

## Lockdown Policy

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### 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.

RESPECT | INTEGRITY | SELF- RESILIENCE | EXCELLENCE

## 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.

## Alarm Procedure

- The alarm/whistle will sound every 5 seconds for a one minute period.
- The most senior person in charge will sound the bell and make the following announcement

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| <ul style="list-style-type: none"><li>• <b>"This is a LOCK DOWN"</b></li><li>• <b>"This is not a fire drill"</b></li><li>• <b>"Everyone is to stay in the room, remain seated and to keep calm and quiet."</b></li></ul> |
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## Educators Responsibilities:

The Approved Provider or Nominated Supervisor will ensure that educators:

- Contact and liaise with Emergency Services and follow their instructions.
- Check that all external doors are locked.
- If available, allocate a person at locked doors to allow children and visitors to enter if locked out.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- Get any children that are outside inside as quickly as possible.
- Make effort to seal and lock all doors and windows, turn off the lights and ensure children are kept below the window level, preferably under the furniture or down low and out of sight.
- Ensure all children and individuals present remain in the locked residence until they give the "All Clear Signal".
- Check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Approved Provider or Nominated Supervisor as soon as it is safe.

- Divert parents from the children’s service.
- Ensure a telephone line is kept free.
- If possible, have a person wait at the main entry to the children’s service to guide Emergency Services personnel.
- Await advice from emergency services personnel that the emergency is over.
- When it is safe give an All Clear Signal (see below)”.

### **All Clear Signal**

The All Clear Signal is as follows:

- The most senior person in charge will sound the service’s alarm/ blow a whistle for 5 seconds.
- The most senior person in charge will then say, “The Lock Down has now ended. Everyone follow me and the educators in an orderly manner”.

### **Actions after lockdown**

The Approved Provider or Nominated Supervisor will:

- Advise parents the emergency is over.
- Determine if there is any specific information staff, children and visitors need to know.
- Ensure any children, staff or visitors with medical or other needs are supported.
- Print and issue pre-prepared parent letters and give these to children to take home.
- Follow up with any children, staff or visitors who need support.
- Seek support from the Manager, Operations and Emergency Management at the DEECD region as required.
- Notify the Department of incident as set out in our Incident, Injury, Trauma and Illness Policy.

## **Sources**

**National Quality Standard**

**Education and Care Services National Regulations**

**Occupational Health and Safety Act 2004**

**Emergency Management Act 1986**

**Guide to Developing an Emergency Management Plan by DEECD Victoria**

## **Review**

The policy will be reviewed annually by the Out of School Hours Care subcommittee of School Council.

<u>Ratification Date</u> October 2020	<u>Review Date</u> Year 2021	<u>Version Number</u> 3	<u>Date Produced</u> October 2015
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