

# Emergency Lock-Down Procedure

## PREPARATION

1. Principal Class or Officer In Charge on site takes charge and decides who does what (activate ICS)
2. Assess the situation and decide on appropriate action.
3. Ring 000 if appropriate
4. Advise Victoria Police and other appropriate emergency services
5. Inform Emergency Services of the nature of the emergency (i.e. "There is a dangerous person in the school grounds with a gun")
6. Seek advice from ESMU, the Regional Office or Local Government as appropriate
7. Collect Emergency Kit/First Aid, Anaphylaxis & student medications

## ALERT

If a decision for a lock down is made, the Incident Controller will sound the siren for three seconds then make an announcement over the PA system (or appropriate substitute) providing instructions for all students and staff. Depending on the lock down situation any of the following may be appropriate:

- remaining in their rooms
- moving into the hall
- closing all windows
- closing, bolting or locking doors including internal doors
- sitting below the window level
- sitting under tables
- ensuring a mobile phone or classroom phone is accessible
- Students to remain in toilets until your teacher comes to collect you

## ACTION

8. Class teachers will be responsible for following the instructions and checking all their children are accounted for
9. Children in specialist classes will remain in the room with the specialist if they are in a building and the class teacher will join them there if safe to do so
10. Phys Ed classes will quickly move to the nearest safe internal area if it is safe to do so or unless instructed to go to an alternate outdoor space
11. Call office 202 extension, if the line is busy keep trying until you get through
12. One staff member in each building will notify the main office that all students and nearby staff/adults are accounted for by name and report missing/absent students by name.
13. V-Pass App will be checked to identify visitors to the school
14. Office staff member will man the school's front door. No unauthorised people will be allowed access. Emergency Services staff will be provided access.
15. Wait for Emergency Services to arrive or for further information