



Lock-Down Procedure

Implement these actions when an intruder is **INSIDE** the facility

- Call 911
- Director or designee will announce “Lock-Down” or other code word.
- Find nearest room or other designated location away from danger to enter if currently not in room.
- Inform staff not located in the facility to find safe location.
- Lock the classroom doors and windows, cover the windows if possible, and turn off lights/audio equipment
- Keep all students sitting on the floor, away from doors and windows. Use tables, cabinets, etc as a shield for the children.
- Staff should take attendance of children and ensure all children remain in room as quietly as possible.
- If there is a phone in the room, do not use it to call out unless there is an emergency situation in classroom. Keep cell phones within reach and on vibrate.
- Ignore any fire alarm activation.
- Contact parents as soon as it is safely possible.
- Remain in the room until the Director or designee announces the end of the lock-down.

Lock-Out Procedure

Implement these actions when unsafe activity is occurring **OUTSIDE** the facility

- Call 911
- If in center, Director or designee announces “Lock-Out” or other code word
- Lock all exterior doors and windows
- Cover all windows if possible
- Keep children away from windows and doors
- Maintain a calm atmosphere; try not to alarm the children.
- No outside access is permitted, but activity within the facility may continue.
- Keep cell phone within reach at all times
- Contact parents to inform them of the situation
- Keep children in facility until the threat is gone

Staff should always question individuals who enter the facility. If an individual is picking up a child, a photo identification and the pickup authorization list should be verified