

## **LOCKDOWN AND SHELTER-IN-PLACE POLICY**

### **PURPOSE**

The purpose of this policy is to eliminate or to limit the risk of harm and to ensure the safety of our children, families, visitors, and in the event of a threatening situation that necessitate either a lockdown or a shelter-in place.

### **SCOPE**

This policy applies to our children, families, staff, management and visitors in the event of any situation that requires a lockdown or a shelter-in-place.

### **RESPONSIBILITY**

The Director and the Assistant Director of the facility will have responsibility for implementing this policy. The facility will designate two teachers to assist the Director and the Assistant Director with the implementation of this policy.

### **DEFINITIONS**

For the purposes of this policy, a “lock down” is a situation in which the staff will close and will lock all windows and external doors and, where appropriate, will close and will lock all internal doors such that access is not possible and others outside of the facility cannot visualize the persons present in the facility while the need for the lockdown is present.

Under this policy, a “shelter-in-place” is a situation in which the staff will close and will lock all windows and external doors will close the doors and windows of facility and will not permit others to leave the facility while the need for the “shelter-in-place” is present.

### **DECLARATION**

The staff will declare a “lockdown” or a “shelter-in-place” in the event that it determines that there is a risk of harm from external sources. In making this determination, the staff will consider the nature of the risk, the temporal proximity of the risk, the location of the risk, the degree of harm, the impact that the threat might have on more vulnerable students, such as those with disability or chronic health conditions, and other relevant factors. While the staff will conduct this risk assessment each time that it encounters a potential threat, the staff always will declare a “lockdown” or a “shelter-in-place” in the following situations:

- Dangerous and/or inclement weather
- Extreme smoke
- External chemical or hazardous substance spill
- External gas leaks / atmospheric hazardous substance
- Dangerous animals or insects

- Potentially dangerous intruder/unwanted or uninvited third-parties, such as parents, visitors, and vendors
- Unidentified external disturbance

## **RESPONSIVE ACTION**

In the event that there is a “lockdown” or a “shelter-in-place,” the facility will take the following steps:

- Assess the risk;
- Secure the facility by locking all windows and doors, shutting off the lights, and closing the blinds;
- Assemble all persons in the facility in the three muster areas, which are located in the three classrooms;
- Conduct a headcount and locate anyone who may not be present;
- Notify the property management about the situation;
- Explain the situation to all persons present in the facility in a manner that they can understand and attempt to maintain clam;
- Update all persons present in the facility as the situation develops;
- Ensure that staff has all medication and necessary supplies for the children, including, but without limitation, water, food, and first-aid kits;
- Ensure that students with disabilities or chronic health conditions have all medications, supplies, and equipment that their need for the entirety of the situation and a potential evacuation (parents and guardians should consult the accommodation policy so that the facility is aware of any disability or chronic health condition);
- Notify the authorities where necessary and follow their advice;
- Notify parents and guardians;
- Continually reassess the situation;
- Determine if the risk has passed and if it is necessary to execute the evacuation policy;
- Notify parents and guardians when the situation passes;
- Reunite students with their parents and guardians when the situation passes;
- Document the situation.

## **DRILLS**

The facility will perform “lockdown” and a “shelter-in-place” drill at least once a year.

## **SUPPORT**

The facility will provide educational and emotional support to students after a “lockdown” and a “shelter-in-place” to help them feel safe, secure, and comfortable. The facility may use a third-party facilitator or may refer a child to such a person after such an event.