

# Sample Announced Lockdown Drill

## NOTIFICATION

- Tell the children that a lockdown drill is about to happen.
- Director or designee will announce “Lockdown” or other code word.

## ACTION

- If there are children playing outside, bring them inside.
- Go to the nearest room or the designated location away from danger.
- Bring disaster supplies to the designated safe place location.
- Tell staff and families outside the building that they cannot enter the building and to find a safe location.
- Lock the classroom doors and windows, cover the windows, and turn off lights and audio equipment.
- Keep all children sitting on the floor, away from doors and windows. Use tables, cabinets, or other heavy furniture as a shield, if present.
- Take attendance of children and ensure all children remain in room as quietly as possible.
- Ignore any fire alarm activation.

## COMMUNICATION

- Turn cell phones on silent or vibrate.
- Role-play: “Call 9-1-1” (just pretend!) and explain the situation. \* note: in a real emergency it might not be safe to talk on the phone, but you can still call 9-1-1 and leave the phone on. Do not make phone calls unless there is an emergency situation (for example, an injured child or adult in need of immediate medical attention).

## CARE AND SUPERVISION

- Follow established procedures to help children stay quiet, for example, holding hands, gently rocking back and forth, and making eye contact with each child, or offering pacifiers to infants.
- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs during the period of time they are in lockdown.

## CONCLUSION

- Remain in the room until the child care director or designee announces the end of the lockdown.