

When an external and immediate danger is identified and it is determined that the students should be secured inside the building for their own safety the Chief Warden or Emergency department personnel on-site will take charge and activate the Incident Management Team if necessary.

Staff responsibilities during CLASSTIME:

1. Ensure you have a record of attendance for the lesson including those students who you have allowed to leave the room.
2. Upon the **Lock-down bell (Advance Australia Fair)** alert, staff should immediately initiate the lock-down and provide instructions to students in the form of- *"This bell, signals that there is an emergency Lock-down- we are going to immediately shelter below our tables in an area away from visible sight from outside the classroom. Turn all phones to silent and avoid any unnecessary movement, sounds or actions that may attract attention from the intruder - you will remain together in this class group with me until we get the all clear from leadership or authorities"*
3. Staff should close internal doors and windows, remain in classroom and sit below window level with students.
4. Check that all external doors (and windows if appropriate) are locked. If available, staff should situate themselves (where safe) at locked doors to allow **known** students & staff to enter if locked out.
5. Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
6. As appropriate, ascertain that all students, staff and visitors are accounted for.
7. As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

IF A CLASS, OR STUDENT IS IN AN OUTSIDE SPACE, THEY MUST MOVE IMMEDIATELY TO A SECURE ROOM/ SPACE, NOT IN THE DIRECTION OF THE KNOWN THREAT IF AWARE, AND APPLY THE ABOVE LOCK-DOWN PROCEDURE.

IF A VCE STUDENT HAS A STUDY SESSION, STUDENTS SHOULD ENTER THE NEAREST SECURE ROOM/ SPACE, NOT IN THE DIRECTION OF THE KNOWN THREAT IF AWARE, AND APPLY THE ABOVE LOCK-DOWN PROCEDURE.

Student Information (as published around the school)

LOCKDOWN – Taking cover indoors

DURING CLASS

On hearing the Australian National Anthem during **CLASSTIME**:

1. All teachers should ensure that all students are in their classrooms and that there are no students wandering the College buildings or grounds.
2. Staff will provide the following instructions to students- *"This bell, signals that there is an emergency Lock-down- we are going to immediately shelter below our tables in an area away from visible sight from outside the classroom. Turn all phones to silent and avoid any unnecessary movement, sounds or actions that may attract attention from the intruder - you will remain together in this class group with me until we get the all clear from leadership or authorities"*
3. Once all students are accounted for Staff then should lock the door behind them, ensure all windows are locked and sit with backs to the wall facing away from the quadrangle or outside of the College.
4. The teacher in charge is to make a list of all people present in the room.
5. If staff have sent students to Office, Cubbies or Computer Pods these students will remain in those rooms and be noted down as per point 3.
6. Under no circumstances are staff to leave their room or students at any stage. The **ALL CLEAR** will be given by a member of the Administration group and or emergency services directly to your room – **THIS WILL NOT BE AN ANNOUNCEMENT.**

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Staff Responsibilities BEFORE SCHOOL, RECESS or LUNCH:

1. Upon the **Lock-down bell (Advance Australia Fair)** alert, all staff and students are to move immediately and directly (where safe) towards the room allocation for their session 1, 3 or 5 class. Staff are to ensure that all students are in their classrooms and that there are no students wandering the College buildings or grounds.
2. Staff should close internal doors and windows, remain in the office or nearest suitable secure space and sit below window level with students.
3. Check that all external doors (and windows if appropriate) are locked. If available, staff should situate themselves (where safe) at locked doors to allow **known** students & staff to enter if locked out.
4. Staff in charge of that class are then to make a list of all those students present in the room with them.
5. Keep main entrance as the only entry point. It must be constantly monitored and no unauthorised people allowed access.
6. As appropriate, ascertain that all students, staff and visitors are accounted for.
7. As appropriate, confirm with emergency services personnel that it is safe to return to normal operations.

IF YOU ARE OUT OF THE SCHOOL AT ANY TIME YOU MUST ENSURE THAT YOU HAVE SIGNED OUT AT THE OFFICE PRIOR TO LEAVING.

PLEASE ENSURE, WHERE POSSIBLE, THAT YOU CARRY A MOBILE PHONE WITH YOU AT ALL TIMES.

Student Information (as published around the school)

LOCKDOWN – Taking cover indoors

BEFORE SCHOOL, RECESS or LUNCHTIME

On hearing the Australian National Anthem **BEFORE SCHOOL, RECESS OR LUNCHTIME** :

1. All staff and students should go to their period 1, period 3 or period 5 classroom or work area as appropriate.
2. Staff will provide the following instructions to students- *“This bell, signals that there is an emergency Lock-down- we are going to immediately shelter below our tables in an area away from visible sight from outside the classroom. Turn all phones to silent and avoid any unnecessary movement, sounds or actions that may attract attention from the intruder - you will remain together in this class group with me until we get the all clear from leadership or authorities”*
3. All teachers should ensure that all students are in their classrooms and that there are no students wandering the College buildings or grounds.
4. Once all students are accounted for Staff then should lock the door behind them, ensure all windows are locked and sit with backs to the wall facing away from the quadrangle or outside of the College.
5. The teacher in charge is to make a list of all people present in the room.
6. Under no circumstances are staff to leave their room or students at any stage. The **ALL CLEAR** will be given by a member of the Administration group and or emergency services directly to your room – **THIS WILL NOT BE AN ANNOUNCEMENT.**