

# Lockdown Procedure Checklist for Family Child Care Homes

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

**TYPE OF EMERGENCY:** \_\_\_\_\_



Emergency is declared. Begin lockdown procedure. Call 911.

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

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

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

Calm the children and help them stay quiet.

Communicate with first responders to ensure all children are in safe locations. Communicate necessary information to parents.

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