

Emergency Lockdown Procedures

Preparation

- Lockdown buckets are located in each unit and checked every semester by Marina
- Ensure the EMP is up to date with the relevant information

Alert

If a decision for a lock down is made, the Incident Controller will sound the siren (red button) for 3 seconds followed immediately by an announcement over the PA system providing instructions for all students, staff and visitors on the site.

Attention all students, staff and visitors. This is a lockdown. If you are outside, please make your way immediately to the closest building. Once inside, teachers will lock the classroom doors and everybody should move to a safe space away from windows and doors. Any student who is visiting another classroom or at the toilet should remain in that building and let a teacher know you are there.

Teachers: please take a roll and contact the office by phone

Staff in classrooms should:

- Immediately follow all instructions given, ensuring the classroom doors (external and internal) are locked, windows are shut and that nobody is visible through any window or door.
- Take a roll and contact the office by phone to provide the relevant information

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Specialist staff should:

Physical Education

- If outside, move your class as quickly as possible to the nearest safe internal area
- If in the hall, move your class to a safe space away from windows and doors and lock all external doors.
- Check the toilets and escort students into your hall. **Do not send them back to their own classrooms.**
- Take a roll and contact the office by phone to provide the relevant information

Classes in the Science/Japanese/Engineering Room

- Remain in that space and move your students away from any external windows and doors. Lock the external and internal doors, allowing any students, staff and visitors through from the Visual Arts Room first
- Take a roll and contact the office by phone to provide the relevant information

Classes in the Visual Arts Room

- Lock the external door and move your class to the Science/Japanese/Engineering Room
- Check the toilets and escort students into your building, locking the internal door behind you. **Do not send them back to their own classrooms.**
- Take a roll and contact the office by phone to provide the relevant information

Classes in the Performing Arts Room

- Lock the external and internal door by the Literacy Intervention Room and move your students to a safe space
- Take a roll and contact the office by phone to provide the relevant information

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Classes in the Kitchen Classroom

- Lock the external door and lower the shutters. If the canteen is not staffed that day, lock the external door and lower the shutters in that space too.
- Move your students to the Performing Arts Room, locking all internal doors behind you
- Take a roll and contact the office by phone to provide the relevant information

Staff and visitors in the Canteen

- Lock the external door and lower the shutters
- Move to the Performing Arts Room, locking all internal doors behind you
- Take a roll and contact the office by phone to provide the relevant information

Garden Classes

- Move your class as quickly as possible to the nearest safe internal area (not the garden shed)
- Take a roll and contact the office by phone to provide the relevant information

Library Classes

- Remain in the library, lock the external Resource Room door and lock all internal doors
- Move your students to a safe space away from windows and doors

Office staff should

- Check the male and female staff toilets and lock all external doors
- Be ready to accept calls from staff, ensuring you gather the following information:
 1. Are all students in your grade with you? If not, do you know where they might be (at the toilet, in another classroom, in sick bay, etc.)?

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2. Are there any visiting students with you (name and grade), including those who may have been using the toilets in your building, where relevant?
 3. What adults are with you (staff and visitors)?
 - Once everybody is accounted for (students, staff and visitors), move into the main office area, locking all internal doors as you go
- Monitor the school doors. Only members of the Emergency Services will be given access.

Staff who are not with students should

- Move to the nearest internal safe space
- Where this is a classroom, include your name in the call to the office
- If there are no other people in the space or if the teacher has already contacted the office, phone the office to advise them of your whereabouts and safety

Incident Controller should

Follow the lock-down procedures in the EMP

Contacting the office

201	Office Administration
202	Business Manager
203	Assistant Principal
204	Principal
205	Assistant Principal
210	Office Administration
232	Sick Bay
03 9551 1727	Outside school line (if you use your mobile phone

If one line is busy, try another and keep trying until you get through.

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Please do not clog the lines by providing unnecessary information.

Information required by the office staff:

1. Are all students in your grade with you? If not, do you know where they might be (at the toilet, in another classroom, in sick bay, etc.)?
2. Are there any visiting students with you (name and grade), including those who may have been using the toilets in your building, where relevant?
3. What adults are with you (staff and visitors)?

Please note:

- All staff should use common sense when moving to the closest internal safe area
- The environment should be kept as quiet as possible
- Buckets for toileting are stored for emergencies in each portable. Each bucket contains:
 - Water
 - Toilet paper
 - Ventolin
 - Torch
- An announcement indicating that the situation is now safe will be made by the Incident Controller when directed by the authorities.
- Please listen carefully to all announcements made throughout the process.