ROBE CHILD CARE ON WHEELS SERVICE

LOCKDOWN PROCEDURE

Responsible Officer:	*Manager Childcare Services*
Version	*V2*
Date of Document Issue:	*May 2026*
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Relevant Regulations:	EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS 97 Emergency and evacuation procedures 98 Telephone or other communication equipment 168 Education and care service must have policies and procedures
National Quality Standards (NQS):	QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY 2.1.2 Health practices and procedures-Effective illness and injury management and hygiene practices are promoted and implemented. 2.2.2 Incident and emergency management-Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented

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.

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Working in conjunction with the *Emergency 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.

Related Policies: Emergency 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 *Emergency and Evacuation Policy, Lockdown Policy* and *Emergency Management Plan* (EMP) 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. **Code Black** for lockdown intruder	
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	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	
5	If advised by emergency services, educators are to implement the Service's *Emergency Management Plan* including *Emergency Evacuation Procedure*	
6	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	
7	The nominated supervisor/ responsible person will ensure a record of all actions/decisions and times is maintained	
8	The Manager/nominated supervisor will complete a serious incident notification to the regulatory authority within 24 hours via the CCCFR Inbox when there has been an emergency that has posed a risk to the safety and wellbeing of the children	
9	The Manager/nominated supervisor will organise opportunities for debriefing and counselling for children, staff and families	

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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. 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-**Code Black**	
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	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- (allocate staff member/educator to be posted near locked doors to allow children, educators, staff 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	
15	Administer first aid if necessary	
16	Implement the Service's *Emergency Management Plan* including *Emergency Evacuation Procedure* 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	

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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. 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 *Emergency Management Plan*, including *Emergency Evacuation Procedure*	
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 sheet/app, 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. Clearly state nature of emergency and the name and address of the Service, the nearest cross street and emergency access.	

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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 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. 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	Continue to liaise with emergency services. If situation escalates, implement lock down procedure	
15	Administer first aid if necessary	
16	Implement the service's *Emergency Management Plan* including *Emergency Evacuation Procedure* If advised by emergency services.	
17	Remain in 'lock in' until advised it is safe to return to normal activities by emergency services	
18	If on a school site, follow the directions of the schools emergency response.	

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