

Lockdown Policy

NQS

QA2	2.2.2	Incident and emergency management - 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 individual in charge.
- 000 must be called immediately if the event or issue requires the police, ambulance or fire service to respond.
- The most senior individual in charge will determine the need for a "Lock Down" and raise the appropriate alarm.

Alarm Procedure

- The service bell will sound every 5 seconds for a one minute period.
- The most senior individual in charge will sound the bell and make the following announcement

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| <ul style="list-style-type: none">• "This is a LOCK DOWN"• "This is not a fire drill"• "Everyone is to stay in the room, remain seated and to keep calm and quiet." |
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Movement of Children and Staff

- All individuals will remain in their rooms.
- If possible, educators will make efforts to seal and lock classroom doors and windows.
- Children should remain under the desks or down low and out of sight during the lockdown period.
- If children are outside, educators should get them inside as quickly as possible even if they are not from their room.

Staff Responsibilities:

- Individual in charge to contact Emergency Services and follow their instructions.
- Educators not involved in the lockdown or without children to supervise are to go to the front of the service to liaise with Emergency Services if it is safe to do so.
- Educators must check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Nominated Supervisor as soon as it is safe.
- Educators are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- All staff, children and anyone else present will remain in the locked room until the "All Clear Signal" is given by the individual in charge.

All Clear Signal

The All Clear Signal is as follows:

- The most senior individual in charge will sound the service's bell (if applicable) or blow a whistle for 5 seconds.
- The most senior individual in charge will then say, "The Lock Down has now ended, everyone follow me and the educators in an orderly manner".

Sources

**National Quality Standard
Education and Care Services National Regulations 2012**

Review

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

- Management
- Employees
- Parents/Families
- Interested Parties

Last reviewed: February 2018

Date for next review: February 2019