



LOCKDOWN PROCEDURE

Our Service is committed to the ongoing safety and wellbeing of children, staff, families and visitors. To achieve this, we will implement a clear plan to manage all emergency situations, including a plan for emergencies that may require our Service to go into lockdown and ensure our educators and staff are well equipped with the knowledge and expertise to respond effectively when required.

Working in conjunction with the *Emergency and Evacuation Policy* and *Lockdown Policy*, this procedure provides detailed steps for educators to follow if there has been an identified external or imminent danger to the children and a lockdown is required. All decisions relating to emergency management are guided by the paramount consideration of children's safety, health, rights and best interests.

Education and Care Services National Law and Regulations (S. 2A, 3A [NSW], 165, 167, 174, 219A [NSW]. R. 12, 97, 98, 99, 168, 170, 171, 175 and 176) NQS QA 2 Element 2.2.1, 2.2.2 Children's Health and Safety QA 7 Element 7.1.2 and 7.1.3 Governance and Leadership Related Policy: Emergency and Evacuation Policy and Lockdown Policy

IN CASE OF EMERGENCY DIAL 000

OVERVIEW		
1	The approved provider, nominated supervisor will review and update the Service's <i>Emergency and Evacuation Policy</i> , <i>Lockdown Policy</i> and <i>Emergency Management Plan</i> (EMP) annually to ensure appropriate response strategies are in place in the event of an emergency	
2	All individuals involved in the education and care of children at our Service will prioritise the child's safety, rights and best interests when following emergency management procedures	
3	The approved provider and nominated supervisor is responsible for ensuring that all staff understand their roles and responsibilities during emergency situations, including lockdown, lockout and lock in procedures	
4	The approved provider and nominated supervisor will ensure all staff, students and volunteers are trained in emergency procedures at induction and through ongoing training	
5	The person who identifies the emergency situation will alert staff using agreed emergency signal for immediate lockdown, "The Cat sat on the Mat" if required and notify the nominated supervisor or responsible person. The nominated supervisor or responsible person is to notify emergency services as detailed in each section below, depending on the situation.	
6	Communication systems (including phone and/or communication apps) will be used to ensure effective internal communication during emergencies, with at least one communication line kept free for emergency use	

7	Management will comply with all directions and instructions issued by emergency services, local authorities, and the regulatory authority regarding any potential lockdown, lockout, or shelter-in-place situation at the Service	
8	In conjunction with emergency services the nominated supervisor or responsible person will determine the best emergency response, or a combination of emergency responses, including but not limited to lockdown, lockout or lock in	
9	Attendance will be monitored using a structured process including headcounts and reconciliation of children, staff and visitors, with ongoing updates provided to the responsible person	
10	If advised by emergency services, educators are to implement the Service's <i>EMP</i> including the <i>Emergency Evacuation Procedure</i>	
11	A delegated educator/responsible person will contact families or emergency contacts to notify them of the emergency situation. And arrange collection of children if required. Families will also be notified following the conclusion of an emergency situation.	
12	The nominated supervisor/ responsible person will ensure a record of all actions/decisions and times is maintained	
13	The Approved Provider or Director/nominated supervisor will complete a serious incident notification to the regulatory authority within 24 hours via the NQA IT System when there has been an emergency that has posed a risk to the safety and wellbeing of the children	
14	The Approved Provider or Director/nominated supervisor will organise opportunities for debriefing and counselling for children, staff and families	
15	Families will be informed about emergency procedures and rehearsal practices, and updates will be communicated within required timeframes following any changes	
16	The Service will engage relevant authorities and stakeholders (including emergency services) in ongoing risk management and emergency planning where appropriate	
17	The EMP will be reviewed annually and after any emergency incident or identified risk change	
18	The approved provider or nominated supervisor will complete a serious incident notification to the regulatory authority within 24 hours via the NQA ITS when there has been an emergency that has posed a risk to the safety and wellbeing of children	
19	The approved provider and nominated supervisor will comply with any direction from the regulatory authority to close the Service resulting from an emergency event	

LOCKDOWN PROCEDURE

Lockdown: a security measure taken during an emergency to prevent people from leaving or entering a building or premises until the threat or risk has been resolved

Educators will:

1	Call 000 for emergency services. They will clearly state nature of emergency and the name and address of the Service, the nearest cross street and emergency access.	
2	Alert staff using agreed emergency signal for immediate Lockdown “The cat sat on the mat”	
3	Direct children, educators, staff and visitors to a pre-determined shelter-in place location (as indicated in the EMP) as quickly as possible if safe to do so	
4	All available educators and staff will assist with moving children and non-ambulant children to the designated area inside the service premises	
5	Ensure all children, educators, staff and visitors are accounted for (check daily sign in on OWNA staff sign in/out, visitor register, head count)	
6	Remove the Lockdown Procedure from the walls of the Service once all staff and children are in the lockdown position	
7	Check the premises to ensure no one is left outside	
8	Gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)	
9	Lock external doors, windows and close blinds or curtains where possible and turn off lights. Lock internal doors and allocate a staff member or educator to be posted near locked doors to allow children, educators, staff and visitors to enter if locked out)	
10	Ensure children remain out of sight during the lockdown period	
11	Silence all technology- mobile phones, music	
12	Ensure children remain calm with quiet activities to engage them	
13	Keep children away from windows if the emergency involves an extreme weather event	
14	Ensure a telephone line is kept free on the service-issued mobile phone	
15	Administer first aid if necessary	
16	Implement the Service’s <i>Emergency Management Plan</i> including <i>Emergency Evacuation Procedure</i> If advised by emergency services.	
17	Continue to liaise with emergency services and other relevant agencies	
18	Remain in lockdown until given the all-clear by emergency services	

LOCK OUT PROCEDURE

Lockout: a security measure taken during an emergency to prevent people from entering a building or premises until the threat or risk has been resolved.

Educators will:

1	Call 000 for emergency services. They will clearly state nature of emergency and the name and address of the Service, the nearest cross street and emergency access.	
2	Decide which of the Service's pre-identified evacuation point/s is most appropriate to the emergency situation (as stated in the EMP)	
3	Follow the Service EMP, including the <i>Emergency Evacuation Procedure</i>	
4	Assemble children, educators, staff and visitors at the evacuation point if children and staff have already arrived at Service	
5	If emergency situation occurs before usual operating hours, divert families from accessing the Service due to the emergency if possible- (app; email)	
6	Ensure all children, educators, staff and visitors are accounted for (check daily sign on OWNA, staff sign in/out, visitor register, head count)	
7	Check the premises to ensure no one is left inside	
8	Lock external doors to prevent entry to the Service	
9	Gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)	
10	Continue to liaise with emergency services and other relevant agencies	
11	Alert families that the emergency lock out has been resolved and children are able to return to the Service	
12	Confirm with emergency services when it is safe to return to the Service	

LOCK IN – SHELTER IN PLACE PROCEDURE

Lock in- (Shelter in place): a security measure taken during an emergency to prevent people from leaving a building or premises until the threat or risk has been resolved.

Educators will:

1	Call 000 for emergency services. They will clearly state nature of emergency and the name and address of the Service, the nearest cross street and emergency access.	
2	Alert staff to immediate Lock In	
3	Direct children, educators, staff and visitors to a pre-determined shelter-in place location (as indicated in the EMP) as quickly as possible if safe to do so	
4	All available educators and staff will assist with moving children and non-ambulant children to the designated area inside the service premises	

5	Ensure all children, educators, staff and visitors are accounted for (check daily sign on OWNA, staff sign in/out, visitor register, head count)	
6	Check the premises to ensure no one is left outside	
7	Gather transportable first aid/emergency kit/medical management plans/medication (including emergency contact list for children)	
8	Lock external doors, windows and close blinds or curtains where possible and turn off lights. If required, staff will lock internal doors.	
9	Ensure a telephone line is kept free on the service- issued mobile phone	
10	Keep children away from windows if the emergency involves an extreme weather event	
11	Use any available linen or towels to block gaps around doors or window to minimise the entry of smoke/hazardous chemicals	
12	Ensure children remain in a confined area	
13	Alert families and/or emergency contacts of the emergency situation, and if emergency services deem it safe to do so, allow children to be collected from the Service	
14	Continue to liaise with emergency services. If situation escalates, implement lock down procedure	
15	Administer first aid if necessary	
16	Implement the service's <i>Emergency Management Plan</i> including <i>Emergency Evacuation Procedure</i> If advised by emergency services.	
17	Remain in 'lock in' until advised it is safe to return to normal activities by emergency services	

REVIEW OF PROCEDURE			
Date procedure created	JULY 2026	To be reviewed	JULY 2027
Approved by	Michelle Donadel	Signature	
Procedure Reviewed Date	Modifications/Changes		
May 2026	Procedure reviewed in line with policy review. Added paramount consideration principle. Added amendments to legislation, including S219A [NSW] Slight formatting and edits made where appropriate		

January 2024	Review of policy to incorporate 3 types of lockdown measures as per ACECQA key terms – lock down; lock out; lock in Review of procedure in line with Policy
March 2022	Procedure reviewed: additional information regarding policy review