

Lockdown Policy

NQS

QA2	2.3.3	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.
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National Regulations

Reg	168(2)(e)	Policies and procedures in relation to emergency and evacuation
	97	Emergency and evacuation procedures
	98	Telephone or other communication equipment

Aim

The Lockdown Policy aims to ensure the safety of all children, educators, families and other visitors to the service in the event of a threat. Also, the service aims to minimise the risk of harm or the exposure to danger to anyone on the premises through the implementation of this procedure.

Related Policies

Death of a Child Policy
 Bushfire Policy
 Child Protection Policy
 Emergency Management and Evacuation Policy
 Incident, Injury, Trauma and Illness Policy

Implementation

Examples of such critical incidents are:

- Death of a child at the service or on an excursion.
- Children/educators being taken hostage.
- A siege of service property.
- A disaster in the local community.
- Unusual amounts of media attention.
- Aggressive trespassers.

Initial Notification

If an event takes place that requires a "Lock Down", the following should occur:

- The educator who witnesses the event or issue must try to raise an alarm with the most senior person in charge.
- 000 must be called immediately if the event or issue requires the police, ambulance or fire service to respond.



- The most senior person in charge will determine the need for a "Lock Down" and raise the appropriate alarm.

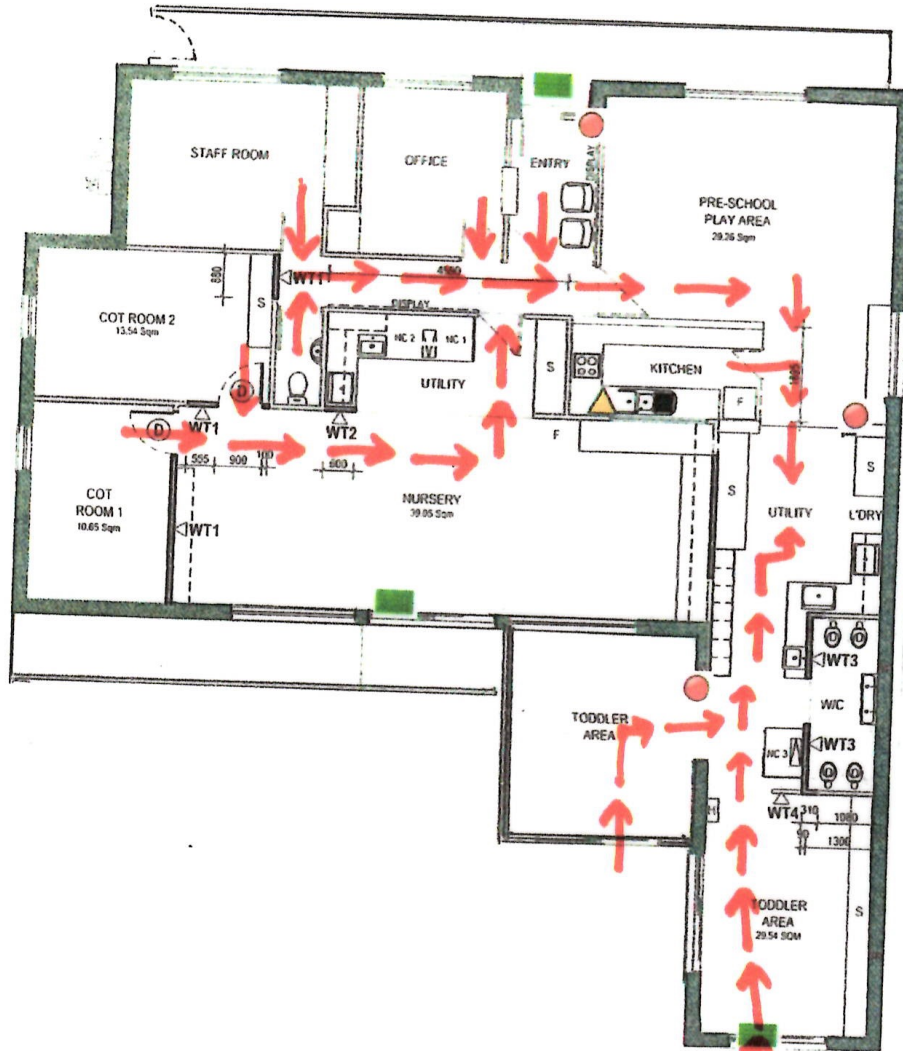
Lockdown Procedure

- ▶ In case of emergency **CALL 000** You are at: **38 WATTLE STREET, LYNEHAM ACT 2602**. The nearest crossroad is GOODWIN STREET, LYNEHAM ACT 2602. Our contact number is: **(02) 6248 7647**
- ▶ Sound the **ALARM** by blowing the **WHISTLE ONCE FOR AS LONG AS POSSIBLE** and **ALERT ALL STAFF OF THE SITUATION**
- ▶ **LOCK ALL INTERNAL** and **EXTERNAL DOORS** as quickly as possible, and **LOCK ALL WINDOWS/CLOSE CURTAINS/BLINDS IF TIME PERMITS**
- ▶ Take **STAFF SIGN IN AND OUT ROLL** and **EVACUATION BAG & EMERGENCY FIRST AID KIT** before exiting the building
- ▶ **GATHER** and **ASSEMBLE** all children in a quiet and calm manner and move quickly to the **LAUNDRY AREA (PRIMARY LOCKDOWN POINT)**
- ▶ Room educators to **CHECK** cot rooms, toilets and kitchen before **EXITING** the rooms.
- ▶ The **CENTRE COOK** to assist with preschoolers, **OFFICE TEAM** to check staff room and toilet and collect **STAFF SIGN IN AND OUT SHEET**, then assist with infants before **MOVING TO PRIMARY LOCKDOWN POINT**
- ▶ Educators in the staff room to **EXIT** per the **PRIMARY LOCKDOWN POINT** (Red on map) route
- ▶ Once at the **PRIMARY LOCKDOWN POINT** do a **HEAD COUNT** of the children and educators in your room
- ▶ After the roll call **REPORT** to the **DIRECTOR/ASSISTANT DIRECTOR** to ensure everyone is accounted for
- ▶ **DO NOT EXIT** the building OR RETURN TO YOUR ROOMS until the centre is deemed safe from emergency services

Primary Route and Point



Wattle Early Childhood Centre Lockdown Plan



-  Fire extinguisher
-  Fire Blanket
-  Fire Exits

If outside, move into the centre from the two toddler entries.



Sources

National Quality Standard
Education and Care Services National Regulations

Review

The policy will be reviewed annually. Review will be conducted by

- Management
- Employees
- Parents/Families
- Interested Parties

Reviewed: August 2016

Date for next review: August 2017