

Sample Announced Shelter-in-Place Drill

NOTIFICATION	<ul style="list-style-type: none">■ Tell the children that a shelter-in-place drill is about to happen.■ Director or designee will announce “Shelter-in-Place.”
ACTION	<ul style="list-style-type: none">■ 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	<ul style="list-style-type: none">■ 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	<ul style="list-style-type: none">■ 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	<ul style="list-style-type: none">■ Continue the shelter-in-place drill until the child care director or designee announces the end of the shelter-in-place drill.