PRE - EMERGENCY AWARENESS

ALL STAFF

- Read the lockdown procedure and be conversant with the specific duties their work role requires of them.
- Sign the eRegister, located on Daily Notices\Lists\Important WH&S Documents, to confirm you have read and understood the procedure.

ADVISORY / HOME ROOM TEACHERS SHOULD

- Each term inform students how to identify the emergency signals for lockdown and evacuation.
- Each term inform students what to do when an emergency signal occurs during their break time.

HOC’s RESPONSIBILITIES

- Nominate a Lockdown Warden for each POD/Block whose duty will be to check that any student/staff member outside their POD/Block are brought quickly into the building and to ensure that all windows and external doors are closed and locked. (Ideally the Lockdown Warden should be a full-time teacher permanently attached to that POD.)

ADVISING ADMINISTRATION OF AN EMERGENCY

- If a situation develops within the College grounds, such as hostile/armed intruder, chemical spill or fumes from main highway it is imperative to alert Administration by ringing EMERGENCY EXTN. 314 (3712 6314) and give full details to the Administration Officer.

HOW TO IDENTIFY WHEN AN EMERGENCY LOCKDOWN IS CALLED

- An emergency lockdown is signaled when the siren is played. Two short pulses will be followed with a single repeated tone for 2 minutes. Follow the emergency lockdown protocols at this sound.

WHEN SCHOOL BELLS ARE NOT WORKING

- POD/Hub will receive a phone call advising lockdown is in progress.
- Relay information to staff members in building as quickly as possible.
- Check outside and summon all people in vicinity into building.

IMPORTANT LOCKDOWN INFORMATION

- The safety of the students in your care is your primary concern.
- Staff should not put themselves into a potentially harmful situation.
- Be alert to status updates via telephone speakers.
EMERGENCY LOCKDOWN PROCEDURE
FLOW CHART

A lockdown event will be signalled by the playing of the siren with a single repeated tone for 2 minutes over the PA system. Confirm that all POD/Block staff are aware of the alarm. Summon any students or staff members in the immediate vicinity of the POD/Block into the building as quickly as possible.

**IFs & SPECIALIST TEACHERS ON THE OVAL OR IN TRANSIT WITH CLASSES**

On hearing the lockdown siren, take your class to the closest building/classroom.

**IF LOCKDOWN OCCURS DURING CLASS TIME**

- HOCs and HOHs to check toilet blocks and escort any students to closest building.
- Ensure all windows are closed. Turn off lights. Draw blinds/curtains if available, to limit view into building. Once outside area is clear of people, close and lock all external doors.
- Demountable buildings: ACE, Kookaburra, Possum Yellow/Speech Pathology/Reflection room – Lock all external doors with key. Re-enter classroom and follow standard procedure.

**IF LOCKDOWN OCCURS DURING BREAK TIME**

- Priority to be given to unlocking classroom doors and ushering students as quickly as possible into the nearest building.
- Deputies, HOCs and HOHs after unlocking doors, to check toilet blocks/garden areas and escort any students to closest building.
- Staff on playground duty to instruct all students within view to proceed quickly to the CLOSEST building to get inside. Once area is clear of students, check adjoining duty area to see if staff member there needs help. Then proceed immediately to closest building. DO NOT return to your own POD/Block unless it is the closest to you.

Staff whose offices are separate from main buildings should vacate their office, lock the door and proceed immediately to the nearest main building.

**PROCEDURE WITHIN CLASSROOM**

- Seat students on floor in an area with least visibility from windows. Use partitions, desks where practical, to shield view of students from windows. Consider using posters to cover windows.
- Maintain a sense of calmness and the need for students to be still and quiet. Be alert to listen for updates via the phone/intercom system.
- If you see or hear anything suspicious, ring Administration to report on extension 314.
- Do not allow anyone to exit the building (to toilets etc.) Every building has a portable chemical toilet which is to be used in emergency situations.

**LOCKDOWN CONCLUSION**

- The “All clear” signal to conclude lockdown is the lockdown siren. Two short pulses followed by a single repeated tone playing for **30 seconds**. **IMPORTANT:** DO NOT confuse with the regular, scheduled “break time” bells that may ring whilst a lockdown is in progress.

In some situations it may be necessary to evacuate the College after a lockdown. The evacuation alarm siren will ring in this instance. Follow the evacuation procedure in this event.
APPENDIX 1
SPECIFIC ROLE DESCRIPTIONS DURING EMERGENCY

College Principal/Associate Principal
- Make the decision to commence a lockdown event and instruct Admin staff member to activate siren
- Oversee the lockdown /liaise with police
- Give the “All clear” and instruct Admin personnel to ring the lockdown siren for 30 seconds.
- Direct a total evacuation when deemed necessary

Sub-School Principals/Deputy Principals
- Take keys and proceed to sub-school precinct to expedite swift unlocking of building doors when event occurs during a break period.
- Liaise with College Principal

Heads of Curriculum and Heads of House
- When lockdown occurs during break time
  - Proceed immediately to sub-school precinct to expedite fast unlocking of classroom doors.
  - Check toilet blocks and garden beds for “strays” and escort students into closest building
  - Once grounds are clear of students proceed to closest building and follow standard drill once inside.
- When lockdown occurs during class time
  - Check toilet blocks for any students out of class and escort them to the closest classroom.
  - Once grounds are clear of students proceed to closest building and follow standard drill once inside.

Lockdown Wardens
- Ensure your POD/Block windows are shut. Turn off lights. Draw blinds/curtains if available to limit view into building.
- Once grounds outside of POD/Block are clear, ensure that doors are closed and locked.
- Be alert for any lockdown communication updates via phone/intercom and relay to other POD/Block staff.

Classroom Teachers
- When lockdown occurs during class time
  - Get your students to sit on the floor in an area with least visibility from the windows. If necessary, use partitions, desks to shield view of students from windows.
  - Maintain a sense of calmness and the need for students to be still and quiet.
  - If you see or hear anything suspicious, ring Administration to report on extension 314.
  - Do not allow students to exit the building. If toilets are required, use the portable chemical toilet stored in each building.
  - Be alert for “all clear” signal which is the ringing of the lockdown siren. Two short pulses followed by a single repeated tone for 30 seconds.
  - Students can return to normal routine upon the sounding of the all clear signal.

Classroom Teachers and personnel in demountable buildings
- Secure your classroom by key locking the door.
- Identify a suitable area for students to sit which has limited view from the deck windows.
  Consider using posters on windows to occlude view inside.
When lockdown occurs during break time

- Priority is to open doors to classrooms to get students/staff inside as quickly as possible. If inside a building, unlock and open every external door immediately.
- Assist playground duty teachers in shepherding students into classrooms.
- Once area surrounding building is clear, proceed to lock external doors and follow standard lockdown procedure.

Specialist teachers

- If in transit between classrooms, take your class to the closest building en route.
- Sports teachers on the oval, take students to the sports hall, or nearest classroom if at the Junior end of the oval.
- When in class, follow standard procedure.

Business Services Manager (HR/Finance Officers back-up BSM role)

- Responsible for activating lockdown alarm. Ring 2 short pulses followed by the Lockdown siren ringing for 2 minutes upon instruction from College Principal or Associate Principal.
- If College bells are inoperative, assign all available staff to ring each POD/HUB/RC & SS to alert them to lockdown status.
- Ensure each workstation is covered to perform specified tasks.
- Oversee Administration staff performing set Lockdown duties.
- On instruction from College Principal, ring all clear signal (Two short pulses followed by lockdown siren for 30 seconds.)
- When bells are inoperative, assign staff to ring all buildings. Principals/DP’s and HOCs to door knock buildings also to give all clear.

Staff in Student Services Building

- Student Services, Resource Room and Chaplain staff to check outside their windows for any student/staff/visitors and summon them inside the building.
- Escort any students attending Student Services to internal, windowless room.
- Close and lock windows. Exit the room and shut the door behind you to limit view into building
- Junior Student Services Officer to lock closest external door and escort any students within building to windowless room.
- MS/SS Student Services Officer to lock sick bay and external door at far end of block.
- All Staff to proceed to internal, windowless room for duration of lockdown. Keep internal door open so all clear signal or phone alerts can be heard.

Staff in Resource Centre

- Check grounds outside RC for students/staff/visitors and summon them inside the building.
- Lock external doors. Turn off lights. Close doors to office and laptop loan room to limit view into building.
- Escort students into Annexe and seat them under windows. Pull concertina door across to limit view into room.

Staff in Sports Hall or CPAC

- Sports hall staff be alert for classes descending from oval. Staff member to wait by fire escape doors to expedite speedy entry into sports hall for students. Re-lock exit doors as soon as surrounding grounds are clear.
- All external doors to be closed and locked.
- Students to be sat in area with least visibility from windows. Use partitions wherever possible to limit view from windows.
Non-teaching staff
- If in a classroom, remain in that building and follow the standard lockdown protocol.
- If in an office/building separate from a main block, exit the office and lock the door behind you. Proceed directly to the closest main building/classroom and follow standard lockdown procedures.
- Administration staff follow the set procedures in Appendix 2

Canteen convenors
- Senior School canteen - Switch off all electrical appliances. Lock external doors and join staff/students within main block.
- Middle/Junior canteens – Switch off all electrical appliances. Exit building and proceed immediately to nearest classroom. EC for Middle School and Wallaby POD for Junior canteen. Lock doors on leaving.

Visiting Staff
- Proceed immediately to closest main building.

ADMINISTRATION STAFF
PLEASE READ APPENDIX 2 ON FOLLOWING PAGE
APPENDIX 2
Administration Block Personnel Lockdown Procedures
(Person receiving call)
Office member who receives the phone call to do the following:-

- Questions: What is the lockdown for?
- Where is the person/incident located?
- Locate the College Principal/Sub-school Principal to inform them of the details
- Ask if they would like you to start the lockdown procedure and if they want the police notified.

- If yes, turn the lockdown siren on and inform the office staff that we are now in lockdown. Ask BSM or Admin staff member to turn siren off after 2 minutes. You will then return to principal to assist with call to the POLICE DEPARTMENT 000.
- Principal will notify you when we have been given the all clear. To notify staff of the all clear turn the lockdown siren on for 30 seconds.
- If no, follow instructions as given by College Principal/Associate Principal.

Work Station 1 (Front Counter)

- Check College entrance for students/visitors. If any outside summon them into the office.
- Close and lock front door.
- Take a seat in the main office on the floor until informed by the Principal that we have the all clear.

Work Station 2

- Walk down the Junior school corridor and inform all staff that we are in lockdown mode.
- Direct everyone to the main office area where they are to take a seat.
- Check that all windows and doors are closed and that the back door is locked. Return to main office and take a seat on the floor until informed by the Principal that we have the all clear.

Work Station 4

- Walk down the Sen/Mid school corridor and inform everyone that we are in lockdown mode.
- Direct everyone to the main office area where they are to take a seat. Check that all windows and doors are closed and that the back door is locked.
- Make your way back to the main office, call C & K on 3711 2908 to notify then take a seat on the floor until informed by the Principal that we have the all clear. Call the C & K to notify them of the all clear.

Work Station 5

- Make your way to the common room and direct everyone to the main office.
- Lock doors and windows and return to the main office.
- Take a seat on the floor until informed by the Principal that we have the all clear.

Finance Window

- Check for any students/staff/visitors outside the Admin building and direct them inside.
- Lock the Finance window and proceed to main office to take a seat on the floor until informed by the Principal that we have the all clear.