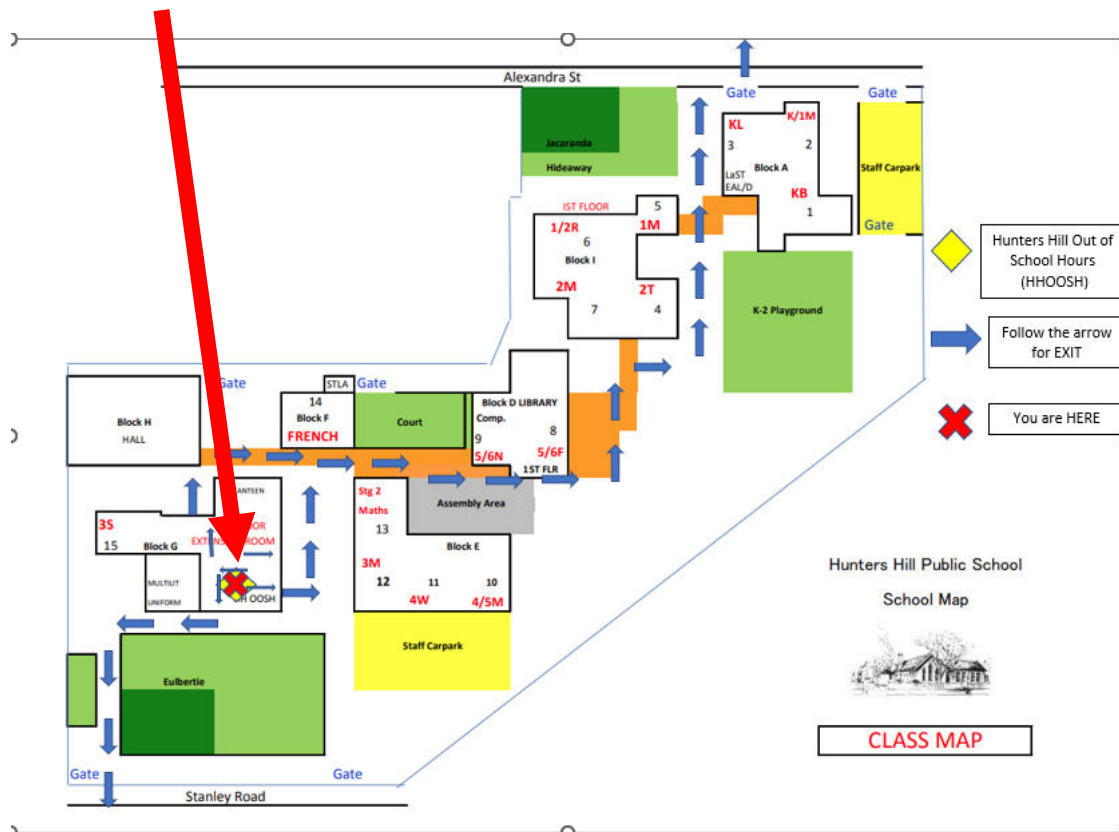


Emergency Lockdown

If a person enters the Centre premises and threatens the safety and/or wellbeing of the children or staff at the Centre, staff will:

- Instruct everyone to move to the lockdown area:
 - Block G -Eulbertie



- Director/Assistant Director/Responsible person in charge will blow a whistle and make an announcement over the loudspeaker to alert staff and children.
- Director/Assistant Director/Responsible person in charge to move around the premises and instruct children to move into designated room (indoor B/ASC room).
- Casual Staff to direct children into designated room.
- Casual Staff to move inside designated room and calm children.
- Director/Assistant Director/Responsible person to do a final check of premises to ensure all children are inside: outdoors, toilets, bubbler and main toilet area, hallway of adjoining building.
- Director/Assistant Director/Responsible person to ask the intruder calmly and politely to leave the Centre premises. Be firm and clear and remember your primary duty is to the children in your care.
 - If they refuse to leave, explain that it may be necessary to call the police to remove them.
 - If they still do not leave, call the police on 000. If the Coordinator is unable to make the call another staff member should be directed to do so.
- Casual Staff to lock all doors, windows, and close curtains.
- Casual Staff to ensure children are away from doors/windows and keep children calm and quiet.
- Director/Assistant Director/Responsible person to take roll to ensure all children are present.
- Casual Staff are not to open doors or windows until safe to do so and leave only upon the direction of the Director/Assistant Director/Responsible person or emergency services.
- Staff should NOT attempt to physically remove the unwelcome person. Casual Staff to remain calm and wait for the police.