finds the emergency situation sounds the alarm by using the code words (e.g.: <i>Apples are falling from the tree</i>) and notifies the nominated supervisor or responsible person	
2	The Nominated Supervisor/responsible person will identify if the lockdown is an external threat or shelter-in-place lockdown and implement the service's <i>Emergency Management Plan</i>	
3	The Nominated Supervisor/responsible person will communicate with all educators and staff members via telephone.	
4	Educators will direct children to shelter indoors as quickly as possible if safe to do so	
5	Educators will lock external doors, windows and close blinds or curtains where possible and turn off lights.	
6	All available educators and staff will assist with moving babies, younger children and non-ambulant children to the designated assembly point, which should be out of sight where possible	
7	Educators will ensure children remain in a confined area, or out of sight for a 'full lockdown'	
8	Educators will remove the evacuation plans from the walls of the Service	
9	For a ' <i>shelter in place</i> ' lockdown, designated educators will use available linen to block gaps around doors and windows	
10	The Nominated Supervisor/responsible person will notify emergency services by calling 000 stating the name and address of the Service, the nearest cross street, the nature of the emergency and which entrance to use	

11	The designated educator/first aid officer will collect the emergency evacuation bag which should have an updated and current emergency contact list for all children and any medication required	
12	The designated educator will collect the staff sign in and visitor register and children's attendance records	
13	The Nominated Supervisor/Responsible person will check attendance rolls to ensure all children, educators, staff and visitors are accounted for	
13	Delegated first aid officer will administer first aid if necessary	
14	From the assembly point, the nominated supervisor/responsible person will continue to liaise with emergency services and other relevant agencies	
15	Remain in lockdown until given the all-clear by emergency services	
16	If advised by emergency services, educators are to implement the service's Emergency Evacuation Procedure	
17	A delegated educator/responsible person will contact families or emergency contacts to notify them of the emergency situation. If advised by emergency services, they will arrange for the child/ren's collection from the service.	
18	The Director/Nominated Supervisor will complete a serious incident notification to the regulatory authority within 24 hours NQA IT System	

ADDITIONAL STEPS FOR A FULL LOCK DOWN PROCEDURE

1	The Nominated Supervisor/responsible person will communicate with educators and staff that a full lockdown is to be implemented by telephone.	
2	The Nominated Supervisor/responsible person will contact emergency services for immediate assistance	
3	Educators and staff will move all children into designated lockdown location All available educators and staff will assist with moving babies, younger children and non-ambulant children	
4	Educators are to remove evacuation plans from the walls of the Service	
5	Educators are to lock external doors, windows and close blinds and turn off lights	
6	Educators are to silence televisions and radios/CD players and mobile phones	
7	Educators will ensure children remain in a low position out of sight of external windows and glass doors, and internal viewing windows	

8	Educators are to encourage children to remain as quiet as possible during the lockdown	
9	Educators are to remain in full lock-down until emergency services provide the all-clear signal	
10	A delegated educator/responsible person will contact families or emergency contacts to notify them of the emergency situation as soon as the lockdown has ended	
11	The Director/Nominated Supervisor will complete a serious incident notification to the regulatory authority within 24 hours - NQA IT System	
12	The Director/Nominated Supervisor will organise opportunities for debriefing and counselling for children, staff and families.	

REVIEW OF PROCEDURE			
Date procedure created		To be reviewed	
Approved by	[name]	Signature	