

The Children's Learning Center Lockdown Procedure

Policy

A lockdown will be initiated by administrative staff when a dangerous person(s) has been identified on campus and it has been determined that it is safer to stay in an area that can be secured than to move through the building where the potential threat may be encountered. Staff will be notified of the lockdown through an intercom announcement "Mr. Brown is in the building."

Procedure/Strategy	Who	When	Documentation
1. When a lockdown has been initiated teaching staff will: <ul style="list-style-type: none"> • Lock classroom doors and windows and close blinds immediately • Keep children away from doors and windows • Place the green "Room Secured" sign on an inside facing window if there is no threat in your classroom. • Maintain a calm environment by remaining calm yourself and reassuring children everything possible is being done to return the situation to normal. • If a gunshot or an explosion is heard, get everyone on the floor. • Contact the office immediately if you have an emergency in your room. • Remain in secured classroom until further notice 	Staff		Lockdown Procedure
Administrative and Support Staff should initiate appropriate emergency procedures: <ul style="list-style-type: none"> • Call 911 • Consider locking all outside doors • Provide police with a floor plan and follow their instructions for moving children. 	Office Staff		

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PC App _____ Date _____

Board App _____ Date _____

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