

LOCKDOWN DRILLS:

DEVELOPING A PLAN

BASIC STEPS- Danger in the Area

1. Alert staff of situation.
2. Lock doors to outside. (Parents may enter.)
3. Alert parents at beginning and end of lockdown. Keep doors locked until danger has passed.

BASIC STEPS- Dangerous Person in Building

1. Alert staff without alarming intruder.
2. Move children quickly and quietly to safe area, lock door, and stay away from windows.
3. Contact Law Enforcement immediately.
4. Notify parents of situation.
5. Remain in place until notice is given that all is safe.
6. Contact licensing.
7. Provide information to parents and staff on Post Traumatic Stress Disorder and symptoms to watch for.

BASIC STEPS- Roaming Intruder

1. Alert staff without alarming intruder.
2. Move children to safe area and lock doors. Stay away from door and windows. (Let no one enter but law enforcement.)
3. Contact Law Enforcement immediately.
4. Notify parents.
5. Evacuate children if possible and safe to do so. (What is the greater risk to children; Remaining or evacuating?) Otherwise remain in place until notice is given that all is safe.
6. Contact Licensing.
7. Provide information to parents and staff on Post Traumatic Stress Disorder and symptoms to watch for. You might arrange for a mental health specialist to visit center.