# Emergency Lockdown Procedure Snakes

Implement this Procedure if there is a snake in the outdoor environment.

**Implement the Emergency Medical procedure if a child or adult is bitten by a snake.**

**Leave the snake alone. Do not try to capture or kill it.**

* Our main telephone is located at (INSERT LOCATION HERE)
* Other phone locations include (INSERT LOCATION HERE)
* A charged mobile phone for use in emergencies is available at (INSERT LOCATION HERE)
* An emergency (first aid) kit is located at (INSERT LOCATION HERE)
1. Staff member who sees snake immediately tells other educators/staff
2. Educators move all children inside the premises (including those not from their own room)
	* choose a route inside where children move away from the snake
3. If safe to do so, one staff member stays and watches snake from a safe position
4. Educators tell Nominated Supervisor immediately
5. Nominated Supervisor sounds alarm if activating lockdown (every 5 seconds for 1 minute), and announces “This is a lockdown. Everyone stay in their room and keep calm”
6. Nominated Supervisor calls local snake catcher or 000
7. Educators make sure children remain inside until snake is removed
8. Nominated Supervisor collects children’s and staff attendance sheet, visitor register and the Emergency Kit (must include parent/guardian phone numbers)
9. Nominated Supervisor leaves sign on front door advising families centre is in lockdown because of snake sighting
10. Educators and Nominated Supervisor checks all children and visitors are present using the sign in sheet and visitor’s register
	* report any absences to Nominated Supervisor as soon as it is safe
11. Nominated Supervisor advises emergency services immediately if any child or adult is missing
	* by phone or at front door if safe
12. Educators and staff supervise and reassure children
13. Educators and staff follow instructions from snake catcher or emergency services
14. Nominated Supervisor and educators contact parents/guardians and advise:
	* a snake has been sighted in grounds and snake catcher/emergency services attending
	* not to come to service/collect children at present
15. Nominated Supervisor ensures no-one leaves the building until snake catcher or emergency services give all clear
16. Nominated Supervisor sounds the All Clear signal (alarm every 5 seconds for 1 minute), when snake catcher or emergency services advise lockdown can end and announces “The lockdown has ended.”

**After emergency**

1. Nominated Supervisor and educators contact parents/guardians to advise:
	* emergency over
	* they may collect children if relevant
2. Nominated Supervisor ensures educators stay on duty to care for and supervise children (after rostered hours if necessary) until families or relief staff arrive
3. Nominated Supervisor implements following where parents/guardians cannot be contacted to collect their child:
* contact parents/guardians and authorised nominees every 15 minutes where previous attempts to make contact have been unsuccessful
* ensures there are sufficient numbers of service staff available (including relief staff) to adequately care for and supervise each child
* ensures child is never left alone with any adult unknown to staff, or not assisting in managing the emergency or child’s care in a professional capacity
* contact the police or Child Protection Services for advice if emergency is over and service staff are unable to stay with the child any longer
1. Complete Incident, Injury, Trauma and Illness Record for children that have suffered an injury or trauma
2. Get parent/guardian to sign Incident, Injury, Trauma and Illness Record and give them a copy
3. File original Record in child’s file and record summary details in the Incident, Injury, Trauma and Illness Register, including time notified to Regulator
4. Nominated Supervisor notifies the Regulator of serious incident within 24 hours through NQA ITS if emergency services attended or child bitten by snake
5. File acknowledgement with Incident form in child’s file
6. Debrief after emergency, review emergency plan and procedures, and implement any improvements
7. Record improvements in QIP