

Lockdown Procedure Checklist for Centers

Use this checklist when practicing your lockdown response. Emergency lockdown procedures include, for example, bomb threat, intruder (potential violence), or weapon on site.

TYPE OF EMERGENCY: _____

Emergency is declared. Alert staff of emergency and that they should begin lockdown procedure. Call 911.

If you are able to evacuate children safely, initiate evacuation procedures. If not, begin lockdown procedure.

Each staff member is responsible for the child(ren) in their care at that moment.



Close and lock door from inside room. Direct children to sit in designated safe area. Grab emergency preparedness kit.

If in a room that does not lock when alert occurs, stay in the room and out of sight.

Teachers calm children and help them stay quiet. Remember to take attendance periodically.

Communicate with first responders and with staff to ensure all children and staff are in safe locations.

Wait for all clear from first responders before resuming daily activities.