

Shelter-in-Place Procedure Checklist for Centers

Use this checklist when practicing your shelter-in-place response. Emergency shelter-in-place situations include tornadoes, earthquakes, severe weather, landslides, or debris flow.

TYPE OF EMERGENCY: _____

Emergency is declared. Alert staff about emergency and begin shelter-in-place procedure.

Count heads, grab emergency preparedness kit, and guide children to shelter.

Implement shelter-in-place procedures as practiced.

Communicate with staff to ensure all children and staff are safely sheltered. If a child or adult is missing, alert first responders.

Wait for all clear before leaving shelter and resuming daily activities, or begin evacuation procedures if the building is no longer structurally safe.



Instruct children to assume safe position for the event, such as tornado-safe position (sit on floor and protect head) or earthquake safe position (drop, cover, and hold on).