



## Appendix C ~FALCON PRIMARY SCHOOL ~

### OUTDOOR LOCKDOWN PROCEDURE CHECKLIST 2018 (updated 9/2/18)

Staff and students respond to a lockdown in the order of:

a) continuous siren rung for an extended period of time.

b) in the event of a power outage, continuous whistle blowing / megaphone

ECE BLOCK: K & PP STAFF to follow INDOOR LOCKDOWN – Kim Dodd / Judy Coate lock BLK 1. PreP teachers lock PP rooms.

Administration Building: Tiffany Hennessey check and lock Medical Rm and take 1st Aid Kit), Robyn Reynolds lock Admin area, Naomi Jones collect SIS Attendance report, Mr Kenny take megaphone. Warren Bachman take mobile phone and contact list.

CHECKPOINT COORDINATORS: K Kim Dodd / Judy Coate , PreP Deb Wiseman BLK 1 Jane Giles, BLK 2 Michelle Kelly, BLK 3 Julie Driver, BLK 4 Jacqui Jurewicz, BLK 5 Kelly Penkala

Coordinators confirm Lockdown to Principal or Assistant Principal at canteen.

All staff & students move quickly to the **Undercovered Assembly Area** and sit in class groups as per formal assemblies. Assistant Principal (TH) to distribute class lists. K/PP teachers follow INDOOR lockdown and move class to the closest available classroom.

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Assistant Principals lock assembly entry doors. Mr Kenny to lock roller door closest to Library last of all. Yvonne Phillips, Ben Turner and Kelly Penkala to close and lock remaining roller doors. Canteen Staff to lock external Canteen entry door.

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Class teachers to quickly account for students and inform Checkpoint Coordinators immediately of students not accounted for. Checkpoint Coordinators to report to Assistant Principal with numbers. Assistant Principal to match absentee lists (SIS) with reports and then coordinate the search for missing children.

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Do not leave the undercover area to find missing students.

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

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Police contacted by Principal or Assistant Principals using the Canteen phone or mobile phone.

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**Follow any specific instructions given by Principal / Assistant Principal.**

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

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

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If emergency medication is required refer to administration for advice.

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

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Remain in the class groups until the de-activation signal is given.

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

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