

**Attachment D**  
**Emergency Action Plan**

---

**Child Development Center – LOCKDOWN or SHELTER-IN-PLACE**

A **LOCK DOWN** is implemented to protect staff, students, and children from a danger in or near the Child Development Center, such as an intruder (either armed or out of control) or other threat of harm. It is used when it may be more dangerous to leave the building than it is to stay inside a secured room.

**You will be notified by silent flashing Amber Lights, Staff or a University Official: "LOCKDOWN!"**

**In the event of a LOCKDOWN:**

- Immediately **lock doors**, cover windows and turn off lights
- If possible, gather needed supplies\*
- Take shelter in a lockable area, out of sight (Teacher office, storage closet, underneath windows, etc.)
- Remain calm and **silent**
- × **DO NOT** sound the fire alarm
- × **DO NOT** respond to anyone at the door until an "all clear" has been given and/or official identification is shown
  - **Confirmation Code:** [REDACTED] = Safe to open door
  - **Duress Code:** [REDACTED] = DO NOT OPEN DOOR

**LOCKDOWN Procedure:**

1. Assistant Teachers lock primary doors, cover windows and turn off lights
  2. Head Teachers lead children to lockable area (out of sight of hallways and windows)
  3. Assistant Teachers gather and bring needed supplies\*
  4. Head count and roll call for children, students and staff; make a plan for anyone who is missing
  5. Once everyone is accounted for and sheltered, lock secondary doors as able
  6. Silence is a priority – **do not** report status via cell phone or Walkie Talkie
  7. All adults assist children to remain quiet and still
  8. Remain in lockdown until given an "all clear" Confirmation Code or shown official identification
  9. Upon exiting, head count and roll call for children, students, staff and report to Director
  10. *Be prepared to evacuate the building immediately, if instructed.*
- ❖ The Director will determine if and when to communicate both within OSU and with parents
- ❖ For details, see Emergency ACTION Plan – Communication

**\*NEEDED SUPPLIES:**

1. Emergency Bucket (sanitation supplies, thin blankets, emergency food, radio, etc.)
2. Travel Backpack: Emergency Notebook, First Aid Kit
3. Walkie Talkie & cell phones
4. iPad (with current attendance)
5. Daily Health Check (backup paper attendance)
6. Comfort items (books, puzzles, stuffed animals, etc.)
7. Keys

A **Shelter-in-Place** is implemented in case of dangerous weather, chemical spills, or other conditions that make it unsafe for children to leave or be exposed to conditions outside of the building. It is used when children and staff should remain inside the building until the external danger passes.

**You will be notified by Staff or a University Official: "Shelter-in-Place"**

**In the event of a SHELTER-IN-PLACE:**

- Immediately close all doors and windows
- Gather needed supplies\*
- Take shelter in a small, enclosable area (Teacher office, storage closet, staff office, kitchen, etc.)
- If possible, cover windows and doors with plastic sheeting and seal with tape
- If possible, turn off all heating/ventilation systems
- ✗ **DO NOT** leave or open the shelter area until an "all clear" has been given

**SHELTER-IN-PLACE Procedure:**

*(Non-classroom staff may join classrooms or shelter in #129/kitchen/office, preferably together in one room)*

1. Assistant Teachers close all doors and windows
  2. Head Teachers lead children to shelter area (interior, windowless area)
  3. Assistant Teachers gather and bring needed supplies\*
  4. Head count and roll call for children, students and staff; make a plan for anyone who is missing
  5. Assistant Teachers report status to Building Manager (Director) via cell phone or Walkie Talkie (do NOT leave the sheltered area)
  6. Head Teachers administer first aid, as needed
  7. All adults assist children to remain calm and with needed supplies (food, water, books, etc.)
  8. If possible, Building Manager turn off heating and ventilation systems
  9. Everyone remains sheltered-in-place until given an "all clear"
- 
- ❖ The Director will determine if and when to communicate both within OSU and with parents
  - ❖ For details, see Emergency ACTION Plan – Communication

**\*NEEDED SUPPLIES:**

1. Emergency Bucket (sanitation supplies, thin blankets, emergency food, radio, etc.)
2. Travel Backpack: Emergency Notebook, First Aid Kit
3. Walkie Talkie & cell phones
4. iPad (with current attendance)
5. Daily Health Check (backup paper attendance)
6. Comfort items (books, puzzles, stuffed animals, etc.)
7. Keys