



Appendix B

~ FALCON PRIMARY SCHOOL ~

INDOOR LOCKDOWN PROCEDURE CHECKLIST 2015 updated 28/1/15

Staff respond to a lockdown in the order of:

a) Continuous siren for extended period of time + PA message by Administration.

b) in the event of a power outage, communication from your block coordinator via mobile phone.

Coordinators: ECE Block Maureen Willcock, Block 1 Sally Hurle, Block 2 Michelle Kelly, Block 3 Teena Dixon, Block 4 Lara

Patching Block 5 Kelly Penkala, Admin: Tiffany Hennessey (Medical), Robyn Reynolds (Admin), Library: R.Hyde

If in class, stay there. Coordinators to check wet area entry access is locked.

If out of class, move to the closest classroom. (ie: PE move to Library)

Direct students who are out of class to their regular class or closest classroom/safe area.

Do not leave the classroom to get students.

(Teacher closest to toilet to check toilet block: R5.4, R4.2, 3.2, 2.2, 1.2)

Close the outside classroom door – (this door always remains locked + shut)

Close windows, blinds, shutters if applicable. **Turn lights off.**

Keep all people close to the ground (ie: assemble on the floor) away from windows and doors.

Staff (and students) are to turn mobiles to silent. Line managers keep mobile handy for update.

Class teacher to record the names of all people in the classroom.

Follow any specific instructions given by Principal / Assistant Principal.

Stay calm and encourage others to be calm and quiet. Explain any special instructions provided on the day to people in your care.

Coordinator to ring office to confirm lockdown. Provide information to the principal if required.

Do not allow any unauthorised person into the room (including known parents).

If emergency medication is required contact the administration office for advice (use internal phone if available or mobile)

If a young child needs to use the toilet, consider using a lined plastic bin and the storeroom for privacy.

Remain in the classroom until the de-activation signal is given (announcement or telephone call)

When deactivation is signalled, listen carefully for specific instructions from Principal/APrincipal.