

SHELTER IN PLACE

- 1) All students and staff should immediately go inside the building.
- 2) ALL exterior doors will be locked.
- 3) No one will be allowed to go outside until the threat has passed.
- 4) Preschool Director or Facilities Manager will personally or via text inform each teacher that we are “Sheltering in Place” and to keep children calm.
- 5) You will **NOT** hear a whistle or an announcement in the hallway.
- 6) Any classes that are outside will need to come inside immediately.

Staff should:

- 1.) Remain calm.
- 2) Take an immediate head-count to ensure all children are accounted for.
- 3) All outside doors will be locked by Preschool Director or Facilities Manager – they will remain locked until the threat has passed.
- 4) All students should remain inside the building and continue normal activities (including afterschool activities) until the threat/s have passed.
- 5) No one will be allowed to enter the building until the threat has passed.
 - i) We will notify parents of our status via email.
- 6) The Preschool Director will keep you informed of updates as they have information.
- 7) Please keep your cell phones with you to receive emergency information in our area.