

### Lockdown Response in Centers

Use this sheet to determine what each person in the center is responsible for during a lockdown response. Fill this out for the emergencies that you selected as a “Yes” or “Maybe” on page 7.

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

Declares emergency:

\_\_\_\_\_  
Selects lockdown as plan of action:

Alerts staff about emergency and to lock down in the classroom if unable to evacuate:

\_\_\_\_\_  
Calls emergency services (911):

\_\_\_\_\_  
Secures classroom emergency kit, including medications:

Provides first aid; gives medication as needed

\_\_\_\_\_  
Assists with first aid; operates medical devices and equipment:

Communicates necessary information to parents:

\_\_\_\_\_  
Using:

Communicates all clear to staff, children, and parents/guardians:

\_\_\_\_\_  
Using:



Begins lockdown procedures:

\_\_\_\_\_  
Locks classroom door:

\_\_\_\_\_  
\*If in a room that does not lock, stay in the room and out of sight

Calms the children:

\_\_\_\_\_  
Accounts for all children/ staff present today:

\_\_\_\_\_  
Takes attendance periodically: