

Procedure SO:01.41

Emergency lock down



Policy – Workplace health and safety

Area – Service operations

Document Control

Responsible Officer: General manager children's services	Procedure Number: SO:01.41
Contact Officer: Facilities manager	Policy Area: Workplace Health and Safety
Effective Date: 19 June 2014	Review Date: June 2016

Scope

This procedure provides a framework to guide all actions for the C&K board, C&K staff, C&K central, C&K branch services, C&K FDC / IHC, C&K affiliate services, children, parents, volunteers, contractors and any visitors to C&K services.

This procedure excludes C&K associate members.

Introduction

This procedure provides guidance to plan, act and recover in the event of an emergency lockdown.

Lockdown is an action taken by team members when there is a perceived or imminent threat to the life, safety and wellbeing of children and adults from an internal or external source.

Lockdown means children, team members and visitors must stay within a building and all external exits / entry points must be secured. An imminent threat may include extreme weather, a toxic / chemical spill, a dangerous and / or threatening person / animal or an unidentified external disturbance.

Procedure

1.0 Plan

- The key to a successful emergency response is preparation.
- All services and sites will have a documented lockdown procedure which is specific to their site and needs. All team members, including casual and service support staff, must be informed of lockdown procedures at orientation.
- Ensure all team members (including casuals) are familiar with service specific lock down procedures.
- Ensure service lock down procedure is practiced, displayed, documented and evaluated annually.
- Ensure an emergency kit is prepared and child emergency contact details are current.
- A pre-determined lockdown location / area should be selected which allows for easy access to the kitchen, bathroom and nappy change facilities.

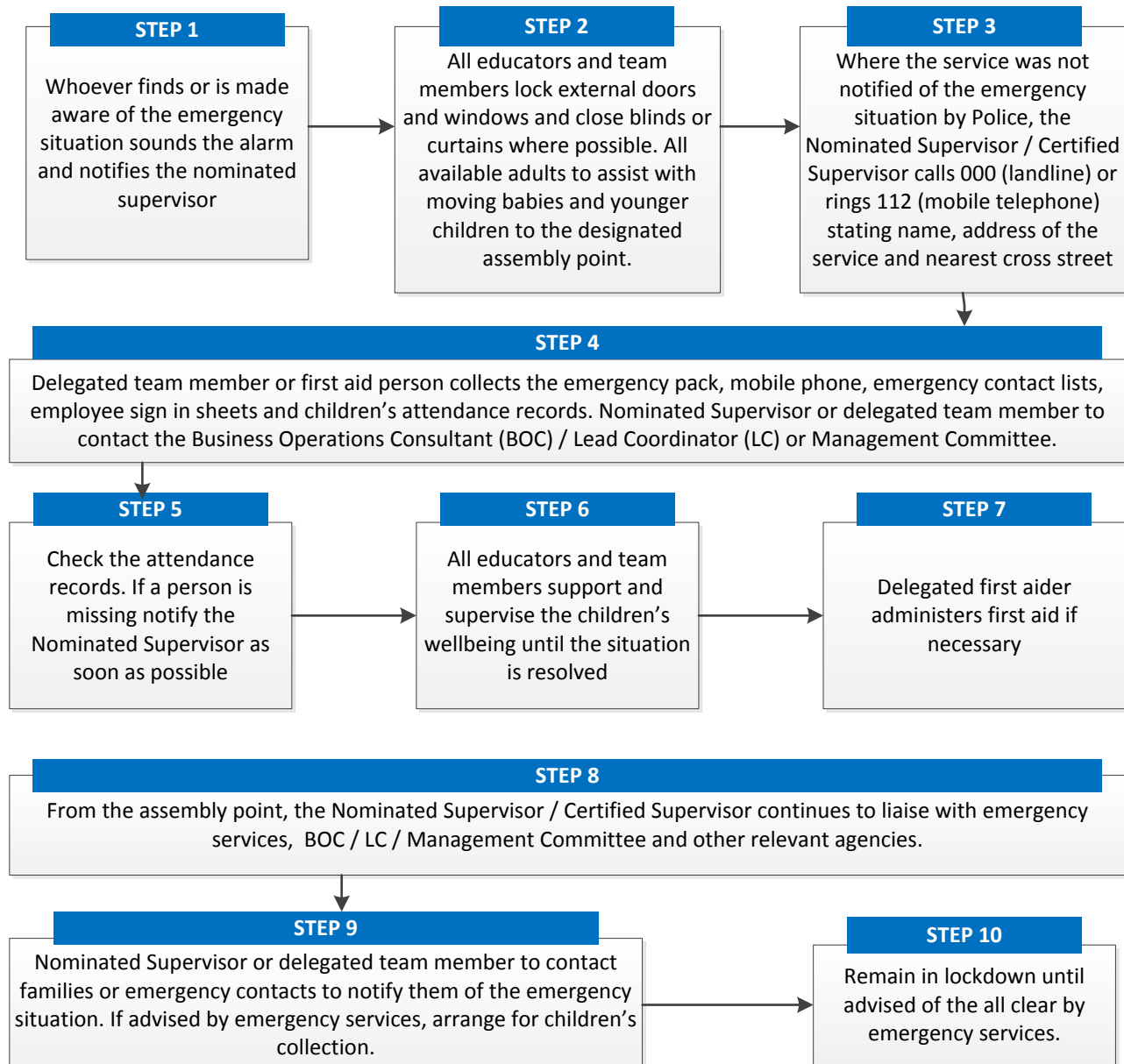
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2.0 Act



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3.0 Recover

3.1 Report

- Refer to procedure *CP: 03.02 Incident reporting* for reporting responsibilities.
- When safe and appropriate to do so, complete template *SO: 01.05.T1 Incident record*.
- If applicable complete form NL01 - *Notification of complaints, non serious incidents and additional children in emergency (ACECQA)*.
- Evaluate emergency response (*SO: 01.18.F4 Emergency evacuation evaluation record*).

3.2 Supporting and communicating with children, families and team members

- It is important to consider the emotional wellbeing of children, team members and parents / guardians after an emergency. Reactions to an emergency may be immediate; however it may take some time before the real effects are apparent.
- After some emergencies, specific communication may need to be provided to parents / guardians. Please follow the instructions of and seek guidance from your BOC / Coordination Unit / Management Committee or C&K Central regarding this communication.
- Please refer to *procedure SO: 01.45 Supporting and communicating with children, families and team members after an emergency* for guidance, support and strategies.

4.0 Key contacts

4.1 Key C&K contacts

- Regional BOC / Lead Coordinator and Management Committee
- Critical staff issues: General Manager Children's Services
- Facilities management: Manager Property, Building & Safety

4.1 Key emergency contacts

- Emergency services (police, fire and ambulance): triple 000
- Local State Emergency Services (SES):

Cairns	4032 8682	Toowoomba	4616 1560
Townsville	4796 9040	Roma	4622 2188
Mt Isa	4743 2601	Maryborough	4190 4810
Rockhampton	4938 4999	Sunshine Coast	5420 7568
Mackay	4965 6651	Ormeau	5547 3108
Longreach	4658 1308	Brisbane	3635 1890

Links to associated documents

SO: 01.05.T1	Template - Incident record
SI01	Form - Notification of serious incident (ACECQA)
CP: 03.02	Procedure - Incident reporting
SO: 01.18.F4	Form - Emergency evacuation evaluation record
SO: 01.45	Procedure - Supporting and communicating with children, families and

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	team members after an emergency
Publications	C&K Emergency action flip chart

Acknowledgements and references

PSC National Alliance (2012), *Managing Emergency Situations in Education and Care Services*, Children's Services Central, <http://www.cscentral.org.au/Resources/managing-emergency-situations.pdf>, (accessed March 2014).

Revision Record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review date
1.0	19.6.14	C Kyranis	19.6.14	2 years	June 2016