



Lockdown Drill Checklist			
Date of drill		Total time to lockdown	
Procedure	Yes/No	Comments (Specify what was done well and what improvements are needed.)	
Families were informed about the drill, in advance. (Optional)			
Prearranged signal was used to notify staff to lockdown.			
Call to 911 was simulated.			
All children and adults remained in the room.			
Lights were turned off.			
Doors were locked.			
Blinds were closed.			
Children and adults remained quiet throughout the drill.			
Children and adults moved quietly to the designated safe meeting place in the room.			
Children and adults who needed help moving to the safe meeting place in the room were assisted.			
Children and adults met at the safe meeting place in the room.			
<i>Ready to Go File</i> was taken.			
Attendance sheets were taken.			
Children and adults were accounted for using attendance sheets.			
When one was available, cell phone was used to simulate communication.			
Children and adults remained in lockdown until instructed to return to normal routines.			
Person responsible for engaging the intruder reviewed or practiced the steps of engaging the intruder.			