

Our Centre 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.

## Alarm Procedure

The most senior individual in charge will blow the whistle for 5 seconds for a one-minute period and make the following announcement.

**“This is a LOCK DOWN”**  
**“This is not a Fire Drill”**  
**“Everyone is to stay in the room and remain calm and quiet”**

We have set procedures to follow in the event of any emergency requiring evacuation and lock down. These procedures comply with regulatory requirements and are consistent with recommendations by recognised authorities. They are designed to ensure the precipitate, safe and calm evacuation of all children, staff, families and visitors.

Whilst many emergency situations will require staff and children to evacuate from the Service, there are potential situations that will require the Service to go into ‘lockdown’.

Within early childhood services there are three types of lockdown that may be required:

- ‘External threat’ indicating that there is a potential threat outside that you wish to prevent from entering the building. For example:
  - Unidentified dangerous animal or insects.
- ‘Shelter-in-place’ which generally will be required when there is a real or perceived threat to health or safety. For example:
  - Severe storms.
  - Extreme smoke from a local or distant bushfire.
  - Chemical or hazardous substance spill.
  - Gas leak / atmospheric hazardous substance.
  - Flood.
- ‘Full lockdown’ for situations that involve serious threats such as:
  - Potentially dangerous unwanted or uninvited intruder.
  - Potentially dangerous person due to intoxication or substance abuse.
  - Receiving an emergency services warning about a reported incident or civil disturbance.

Lockdown means that all windows and external doors are locked, and where possible internal doors are locked, and blinds closed.

For a ‘shelter-in-place’ or ‘external threat’ lockdown children are able to participate in the usual experiences and activities: However, for a ‘full lockdown’ children and adults must be moved to a room/position that does not allow them to be viewed.

Where possible access should be maintained to a bathroom and enough space should be available for children to be comfortably involved in quiet activities. It is therefore vital that appropriate spaces have been identified and displayed on an Emergency Lockdown Procedure. This information can be displayed on the back of the Evacuation Plan, which can then be quickly taken from the wall when required. This act will ensure that in a situation involving unwanted visitors, the plan is not visible or available for them to use to predict your reaction.

*Management or Nominated Supervisor will:*



- Nominate the person/people with authority to manage the lockdown
- Define and list the circumstances in which the Centre will identify a lockdown
- Determine communication channels
- Design a movement and wellbeing
- Develop an effective strategy for conducting the roll and communicating with children, educators, families and visitors of the Centre
- Document roles and responsibilities of staff and Educators
- Plan to maintain children's safety
- Ensure all children, staff, families and visitors of the Centre remain inside.
- If possible, Educators should make every effort to lock doors and windows.
- Ensure children remain in a confined area, or out of sight during the lockdown period.
- Practice emergency drills once a month
- Review and Reflect on each emergency drill to ensure strategies are effective

*Educators will:*

- Immediately lock doors and windows.
- Close all blinds/curtains.
- Ensure all children are accounted for.
- Ensure all children remain inside the classroom (or are accompanied by an educator/staff member if going to the bathroom).
- Ensure children remain in a confined area, (or out of sight for a 'full lockdown' – see below) during the lockdown period.
- Ensure children to remain calm: Except for 'full lockdown' arrange activities to engage them.
- Remain in lockdown until the all-clear signal is given.
- Practice the lockdown drill every day for one week each term.
- Review and reflect on each lockdown drill to ensure strategies are effective.
- Adequately document each lockdown drill.

*Additionally, during a shelter-in-place lockdown, educators will:*

- Use any available linen to block gaps around doors or window to minimise the entry of smoke/hazardous chemicals.

*Additionally, during a full lockdown, educators will:*

- Turn off all lights.
- Clear any room/hallway that cannot be secured.
- Silence televisions and radios/CD players.
- Silence mobile devices such as phones.
- Ensure all children remain low away from doors and windows.
- Encourage all children to remain quiet: Have books ready for children to look at to assist with engaging them during the lockdown.
- Ensure all children and persons in the room remain out of sight of external windows and glass doors, and internal viewing windows.



## Lockdown Procedure



### Initial Notification

The following lockdown procedures will be used when an external and immediate danger is identified and it is determined that the children should be secure inside the building for their own safety.

- The educator who witnesses the event or issue must try to raise an alarm with the most senior individual in charge.



- Announce the lockdown and provide instructions to staff e.g. close internal doors and windows, sit below window level or move into corridors.
- Advise Victoria Police and other appropriate emergency service agencies.
- Check that all external doors are locked.
- If available, allocate staff to be posted at locked doors to allow children, staff and visitors to enter if locked out.
- Divert parents from the children's service.
- Ensure a telephone line is kept free.
- Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
- If possible, have a delegated staff member wait at the main entry to the children's service to guide Emergency Services personnel.
- Ascertain (as possible) if all children, staff and visitors are accounted for.
- Record some details of actions undertaken and times (use the Post-Emergency Record).
- Await de-activation advice from emergency services personnel (if appropriate).
- De-activate lockdown using predetermined de-activation signal.

### **Movement of Children and Staff**

- All individuals will remain in their rooms.
- If possible, educators will make efforts to seal and lock classroom doors and windows.
- Children should remain down low and out of sight during the lockdown period.
- If children are outside, educators should get them inside as quickly as possible even if they are not from their room.

### *Staff Responsibilities:*

- Individual in charge to contact Emergency Services and follow their instructions.
- Educators not involved in the lockdown or without children to supervise are to go to the front of the centre to liaise with Emergency Services if it is safe to do so.
- Educators must check the sign-in/out book and check all signed-in children are present. Any absences must be reported to the Nominated Supervisor as soon as it is safe.
- Educators are to close and lock all doors and windows, turn the lights off and ensure children are kept below the window level.
- Educators, children and anyone else present will remain in the locked room until the "All Clear Signal" is given by the individual in charge.

### **All Clear Signal**

The All Clear Signal is as follows:

- The most senior individual in charge will blow a whistle for 5 seconds.
- The most senior individual in charge will then say, "The Lock Down has now ended, everyone follow me and the educators in an orderly manner"

### **Actions after Lockdown**

- Confirm with Emergency Service personnel that it is safe to de-activate lockdown.
- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- 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.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockdown and procedural changes that may be required.



- Notify the Department of incident, as set out in the Serious Incident and Complaints fact sheet.

### On-site Evacuation Procedure

If it is unsafe for children, staff and visitors to remain inside the building, the children's centre will be evacuated. The Incident Controller (Chief Warden) on site will take charge and determine who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").
- If the decision to evacuate on-site is made, evacuate staff, children and visitors out of the building; to Front Playground, Back Playground, and Main Front door Area, if this is the evacuation option.
- Take the children's attendance list, staff / Visitors sign in Folder and your Emergency Kit/First Aid kit.
- Once at assembly area, check all children, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

### Off-Site Evacuation Procedure

If it is unsafe for children, staff and visitors to remain inside the building, the children's centre will be evacuated. The Incident Controller (Chief Warden) on site will take charge and determine who does what (activate your Incident Management Team).

- Call 000.
- Inform emergency services of the nature of the emergency (e.g. "There is smoke in the building").

If the decision to evacuate off-site is made, determine which off-site assembly point you will evacuate staff, children and visitors to.

- Evacuate staff, children and visitors to the Foletta Park, Glenlyon Rd
- Take the children's attendance list, staff / Visitors sign in Folder and your Emergency Kit/First Aid kit.
- Once at assembly area, check all children, staff and visitors are accounted for.
- Wait for emergency services to arrive or provide further information.

### Lockout Procedure

The following lockout procedure will be used when an internal immediate danger is identified and it is determined that children should be excluded from buildings for their safety.

- Incident Controller activates Incident Management Team.
- Announce lockout with instructions about what is required. Instructions may include nominating staff to:
  - Lock doors to prevent entry
  - Check the premises for anyone left inside
  - Obtain Emergency Kit.
- Contact emergency services.
- Go to the designated assembly area.
- Check that children, staff and visitors are all accounted for.

### Actions after Lockout

- Determine whether to activate the parent re-unification process.
- Determine if there is any specific information staff, children and visitors need to know (e.g. areas of the facility to avoid or parent reunification process).
- Ensure any children, staff or visitors with medical or other needs are supported.
- Follow up with any children, staff or visitors who need support.
- Seek support from the regions Manager, Operations and Emergency Management as required.
- Prepare and maintain records and documentation.
- Undertake operational debrief to review the lockout and procedural changes that may be required.
- Notify the Department of incident, as set out in the Serious Incident and Complaints fact sheet.

### Shelter-in-Place Procedures



The following shelter-in-place procedure will be considered when an event takes place outside of the children's centre and emergency services determine the safest course of action is to keep children and staff inside a designated building in the children's centre until the external event is handled.

If a shelter-in-place action is determined:

- Incident Controller activates the Incident Management Team.
- Move all children, staff and visitors to the pre-determined shelter-in-place area.
- Obtain emergency kit.
- Notify parents/families if the shelter-in-place is going to extend beyond the centres hours of operation.
- Seek support from the Manager, Operations and Emergency Management at the DEECD region.
- Notify the Department of incident, as set out in the Serious Incident and Complaints fact sheet.
- Emergency response procedures (specific emergencies)

## FIRE

- Report the outbreak of fire immediately to the Incident Controller (Chief Warden).
- Remain calm and activate the fire alarm.
- Phone **000** to notify the fire brigade.
- Extinguish the fire (**only if safe to do so**).
- If threat exists evacuate the room/s to the <insert assembly point/s>, closing all doors and windows.
- Check that all areas have been cleared and notify the Incident Controller.
- Check children, staff, visitors and contractors are accounted for.

## BUSHFIRES/GRASS FIRES

- Identify which buildings need to be evacuated in the case of a fire.
- Phone **000** to notify the Fire Brigade.
- If threat exists decide appropriate action e.g. move to shelter-in-place or evacuate the room/s, closing all doors and windows.
- Turn off power and gas.
- Check that all children, staff and visitors (including contractors) are accounted for.
- Listen to local radio or TV on battery-powered sets for bushfire/weather warnings and advice.
- Ensure staff/children do not hinder Emergency Services or put themselves at risk by going near damaged buildings or trees.
- Contact the region for advice and support, as appropriate.
- Direct all Media enquiries to DEECD Media Unit on 9637 2871.

## SEVERE WEATHER /STORMS AND FLOODING

- Store or secure loose items external to the building, such as outdoor furniture.
- Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
- Protect valuables and disconnect electrical equipment – cover and/or move this equipment away from windows.
- During a severe storm, remain in the building and keep away from windows. Restrict the use of telephone landlines to emergency calls only.
- After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
- Report to the Incident Controller (Chief Warden) regarding the status of children, staff and visitors safety.
- Direct all media enquiries to DEECD Media Unit on 9637 2871.

## PANDEMIC

- Be aware of DEECD Pandemic Incident Response Procedures
- Ensure basic hygiene measures are in place including the display of hygiene information.
- Provide convenient access to water and liquid soap and/or alcohol-based sanitiser.



- Educate staff and children about covering their cough to prevent the spread of germs.
- Stay alert and follow the instructions of DEECD and the Department of Health (including the Chief Health Officer).
- Direct all media enquiries to DEECD Media Unit on 9637 2871.
- Be prepared for multiple waves.

### BOMB/CHEMICAL THREAT

- If a bomb/chemical threat is received by telephone:
  - **Stay calm**
  - **Do not** hang up
  - Refer to the bomb threat checklist.
- If a bomb/chemical threat is received by mail:
  - avoid handling of the letter or envelope
  - place the letter in a clear bag or sleeve
  - inform the Police immediately.
- If a bomb/chemical threat is received electronically or through the centre's website:
  - Do not delete the message
  - Contact police immediately.
- Ensure doors are left open.
  - **Do not** touch any suspicious objects found.
  - If a suspicious object is found or if the threat specifically identified a given area, then evacuation may be considered.

### MAJOR EXTERNAL EMISSIONS/SPILL (includes gas leaks)

- Notify the Incident Controller (Chief Warden).
- Call the Fire Brigade by dialling 000.
- Turn off gas supply.
- If it's a gas leak onsite, notify your gas provider (number can be found on the emergency numbers and key contacts page).
- Evacuate staff, children, and visitors (including contractors) to Foletta Park, Glenlyon Rd. This may be an offsite location.
- Check staff, children and visitors are accounted for.
- Contact the region for advice and support, as appropriate.
- Direct all media enquiries to the DEECDs Media Unit on 9637 2871.
- Await 'all clear' or further advice before resuming normal children's services activities.

### INTERNAL EMISSION/SPILL (e.g. cleaners storeroom)

- Move staff/children away from the spill to a safe area.
- If safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure/Practice (procedures including OHS Centre Policy).
- Contact the Fire Brigade if the nature of the emission/spill is unknown or it is unsafe to manage.
- Notify WorkSafe Victoria if required.

### MEDICAL EMERGENCY

- Check for any threatening situation and remove or control it (if safe to do so).
- Remain with the casualty and provide appropriate support.
- Notify First Aid Officer.
- Notify the Incident Controller (Chief Warden).



- Notify the ambulance by dialling '000'.
- Designate someone to meet and direct the ambulance to the location of the casualty.
- Try not to leave the casualty alone unless emergency help arrives.
- Do not move the casualty unless exposed to a life threatening situation.

#### INTRUDER/PERSONAL THREAT

- Notify the Incident Controller (Chief Warden).
- Notify the police by dialling '000' and requesting assistance.
- Do not do or say anything to the person to encourage irrational behaviour.
- Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
- Determine if evacuation or lockdown is required. Evacuation only should be considered if safe to do so.

**Source:** Health & Safety in Victorian Childcare Services – [scintel@bigpond.com](mailto:scintel@bigpond.com), Department of Education and Childhood Development – Emergency Management Plan, Australian Standards 1851-2005 “Maintenance of Fire Protection Systems and Equipment”, Education and Care Services National Regulations 2011, National Quality Standard.

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**Schedule for Review:** 16/04/2020

National Quality Standard – NQS		
Quality Area 2: Children’s Health and Safety		
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented.
Education and Care Service National Regulations		
97	Emergency and evacuation procedures	
98	Emergency and Evacuation procedures	
168	Education and care service must have policies and procedures	

