

ECECP Procedure 13.1

Lockdown

Controlled Document

Version:	1.0	Date of approval:	March 2026	Date of next review:	March 2029
Document Owner:	Manager – Early Childhood Education & Care		Approved by:	Executive Manager – Children & Youth Services	
Reviewed by:	Project Officer – Early Childhood Education & Care		Quality & Risk		

Policy attached to this procedure	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, Lockdown Policy and Emergency Management Plan (EMP)</i> each year to ensure appropriate response strategies are in place in the event of an emergency
2	The person who finds the emergency situation will alert staff using agreed signal for immediate lockdown, if required, and notify the nominated supervisor or responsible person
3	Call 000 for emergency services. Clearly state nature of emergency and the name and address of the Service, the nearest cross street and emergency access.
4	Nominated Supervisor/ Responsible Person to inform Team Leader/Line Manager as soon as practicable, or within one hour of the incident occurring. Team Leader/Line Manager will inform Program Manager and/or Executive Manager.
5	In conjunction with emergency services the nominated supervisor/ responsible person will determine the best emergency response, or a combination of emergency responses, including but not limited to Lock Down, Lock Out or Lock In
6	If advised by emergency services, educators are to implement the Service's <i>Emergency Management Plan</i> including <i>Emergency Evacuation Procedure</i>
7	A delegated educator/responsible person will contact families or emergency contacts to notify them of the emergency situation. If advised by emergency services, they will arrange for the child/ren's collection from the service
8	The nominated supervisor/ responsible person will ensure a record of all actions/decisions and times is maintained

9	The approved provider/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
10	The Director/nominated supervisor will organise opportunities for debriefing and counselling for children, staff and families

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 (when required). 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 signal for immediate Lockdown
3	Direct children, educators, staff and visitors to a pre-determined shelter-in place location (as indicated in EMP) as quickly as possible if safe to do so
4	All available educators and staff will assist with moving babies, younger children and non-ambulant children
5	Ensure all children, educators, staff and visitors are accounted for (check daily sign on sheet/app, 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. Lock internal doors- (allocate staff member/educator to be posted near locked doors to allow children, educators, staff to enter if locked out)
9	Ensure children remain out of sight during the lockdown period
10	Silence all technology- mobile phones, music
11	Ensure children remain calm with quiet activities to engage them
12	Keep children away from windows if the emergency involves an extreme weather event
13	Ensure a telephone line is kept free
14	Administer first aid if necessary

15	Implement the Service's <i>Emergency Management Plan</i> including <i>Emergency Evacuation Procedure</i> If advised by emergency services.	
16	Nominated Supervisor/ Responsible Person to inform Team Leader/Line Manager as soon as practicable, or within one hour of the incident occurring. Team Leader/Line Manager will inform Program Manager and/or Executive Manager.	
17	Continue to liaise with emergency services and other relevant agencies	
18	Remain in lockdown until the situation is safe or 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 (when required). 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 <i>Emergency Management Plan</i> , including <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 in/out, 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	Nominated Supervisor/ Responsible Person to inform Team Leader/Line Manager as soon as practicable, or within one hour of the incident occurring. Team Leader/Line Manager will inform Program Manager and/or Executive Manager.	
11	Continue to liaise with emergency services and other relevant agencies	

12	Alert families that the emergency lock out has been resolved and children are able to return to the Service	
13	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 (when required). 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 EMP) as quickly as possible if safe to do so	
4	All available educators and staff will assist with moving babies, younger 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/out, 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	
10	Keep children away from windows if the emergency involves an extreme weather event	
11	Use any available linen 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	Nominated Supervisor/ Responsible Person to inform Team Leader/Line Manager as soon as practicable, or within one hour of the incident occurring. Team Leader/Line Manager will inform Program Manager and/or Executive Manager.	

15	Continue to liaise with emergency services. If situation escalates, implement lock down procedure	
16	Administer first aid if necessary	
17	Implement the service's <i>Emergency Management Plan</i> including <i>Emergency Evacuation Procedure</i> If advised by emergency services.	
18	Remain in 'lock in' until advised it is safe to return to normal activities by emergency services	