



LOCKDOWN PROCEDURE

WHEN YOU WOULD INITIATE A LOCKDOWN

- Threat of violence
- Police operation in the vicinity
- Suspicious people around the service
- Or the educator deems it unsafe to leave the service due to seeing or hearing something

EDUCATORS SHOULD PRACTICE A LOCKDOWN DRILL EVERY 3 MONTHS OR WHEN A NEW CHILD COMES TO THEIR CARE

Step 1

- Whoever finds or is made aware of an emergency situation sounds the alarm
- The Educator will initiate , manage and conclude a lockdown

Step 2

- All educators /staff lock doors, windows and close blinds
- All available adults to move children and other people to designated assembly point

Step 3

- Notify Police on 000 (landline)
- Notify Kidzone office (97878310)
- Collects emergency kit, mobile phone, emergency contact list, visitor sign in sheet & children attendance records

Step 4

- Check attendance records and do a roll call
- If a person is missing advise the police and your nominated supervisor immediately

Step 5

- Educators support, supervise and reassure children until situation is resolved
- Administer first aid if necessary

Step 6

- Continue to work with emergency services and other relevant agencies
- Contact families or emergency contacts to notify them of the emergency situation

Step 7

- Remain in lockdown until advised of the all clear by emergency services
- If advised, arrange for children collection.