

LOCKDOWN

Warning: Bells are rung continuously

Assembly Point:

In the event of a **lockdown** children and educators move to the **small group time room**

Outside Educator Responsibilities

- Educator rings bells continuously (bells located on hook attached to both double exit doors on the veranda)
- Direct all children to small group time room
- Educators to do a complete outdoor yard check ensuring no children are in low visibility areas.
- Lock all back doors (3)

Inside Educator Responsibilities

- Direct all children to the small group time room
- Check all inside play areas and rooms for any remaining children and close each room's door once it has been checked.
- Collect the Daily Attendance Sheet, parent contact list, staff and visitor sign in sheet.
- Collect black medication satchel
- Collect landline phone and a personal mobile phone.
- Perform the Roll Call using the Daily Attendance Sheet.
- **CONTACT As priority phone SA Police 000**
Security and Emergency Management Hotline on 1800 000 279
Education Director Linda Richardson (m) 0427 083 256

Water and Electrical Services location/s

- *Main Switchboard: southern external wall facing paddock*
- *Distribution Board: storage area outside Adult toilets*
- *Water Meter: Near Waite Road (underneath Netherby Kindergarten signage)*