



Lockdown Procedure

(E.g. Bad Weather, Toxic Spills, Live Stock on the loose or Dangerous Persons etc)

A staff member is to make an announcement that the Centre is in a lockdown situation. (All phones can be paged and notified via the phone system, by lifting handset and pressing 51, 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, **red attendance sheet folder** and emergency medication e.g Epi Pens, Asthma Medication etc into areas as specified below:

Nursery: Two (2) Nursery cot rooms, a staff member must remain in each room.

Tiny Toddlers: Two (2) Tiny Toddler sleep rooms, a staff member must remain in each room.

Toddlers: One (1) Toddler sleep room, a staff member must remain in each room.

Junior Preschool: The bed/linen storage room, a staff member must remain in the room.

Preschool: Two (2) Toddler sleep rooms, a staff member must remain in each room.

If not safe to do so, take the children to the closest secured room with no visible access from outside.

4. Keep the front door locked, and do not open;
5. **Telephone POLICE: 000;** or other Emergency Services, if required.

(NO other phone calls are to be made).

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 after the lockdown via email.

Lockdown Checklists are to be completed by each room and office, after "All Clear".

Other emergency information is located above all telephones and in the Policy & Procedure Manual.

This document links to the following CCQA Principles:
Quality Practices Guide (2005) – Principle 5.5

Source:
ACT Childcare Services Standards
Victorian- Children's Services Regulations 2009.

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Reviewed in consultation with staff and parent committee members, October 2009.

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