**LOCK-DOWN**

**Potential violence: gunfire, hostage, intruder, adult under influence, non-custodial adult, etc.**

**Procedure: Lock-down**

* Close and lock all doors.
* Turn off lights.
* Have children sit quietly in designated safest area.
* Safest area for lockdown:
* Count heads. Make sure all children are in the room.

Notify Center Manager or emergency personnel if anyone is missing.

* Maintain position until given further instructions.

**Evacuation may be required:**

***Transport children to safe location.***

* Follow instructions from Emergency Personnel.
* Calmly gather children; count heads.
* Take Emergency Backpack with Emergency Card Book & Medication lock box and Sign-In Sheet.
* Leave the building using practiced escape route.
* Go to outside meeting place identified by emergency personnel.
* Count heads. Notify emergency personnel if anyone is missing.
* Transport children to safe location as directed by emergency personnel.
* Notify parents.