



Appendix B

~ FALCON PRIMARY SCHOOL ~

INDOOR LOCKDOWN PROCEDURE CHECKLIST 2020^{updated 4/3/2020}

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 (This is an indoor lockdown drill)** Phone canteen and gardener

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

Coordinators:, Block 1 Jane Giles, Block 2 Roxy Green, Block 3 Judy Hughes Block 4 Gillian Shilling

Block 5 Kelly Penkala, Admin: Tiffany Hennessey (Medical), Robyn Reynolds/Tamara M (Admin), Library: Robyn Hyde, PP RF Maureen Willcock, PP SF Deb Wiseman, Kindy Seahorses Ryta Hinkley, Kindy Ducklings Leanne Lewis

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: R 5.4, 4.1, 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.**

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

Staff to turn mobile phones to silent. Coordinators keep mobile phones handy for updates.

Class teacher to check attendance.

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.

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 personal mobile)

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)

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

