



Appendix B

~ FALCON PRIMARY SCHOOL ~

INDOOR LOCKDOWN PROCEDURE CHECKLIST 2018 updated 9/2/18

Staff respond to a lockdown in the order of:

a) **Indoor Lockdown alert siren, starting low and getting louder and louder + PA message by Administration.** Phone canteen, gardener and Block 5

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

Coordinators: ECE Block Judy Coates / Kim Dodd, Block 1 Jane Giles, Block 2 Michelle Kelly, Block 3 Julie Driver, Block 4 Jacqui Jurewicz, Block 5 Kelly Penkala, Admin: Tiffany Hennessey (Medical), Robyn Reynolds/Tamara M (Admin), Library: R.Hyde, PP Rainbow Fish Maureen Willcock, PP Waves Kerry Thompson / Jane Murdoch, Star Fish Deb Wiseman.

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, gardener to closest block or office)

☐

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: Music, R4.2, 3.2, 2.2, 1.2)

☐

Close the outside classroom door – (this door always remains on lock)

☐

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

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

☐

Staff to turn mobile phones to silent. Line managers keep mobile phones handy for updates.

☐

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 on 605 to confirm lockdown. Provide information to the principal on who is present including adults/visitors.

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

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

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For toileting, consider using a lined plastic bin in the storeroom for privacy.

☐

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

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When de-activation is signalled, listen carefully for specific instructions from Administration.

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