



# Little Feet Childcare Centre Limited

*"we care for your child"*

## Lockdown Policy and Procedure (HS7) (Lic-1)

### Rationale

Little Feet Childcare Centre is committed to providing a safe and caring environment for all children, parents/whanau, and staff of the centre and takes every precaution to ensure that safety is always maintained.

### Introduction:

The centre will go into Lock Down at any time where the children and staff need to be contained and protected inside the centre building, due but not limited to;

- An armed intruder inside the building.
- A person at the centre site who could pose a risk of a hostage situation.
- A chemical spill, which could put children and staff at the risk of toxic inhalation if allowed outside.
- Directed by the Police/Ambulance/Fire Services.

### General Emergency Lockdown Procedures

#### Communication

1. In an event of a critical incident requiring lockdown, the person witnessing the incident must notify the office (Centre Manager, Centre Supervisor) immediately through internal telephones or personally.
2. The Manager/Supervisor will then determine the need for a lockdown and sound an appropriate alarm and will be announced through the Centre intercom to alert all the staffs.
3. An emergency lockdown will be called out by the person in charge at the time of the incident. The announcement will state the following:
  - "This is a lockdown". **"It's not a drill"**.
  - "Everyone is to remain inside the building."
  - "Get everyone inside immediately if safe to do so."
4. The supervisor/Manager should immediately contact the police (Dial 111) and provide as much information as possible to the police.
5. **Do not sound/turn on the fire evacuation alarms.**

## Lockdown Procedure

1. If the lockdown alarm is heard, cease all activities, all children and staff will remain inside if it is safe to do so.
2. If outside, cease all activities and the children and staff will move inside if it is safe to do so.
3. The Manager/Supervisor will move to the office to facilitate the communication process.
4. As soon as possible, once everyone is inside, lock all doors and windows.
5. Roll window blinds. **(Sheets can also be used to cover doors and windows where there are no curtains.)**
6. Turn off all lights.
7. Staff and children should stay away from windows and doors and remain low to the ground.
8. Everyone will move to the sleep room in Activity Space 2 – Kiwi’s room if safe to do so.
9. Everyone is to remain quiet. Engage children with books and quiet resources in order to maintain silence.
10. Staff with mobile phones should ensure they are turned on and are put on silent mode and they should check them frequently for messages.
11. No one is to open the door under any circumstances.
12. Assign a staff to take the emergency plan folder (refer to appendix 1), daily sign in sheets, visitors sign in sheets and first aid kit from the office.
13. Staff should take a head count and check with the day’s sign in sheet and obtain the name of everyone in the room.
14. Identify any missing person and report immediately to the Supervisor/Manager /Person responsible.
15. Should the fire alarm sound, do not evacuate the building;
  - Unless you have a confirmed information that there is fire in the building.
  - Unless you have been advised by the New Zealand defence force to evacuate the building.
16. Children and staff should stay where they are until official notification is provided by the Manager/Supervisor or an identified staff of the New Zealand Police/Ambulance/Fire Services that the lockdown is over and a “ALL CLEAR” is given.
17. Where the lockdown lasts for an extended period, the person in charge will txt and email parents and caregivers to advise that we are in lockdown and they **must not** come to the Centre until given the all clear.

18. In an extended period of lockdown, the Centre will make provisions to provide food to all the occupants if safe to do so.
19. With the support of the Police/Ambulance/Fire Services, the person in charge will arrange parents to pick their children up from the centre at a designated safe area.
20. In an event of an emergency, we will maintain legal ratios.
21. Once cleared a detailed incident report must be filled and filed.
22. The MOE Traumatic Incident Team will be notified on:  
Phone: 0800 TI Team (0800 848 326)

## **Appendix 1**

### **Contents of Emergency Plan folder**

1. Evacuation Plan
2. Lockdown Policy and procedures Policy
3. Children's Emergency Contact numbers
4. Employee's emergency contact numbers
5. List of First Aiders
6. Fire and earthquake Policy