



## **Sample Lockdown & Shelter in Place Procedures**

The following sample procedures may be incorporated into an organization's emergency planning. All organizations should plan for emergency situations, this document focuses on situations where evacuating the facility is not appropriate. These may include intruders, violence, civil disobedience and possible chemical, biological or nuclear events.

Always remember to remain calm and without panic. Agencies with youth present must remember to ensure proper supervision at all times and communication to affected parents. Emergency preparedness drills should be conducted regularly to help staff and participants become familiar with procedures. Familiarity prior to crisis situations will assist staff to maintain calm and order during an emergency.

Staff, members and parents of youth should be informed of emergency procedures, how to respond and who to contact during emergencies.

More information may be available from the American Red Cross, local police and school officials.

### **Lockdown:**

When to activate a Lockdown?

- When notified to do so by local police or government
- When an armed person (gun/weapon) is identified in the facility or on the grounds
- The sound of a discharged firearm is heard
- A child has been identified as missing

Who activates a Lockdown?

- The Executive Director or their designee may activate a Lockdown when an appropriate (see above) emergency is evident
- Any immediate life-threatening situation must be reported immediately
- Anyone observing or suspecting a dangerous situation must immediately notify Executive Director or their designee
- The Executive Director or their designee will immediately notify the Police upon activation of a Lockdown

Prior to an emergency:

1. Review lockdown and evacuation procedures with staff, patrons, youth and parents. Clearly communicate how parents should respond to the emergency and how their children will be protected.
2. Identify communication strategies for notifying police, fire, health officials, staff, patrons and parents. These may include radio, landlines, cell phones, text messages, email and other means. Secondary means for communications should be identified in the event the primary communication method is not available. Prepare phone and other communication lists.
3. Identify meeting room - select an internal room, preferably one without windows for those in the facility to assemble.

During an emergency:

1. Activate Lockdown
2. Notify all concerned
3. Staff account for all children and occupants
4. Secure facility, post signage
5. Move to meeting place/room
6. Wait for further instructions and/or until Lockdown is cleared

### **Shelter in Place:**

Plans for reaction to the atmospheric or environmental release of chemical, biological or other hazardous materials should include a Shelter in Place procedure. In these situations it may be necessary to seek shelter at a designated location and seal the premises when notified by authorities.

When to activate Shelter in Place procedures?

- When notified to do so by local police or government
- When notified through radio, television or other emergency communication system
- When a hazardous chemical has been released

Who activates a Lockdown?

- The Executive Director or their designee may activate these procedures when an appropriate (see above) emergency is evident

Prior to an emergency:

1. Review procedures with staff, patrons, youth and parents. Clearly communicate how parents should respond to the emergency and how their children will be protected.
2. Identify communication strategies for notifying police, fire, health officials, staff, patrons and parents. These may include radio, landlines, cell phones, text messages, email and other means. Secondary means for communications should be identified in the event the primary communication method is not available. Prepare phone and other communication lists.
3. Identify meeting room - select an internal room, preferably one without windows and with a telephone for those in the facility to assemble.
4. Prepare supplies necessary to seal the meeting place/room

During an emergency:

1. Activate Shelter in Place procedures
2. Notify all concerned
3. Staff account for all children and occupants
4. Secure facility, post signage
5. Deactivate air handling system(s)
6. Forward calls to meeting room phone
7. Move to meeting place/room
8. Seal room
9. Wait for further instructions

Local officials are the best source of information; following their instructions during and after emergencies is the safest choice. Shelter in Place instructions are usually provided for durations of a few hours.