

# Lockdown Procedure

If we need to stay in the building due to an emergency, the following procedures will be followed:

Location 1: (marked on floor plan)

Location 2: (marked on floor plan)

Procedures for Shelter-In-Place: Describe your procedures (who, what, where, when)

Shelter-In-Place for children with disabilities or chronic medical conditions:

*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*

## Notifications

Emergency responders will be notified when:

Parents/Guardians will be notified when:

Emergency Kit for Shelter-In-Place Situations: Describe your emergency kit

Date Last Updated

Signature

**REQUIRED**