



# **Lockdowns: A Guide to Assist Childcare Providers in Meeting New Regulations**

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Professional Development Staff

Division of Child Care

# Regulatory Changes & Additions

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- Section 3. General Requirements.
  - (13) An earthquake drill, lockdown drill and tornado drill shall be:
    - (a) Conducted during hours of operation at least quarterly; and
    - (b) Documented

# Why are Lockdown drills important?

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- The reason for a “lockdown” is to:
  - Keep children and staff inside the building, secured in a classroom or other safe area away from windows and doors.
    - There may be a threat inside the center or home, or even in the immediate surrounding area.
    - The center or home is also closed to all visitors, staff and parents who may be attempting to enter or leave the building during a lock down.
  - Drills help to promote safety and help staff and children feel calm during an actual emergency situation. The more prepared, the easier the transition will be if an incident does arise!
- A Lockdown may be a different location and procedure from a Shelter-In-Place

# When would you need to respond with a Lockdown?

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The reasons to enact a Lockdown may be more than you typically think...

- Dangerous person in or around center/home
- Threatening/dangerous animals
- Potentially hazardous item or weapon nearby
- Custody situations
- Protective orders for children or staff
- Unknown person/worker in a shared space (church, gymnasium, etc.)
- Trespasser/intruder attempting to gain entry
- Disturbance in or around your location
- Advice from public safety personnel for any reason
- Active Shooter in or around your location
- Bomb threat in or around your location
- Criminal activity around your location

# How to respond when a Lockdown is deemed necessary...and how to practice drills.

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- Have a plan in place for how to quickly notify staff that a lockdown drill or incident is occurring-use a PA system, codeword, signal, walkie-talkies, class phones, etc.
- “Lock, Lights, Out of Sight” – Lock doors, turn off lights, get out of the line of sight, even using furniture if necessary.
- Notify parents prior to a drill (or an expected time frame and date range) so they are aware of the time the center or home will be unavailable to enter or leave.

# How to respond when a Lockdown is deemed necessary...and how to practice drills.

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- Notify parents of an actual Lockdown incident as soon as possible, so they do not attempt to enter the building or area, putting themselves in harm's way. Work with local law enforcement and establish a system for reporting incidents to news/radio/media sources on your behalf.
- When you are “all clear”, have a signal or system for alerting teachers that they can resume normal activities. Notify parents that the drill or incident is over, either by text, e-mail or letter that goes home the same day.
- Talk to children in developmentally appropriate ways, and emphasize how being quiet, still and staying in the “safe area” keeps everyone out of danger. You can even make a game or activity out of this, as long as you're still fulfilling Lockdown drill requirements.

# Prevent and Prepare

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- The best thing you can do is prevent a problem from occurring:
  - Be aware of your surroundings
  - Limit access to door codes, key fobs and keys to the building
  - Develop a culture of safety that promotes questioning individuals or items that look out of place – “when you see something, say something”
- Sign up to receive local emergency alerts via text/e-mail/phone call if your area offers it (ie. LEXALERTS in Fayette Co., Everbridge alerts for Madison Co., CodeRed Weather/Notification system in Boone Co.)
- Parents should be notified of a drill prior to it happening.
- In an actual Lockdown incident, parents should be notified at the time the incident is occurring, and no later than the same day at pickup. Notifying them immediately will prevent them from coming into contact with danger as well.
  - Examples of text alert systems: One Call Now, Red Messaging App, Remind, ClassPager or ClassParrot

# Special Considerations

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- Children with disabilities
  - Do not limit your accommodations and planning to just physical disabilities.
  - Children may have differing challenges due to anxiety, sounds, darkness, etc. and need additional supports.
  - Drills help to identify which children and classrooms may need additional supports/systems in place.
  - Plan one-on-one drills (before larger drills) for children with known disabilities to prepare children for what will happen. Providers could even create a picture schedule to help children process the steps involved.
- Infants/Toddlers (non-mobile and/or non-verbal age groups)
- Children that are outside or on Field Trips
- Planning for quiet activities in the Lockdown area(s)
- Emergency bag with diapers/wipes, snacks, water, quiet toys, medications

# Answering Children's Questions

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- Emphasize that we practice drills so that we can be safe! Teachers care about you a lot!
- Stay away from framing the drill or incident as just, “a dangerous man here with a gun”.
- There are lots of reasons we lockdown, and sometimes the danger is not in our center/home – it can be across town, but may be deemed necessary.
- Toddlers: Make a game or special treat out of being quiet and still. Develop a quick song or rhyme to help them transition to a Lockdown. They may not understand all of the words, but they will understand the tension in the room if the teachers are anxious.
- Preschool: Talk honestly with children about why we practice drills, but don't go into too much detail. Normalize feeling scared and expression of emotion, while being reassuring.
- Help children identify community helpers. Show pictures of fire fighters, police, EMTs in full uniforms and masks; invite first responders to come to your program and speak with the kids, show them equipment, etc.

# Answering Parent's Questions

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- Let parents know they do have a voice. Allow for feedback from parents.
- Emphasize this is for the safety and preparedness of the children and staff.
- Practice makes perfect.
- This is not just a drill for 'shooters'; there are many other circumstances that may prompt a lockdown.
- Lockdown situations are highly unlikely.
- This has become a controversial topic in today's society – listen and address concerns openly and honestly.

# Examples of Lockdown Scenarios

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- A plumbing technician forgets to sign in at the front desk and get a “Visitor” badge. A teacher reports this to the administrative staff, who call a lockdown while they locate and ID the worker.
- A teacher is in need of emergency medical services. The director calls a lockdown in order to clear the hallways for the EMT’s to be able to access her quickly and get her out of the center without navigating through crowds of children and teachers.
- An unknown dog is spotted at the park in the neighborhood. A neighbor next to the Family Child Care home states that the dog lunged at him when he attempted to see if the dog had a collar. He has called Animal Control, and they are on their way. A lockdown is announced to prevent anyone from coming into contact with the dog.
- An ex-girlfriend of a teacher shows up to the teacher’s center and is clearly under the influence. She is demanding to see him, banging on doors and windows. The director has called the police and is awaiting law enforcement’s assistance in removing her from the premises. She calls a lockdown to keep staff and children safe inside the center.

# Sample Planning Pages & Sample Scenario

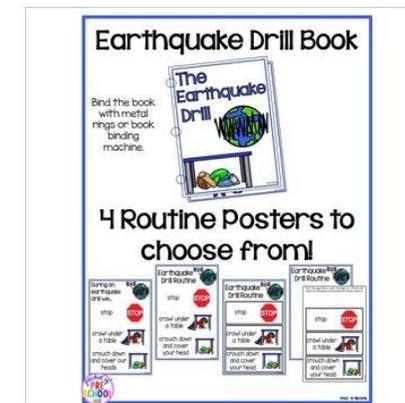
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- Response Plan Chart
- Lockdown Response in Centers – determine who plays what roles
- Lockdown Response in Family Child Care Homes – establish response
- Lockdown Procedure Checklist for Centers – use to practice response/drills
- Lockdown Procedure Checklist for Family Child Care Homes – for drills
- Response – Potential Violence Scenario

# Resources for Drill Practice and Emergency Preparedness

- [ACF Emergency Preparedness Manual](#)
- Teachers Pay Teachers – Affordable, editable posters and resources for drills for preschool classrooms (visual aids, social stories)
- Check your local library for books about Lockdowns
- Contact your Health & Safety Coach!

## Safety Drills Books & Routine Posters (Earthquake, Tornado, & Intruder/Lockdown)



Subject  
Health, Life Skills, Character Education

Grade Levels  
PreK, Kindergarten, Homeschool

Resource Type  
PowerPoint Presentations, Activities, Printables

Product Rating  
★★★★ 4.0  
(1,701 Ratings)

File Type  
Zip (9 MB | 86 pages)



# Questions?



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