# Sample Announced Shelter-in-Place Drill

## Notification
- Tell the children that a shelter-in-place drill is about to happen.
- Director or designee will announce “Shelter-in-Place.”

## Action
- Bring children and staff to the pre-determined areas within the facility or home. Choose an interior room without windows or vents that has adequate space to accommodate children and staff.
- Close and lock all windows and doors.
- Shut off the building’s heating systems, air conditioners, exhaust fans, and switch intakes to the closed position.
- Seal all cracks around the doors and any vents into the room with duct tape or plastic sheeting.
- Conduct a roll call to ensure everyone is present and accounted for in the area.
- No outside access is permitted, but activity within the facility may continue.

## Communication
- Role play: providing status updates for families (just pretend!).
- Practice using a portable battery or hand-assisted radio to listen for announcements from local officials.
- Keep cell phone within reach at all times.

## Care and Supervision
- Bring disaster supplies to the designated safe place location.
- Follow established procedures for assisting children and/or staff with special health care needs. Bring medications, special health care plans, and assistive devices for communication and mobility.
- Follow established procedures for addressing children’s (especially infants and toddlers) nutrition and hygiene needs.
- Provide developmentally appropriate activities.

## Conclusion
- Continue the shelter-in-place drill until the child care director or designee announces the end of the shelter-in-place drill.