

Lockdown Procedure

(E.g. Bomb Threat, Earthquake, Bad Weather, Toxic Spills, Dangerous Persons, or by direction of Police, etc)

A staff member is to make an announcement that the Centre is in a lockdown situation.

(All rooms can be paged and notified via the phone system (if unable to go to each room personally), the staff member making the announcement is to confirm each room has been made aware of the lockdown situation.

The most senior staff member on the premises is to control the lockdown.

All staff and children are to remain and or proceed indoors and follow lockdown procedures:

1. Lock all doors and windows;
2. Keep all children inside;
3. Take children, rolls and emergency medication e.g. Epi Pens, Asthma Medication etc into areas as specified below:

Babies: Cot room/s; a staff member must remain in room, ensure blinds are pulled down.

Toddlers: Remain in room where blinds can be pulled down. A staff member must remain in room, ensure blinds are pulled down.

Kindy: Stay in back room. A staff member must remain in room, ensure blinds are pulled down.

REMAIN CALM

4. Keep the front door locked, and do not open;
 5. **Telephone POLICE: 000;** or other Emergency Services, if required.
 6. Notify Centre Director and Proprietor;
 7. Follow directions from Controlling Staff Member.
- Centre Director will direct the release of children in person or by phone. An "All Clear" announcement will end the lockdown.
- Centre Director or Controlling Staff Member to notify parents as soon as possible about the lockdown situation.

Other emergency information is located above all telephones and in Policies and Procedures manual

Emergency Evacuation Procedures and Drills Practice Runs

After **3 sharp long blows** of the whistle each room will evacuate the centre through the safest exit to rear of the Kindy outdoor grassed area (Designated Safe area), where rolls and numbers will be checked.

Kitchen staff are to help babies.

Students are to help where required

If a child is ill an educator will be allocated to look after that child.

(During a practice run if babies are asleep 1 educator will remain with them)

Rehearsal Evacuation Drill (Every Two Months)

- The service will add to each child's sense of security, predictability and safety by conducting rehearsal evacuation drills every two months. All individuals present at the service during the evacuation drill must participate accordingly.
- Rehearsal evacuation drills must be documented.
- When the alarm is heard, the children will drop what they are doing and go with an educator to the designated safe area.
- Our service's emergency and evacuation safe area is located on the plan
- Only during an actual emergency will the service evacuate to the assembly area outlined on the Evacuation Diagram. In an emergency the Manager or Fire service will direct occupants from the safe area to the Assembly Area, located on the plan
- Upper floor to evacuate using outside stairwell.
- Outside stairwell to be unlocked and children supervised to descend stairs.
- Educators to carry babies down the stairwell and use evacuation cot to transfer to muster area.
- Do not use the Lift during the emergency.
- Evacuation cot to be stored in downstairs store room closest to the stairwell.

Role of Educators

- Immediately when the whistle sounds, educators will return to the group with which they are working if it is safe to do so. Educators will then assist with the evacuation.
- Fire warden to ensure that the locked gate is unlocked with a key
- Educators are to ensure that rolls remain in the vicinity of that particular group of children at all times and if evacuation is required that a primary carer collect that roll in the process of evacuating children.
- After the alarm has been raised, group children and evacuate through the nearest exit to the designated safe area with the children's sign in/out roll.
- Primary carer to call roll and settle children.
- Supervise and reassure children.
- The cook will help with the babies during an evacuation

Coordinators Role:

- Collect internet device, a phone, emergency bag.
 - Check toilet, kitchen, playrooms and cot rooms.
 - Ring 000 as soon as possible.
 - Follow children and other educators to designated area.
 - Oversee and check attendances of children, educators, volunteers, families and visitors.
 - Supervise and reassure children.
- If an emergency occurs during lunch hours, any staff that are on lunch but still on the premises will help wherever required. During a real emergency the whistle will blow 3 sharp short blows.