



Hold & Secure OR Lockdown Procedure

If a hold & secure emergency is identified, the Educators primary concern is ensuring children's safety, the following procedure outlines expectations during a hold & secure:

1. Educators will communicate via 2-way radio that hold & secure is in place.
2. Educators will ensure that all entryway doors and windows are locked, immediately.
3. Educators will move back inside, if outside, and cancel any further outdoor activities.
4. Educators will ensure that no one enters or leaves the building until clearance is provided by emergency authorities or appropriate source.
5. Educators will inform Director/License Holder.

If a lockdown emergency is identified, the Educators primary concern is ensuring children's safety, the following procedure outlines expectations during a lockdown:

6. Educators will communicate via 2-way radio that lockdown is in place, repeatedly until all classrooms has confirmed secure.
7. Educators will ensure that all entryway doors and windows are locked, immediately.
8. Educators will move back inside, if outside, and cancel any further outdoor activities.
9. Educators will ensure that all children and staff are hiding silently away from view. This includes hiding under stables, inside closets, etc. Lights down, silence and no one in or out until authorized by authorities.
10. Educators will inform Director/License Holder.

Director/Licence Holder Responsibilities:

1. Confirm 911 has been called, call if needed.
2. Communicate with License Holder and/or Licensing Officer regarding incidents.
3. Complete Incident Reporting.
4. Communicate with families about the incident and any further alternatives, as needed.