



Yarram Secondary College Lockdown and shutdown EMP 2026

Aim: To provide a framework for Emergency Management at Yarram Secondary College for shutdown and lockdown procedures.

Date ratified by Staff: March 2026
Date ratified by School Council: N/A
Review date: As required



Help for non-English speakers

If you need help to understand the information in this policy, please contact Yarram Secondary College's front office on 5182 55 22.

Acknowledgement of Country

This policy was developed on the various lands of Aboriginal and Torres Strait Islander peoples of the Nations across Victoria and includes the voices and contributions of First Nations educators. We acknowledge and pay our respects to all Aboriginal and Torres Strait Islander peoples and Traditional Custodians throughout Victoria, including Elders past, present, and emerging First Nations leaders.

Shutdown and Lockdown Procedures

There could be situations such as a chemical spill or leak, a firearm or siege crisis or an unwelcome intruder threatening members of our College which require staff and students to **remain in their rooms rather than evacuate**. This is called a **shutdown** or **lockdown situation**.

1. Shutdown:

- 1.1 A school **"Shutdown"** is implemented when all students and staff are required to remain indoors and those outside (Physical Education, VM etc.) are required to move to a safe and protected area. A school **"Shut Down"** is the response to a chemical spill, leak or event that may prove hazardous for students and staff to be outside and therefore the best option is to remain indoors, seated with the doors & windows closed.
- 1.2 If we are in school **"Shutdown"** mode, instructions can be given over the P.A. system and the use of mobile phones by staff is acceptable.

2. Lockdown:

- 2.1 A school **"Lock Down"** is implemented when all students and staff are required to be separated (via locked buildings) from an external "physical" threat. This is the response to a firearm, siege crisis or unwelcome intruder.
- 2.2 The nature of a school **"Lock Down"** will make open communication difficult. Alternative means of communication will need to be used. Staff and students will be instructed to follow the **"Blue Timetable"** response plan.
- 2.3 When the **"Lock Down"** is completed and safe to return to normal timetable, the person making the announcement will state their **full name, title**, and announce that it is **safe** for everyone to resume normal timetables.
- 2.4 If for some reason it is not safe and you hear the person making the announcement only state, that **the threat is over and you can resume normal timetables**, you must remain in **"Lock Down"**. The person making the announcement **MUST** state their full name, title and it is now safe to resume normal timetables.

1. SHUT DOWN: (e.g., chemical spill or leak)

Procedure:

- An extended alarm will sound, and an announcement will be made: **“We are required to shut down”**. A reason and/or description of any area/s that need to be avoided or evacuated (in the case of a chemical spill etc.) will also be announced. Because we will be dealing with unknown variables such as the weather there are no set rules for safe shutdown areas. Please listen carefully for instructions over the P.A.
- All classes are to return to (if outside) or enter the closest, identified, **SAFE** classroom. Students in corridors should be directed calmly and quietly to the nearest room. Please be aware of any “welcome” visitors and ensure you include them in your procedure.
- Staff should close classroom doors, and all windows all need to be closed. All heating / aircons need to be turned off during the SIP. Advise students to remain seated and await further instructions.
- Instruct the students about NOT using their mobile phones and be vigilant of compliance with this request.
- Staff who are not teaching should remain in staff rooms as long as they are in a designated safe area. Staffroom doors and windows should also be closed.
- Where possible staff that have access to a mobile phone should text the **Principal 0428 486 998, AP 0425 872 405 or Daily Org 0431 626 233** who will coordinate the responses.
- Staff and students are to remain in designated safe rooms and await further instructions. This may take some time as external emergency services may be required to rectify the situation. All attempts will be made to keep staff and students updated.
- IT will monitor the school cameras during the lockdown/shutdown.

2. LOCK DOWN: (e.g. Firearm, siege, or unwanted intruder)

All college members should contact the general office IMMEDIATELY if they see a suspicious visitor.

Procedure:

- An extended alarm will sound, and an announcement will be made: **“Attention all staff, we will now switch to the Blue Timetable”**
- Students in corridors should be directed calmly and quietly to the nearest room and stay within the room until they are advised that it is safe to leave.
- Staff and students who are in the grounds (Physical Education, VM, recess, lunch etc.) should move quietly and calmly to an area as far as possible from any obvious problems (Example: if on the back oval you could move to the back

soccer pitch which is surrounded by trees or if you are on the front oval you could move to the treed sections either side of the oval. If near a building, then into the nearest room).

If outside when a lockdown drill is enacted (recess, lunch), staff and students should be instructed to move quickly to the nearest secure indoor space (classroom).

- Yard Duty teachers should instruct students in the area that they are currently patrolling and have visual on to make their way to a building and lock doors as per normal classroom procedure.
- Staff in buildings, before locking doors, should check the area for students nearby and direct them into their building before locking their doors and draw blinds as per normal procedures.
- If a staff member or student is unable to enter a building due to it being locked, they should make their way to an area as far as possible from any obvious problems (Example: if on the back oval you could move to the back soccer pitch which is surrounded by trees or if you are on the front oval you could move to the treed sections either side of the oval).
- In the event of a lockdown at recess or lunch, it is critical that staff text a list of staff and students located in their classroom, building area or furthest removed area to the incident management coordinators **Principal 0428 486 998, AP 0425 872 405 or Daily Org 0431 626 233**.
- Staff should close classroom doors, lock windows, turn off all lights and where possible, close blinds.
- Staff teaching in a room near an external door (Rooms 1-4, Wellbeing Room, General Purpose Classrooms 8-15, Food Technology (HE), and Senior Study) are to ensure that the door closest to them is closed and locked. A quick check of the corridor is advisable before you leave a room to lock corridor and external door.
- Instruct students of the importance of being quiet, calm, invisible and NOT using their mobile phones.
- Staff who are not teaching, should move to the nearest curtained office, and lock all **external and internal doors and windows, turn lights off**.
- If you are in a room without blinds, please ensure that all students (and education support staff) move close to the wall or into a position that reduces visibility through external windows.
- Office staff are to call Brendan (maintenance person) 0408 599 231 and inform him that there is lock down, once the lock down is completed then the office staff will call him to advise that the lock down is now over.

Special Instructions:

Art Wing – Rooms (19-21)

- **Lock all external and internal doors and windows, turn lights off** then: If you are in Room 21, lock the external doors before taking your students into the 3D storeroom. Once students are secured make sure the doors at both ends of the storeroom are shut and locked.
- If you are in either Room 20 or 19 then you need to lock all external doors and move into either the Art Screening room or the 2D storeroom.

Woodwork Room (18)

- **Lock all external and internal doors and windows, turn lights off:** please exit the room and proceed to the machine shed at the back of room 18

Hot House

- **Lock all external and internal doors and windows, turn lights off** then take your class quickly and quietly through to the library.

IT Will monitor the school cameras during the lockdown.

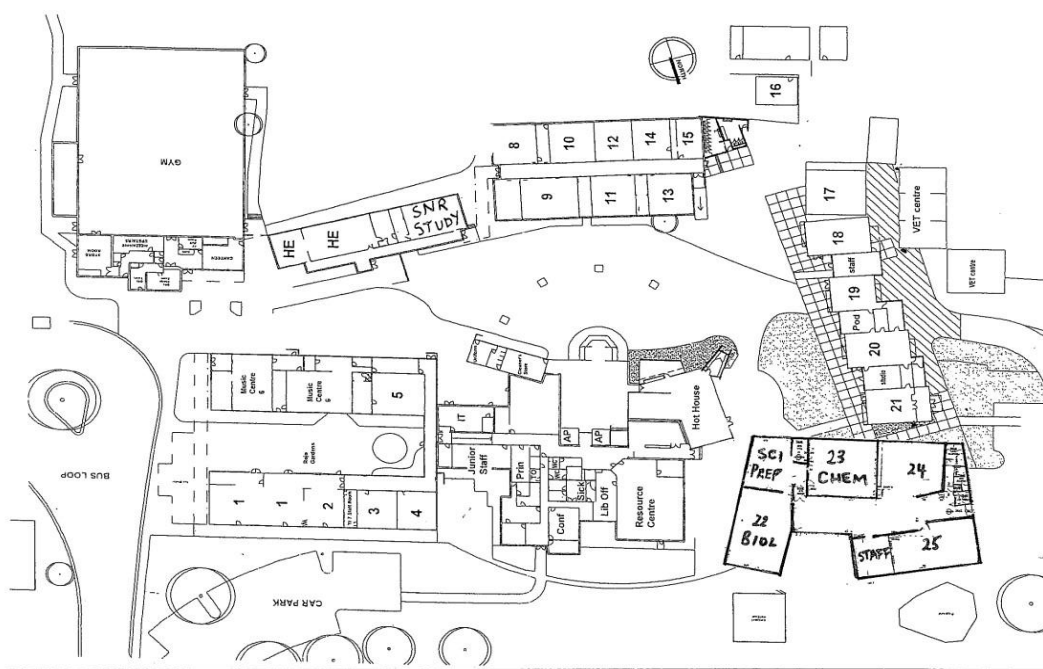
- Staff that have access to a mobile phone should text once safe in area to the **Principal 0428 486 998, AP 0425 872 405 or Daily Org 0431 626 233** with a text or email message stating:

- ❑ **Who you are**
- ❑ **Where you are**
- ❑ **Which class and additional students and staff you have with you**
- ❑ **Anyone who is missing (e.g., a student who has left your classroom to go to the toilet/library/pod)**

NB: Only take this step if **SAFE** for your group to do so. If you do not have access to a phone, do not worry about this step.

Please note:

- Under no circumstances leave buildings.
- Keep your students as calm and as quiet as possible.
- Staff & students are to remain together.
- Do not under any circumstances determine when the crisis is over. Remain in position until an announcement to move is made.
- Do NOT allow students to use mobile phones under ANY circumstance.
- Counselling and/or other support may need to be provided after the event.



A Lockdown or Shutdown Situation at Lunch or Recess

- If a lockdown/shutdown situation develops at recess or lunchtime an alarm will sound continuously.
- Staff and students in the yard (at the front or back of the school) should listen for instruction on the type of incident and required action.
- Only evacuate if directed and safe to do so, then exit as quickly as possible through the front west gate or side gates if possible. Where possible, and safe to do so, it is advisable for staff to direct students to the closest available rooms and seat them calmly. Follow standard shutdown or lockdown procedures.

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- If directed to evacuate, then staff and students in the yard and on the oval areas should make their way to the Growse Street car park exit. The Growse Street Car Park will be unlocked by either one of the principals or the first teacher to get to the gate.
- Students should assemble at our secondary evacuation site which is the grassed area at the end of Dougherty St in Growse St and take cover where possible. Staff should register who they have in their group and keep everyone together until the situation is rectified.
- If you have access to a mobile phone text the **Principal 0428 486 998, AP 0425 872 405, or Daily Org 0431 626 233** with a message stating:

- ☐ **Who you are**
- ☐ **Where you are**
- ☐ **Which students and staff you have with you**

NB: If you do not have a phone, ask a student if they have one you could use to report to YSC if you require in a lockdown/shutdown situation.



- Any Staff and students inside in the Library/Senior Study Centre/Music Centre etc, should follow the normal classroom shutdown or lockdown procedures.
- Staff with student groups should text the **Principal 0428 486 998 / AP 0425 872 405 or Daily Organiser 0431 626 233** stating

- ☐ **Who you are**
- ☐ **Where you are**
- ☐ **Which students and staff you have with you**

NB: Only take this step in a lockdown situation if **SAFE** for your group to do so. If you don't have access to a phone, do not worry about this step.

A Lockdown or Shutdown Situation at the Bus Loop

Bus Loop

- In the event we need to lockdown during bus duty.

Proactive Actions:

- Check that Music Room Entry door is unlocked
- Check that Music Room Classroom is unlocked. (Door to the right upon entry)

Lockdown Actions

- Direct students into Music Entry and classroom space.
 - Instruct Bus Drivers to close their doors and wait for further instruction.
 - Lock external door and draw blinds.
 - Await further instruction from YSC Leadership
- Check to see if the external door to Room 1, which is closest to bus loop, is unlocked in preparation for a lockdown.

Lockdown Actions:

- Direct students into Music Room
- Instruct Bus Drivers to close their doors and wait for further instruction.
- Lock external door and draw blinds.
- Contact Administration on 5182 5522 and await further instruction from YSC Leadership.

Staff Responsibilities during Shutdown / Lockdown

☐ Liaise with staff, other agencies, and the Region in considering a lockdown.	WESJ/KERL
☐ Activate lockdown using the predetermined activation signal.	REIM / KNIR
☐ Advise Victoria Police and other appropriate emergency service agencies.	WESJ/KERL
☐ Advise ESMU on 24/7 hotline – 03 9589 6266 or 1800 126 126 Opt 2.	WESJ/KERL
☐ Activate the Incident Management Team (to plan further actions and enact the response plan).	WESJ/KERL
☐ Allocate responsibilities.	As per Emergency Management Plan
☐ Collect emergency kit – ONLY when required and safe to do so.	REIM/ RODJ
☐ Guide visitors to safety. (This is if you have any visitors with you at the time)	REIM/ RODJ / KNIR
☐ Divert parents and returning groups from the school.	REIM/ RODJ / KNIR
☐ Ensure a telephone line is kept free.	REIM/ RODJ / KNIR
☐ Keep public address system free	REIM/ RODJ / KNIR
Secure external doors and entrances in lockdown situation only: ☐ Library (WILK) ☐ Hot House (Hot House Staff) ☐ Administration Building – West, 2 doors & staff room (DARJ) ☐ Administration Building – East wing, 2 doors (DUET, Integration, wellbeing) ☐ Front Doors (WESJ, REIM, KNIR, RODJ,) ☐ Year 7 Space (Classroom teacher) ☐ Corridors - it is the responsibility of staff, teaching in rooms closest to corridor exits to ensure that they are locked. Always be aware where other staff and classes are.	
☐ Keep main entrance (Front Office doors) as the only entry point. It must be constantly monitored, and no unauthorised people allowed access.	WESJ/KERL
☐ If possible, have a delegated staff member wait at the main entry to the school to guide Emergency Services personnel.	WHIC
☐ Ascertain (as possible) if all children, staff, and visitors are accounted for. This should be done via a text to the Principal 0428 486 998/ AP 0425 872 405 or Daily Organiser 0431 626 233	All Staff
☐ Record some details of actions undertaken and times (use the Post-Emergency Record from Appendix 1 –staff, and Appendix 2 - principals).	All Staff
☐ Await de-activation advice from Emergency Services personnel (if appropriate).	WESJ/KERL

Appendix 1: Post Emergency Record - All Staff

Facility Name	
Emergency Name/Title	
Date and Time of Emergency	

Description/Details of Emergency	
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Immediate Actions Taken Staff with student groups should text the Principal 0428 486 998/ AP 0425 872 405 or Daily Organiser 0431 626 233 stating: <i>Who you are</i> <i>Where you are</i> <i>Which students and staff you have with you</i>	Sent a text or email: YES / NO Time _____
Key Actions Taken	
Issues	Operational Debriefing Required: YES / NO Issues for Follow Up Action:

This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	

Appendix 2: Post Emergency Record - Principals

Facility Name	
Emergency Name/Title	
Date and Time of Emergency	

Description/Details of Emergency	
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Immediate Actions Taken	Incident Controller Notified: YES / NO Time _____	SSU Notified (government schools only): YES / NO Time _____
	Other staff Notified: YES / NO Time _____	Region Notified: YES / NO Time _____
	Emergency Services Notified: YES / NO Time _____	IMT Convened: YES / NO Time _____

Key Actions Taken	
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Issues	Operational Debriefing Required: YES / NO Date/Time _____
	Person Responsible to Organise: _____
	Confirmation of Operational Debriefing: Date/Time: _____
	Issues for Follow Up Action:

This Record Completed By:	
Position Title:	
Telephone Number:	
Signature and Date:	

Government Schools:

- Verify all details of the incident on receipt of the IRIS incident report forwarded to the school.
- For DET's guidelines on reporting an emergency or incident go to [Emergency & Incident Reporting](#)
- For non-student related injuries/incidents enter the incident on eduSafe via this link: [edusafe DET](#)
- For guidelines on incidents that must be notified to the Victorian Workcover Authority (formerly **WorkSafe**) go to [WorkCover Notification](#)

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STAFF MEMBER	JSC AVAILABILITY Week A GOLD					JSC AVAILABILITY Week B GREEN				
AKERS, David										
BAGGLEY, Rachel										
BASS, Debbie										
BLUNDEN, Andrea										
BRIGHTON, Krystle										
BURATTIN, Isabella										
CASHMORE, Shellie										
COLLINS, Jack										
COOK, Don										
DARVILL, Izaboa										
DARVILL, Jo										
DAVIDSON, Matthew										
DAVIS, Perri										
DEMARIA, Antoinette										
DILLOW, Charlie										
DUELL, Talia										
DUPONT, Anne										
FLAKE, Tahlia										
FRANCIS, Janelle										
GLYNN, Emily										
GONOS, Bianca										
GRIFFITHS, Bianca										
GULINO, Martina										
HEASLEY, Ruby										
HEBER, Nicole										
JEFFS, Lyn										
JENKINS, Cassie										
JOHNS, Mikaylah										
JUMPPONEN, Melody										
KERRISON, Lyn										
KNIGHT Robyn										
LEGIN, Ivana										
MICHIE, Troy										
MILLER, Casey										
MITCHELL, Jessica										
MCFARLAND, Troy										
MULROY, Jessica										
OLARENSHAW, Angela										
PALMER, Helena										
PEETERS, Wilma										
PIDDINGTON, Mel										
PITT, Brendan										
RICHARDS, Zac										
RODAUGHAN, Jenna										
SHARMA, Reshmika										
SILVESTER, Naomi										
SMITH, Glen										
SPALDING, Emily										
SUMMERS, Helen										

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TAYLOR REID Michelle										
TOMASZEWSKI, Michael										
TSCHUGGUEL, Michelle										
TYLER-BRENNAN Rebecca										
VAN DE LUSTGRAAF Di										
WALKER, Michelle										
WESTON Jack										
WHITE, Candy										
WILLIAMS, Megan										
WILSON, Debbie										
WILSON, Kylie										
YARRAM, Ben										