## 

## Lockdown / Shelter-in-Place

**Purpose:** Initiate the lockdown or “shelter-in-place” protocol when youth and staff are required to remain indoors for an indefinite period of time because it is safer inside the building than outside.

**OSU Guidance Link:** <https://emergency.oregonstate.edu/emergency-preparedness/emergency-procedures/lock-down-shelter-place>

**Initiate lockdown**

* Alert everyone by loudly shouting “LOCKDOWN!” No code words shall be used.
* Call 9-1-1 as soon as safely possible
* Identify special needs (medications, etc.) and ensure that emergency responders area aware of needs
* When safe to do so, contact unit administrator(s) to make a plan for parent communications

**Convene youth and secure the facility:**

* Bring all youth that are outside into the building, if it is safe to do so, or to the pre-designated safe area if it is not safe to return to the building
* Lock all doors and pull down all drapes/shades, if applicable and safe to do so
* Gather youth out-of-view from any external line of sight

**While in place:**

* Stay in designated areas, monitor youth, take roll, and follow supervisor’s instructions
* If there is an imminent threat (e.g., intruder), ask all youth and staff to be quiet and silence cell phones
* Reassure youth and, if possible, engage youth in a quiet activity
* If safe to do so, provide transition activities, such as an organized bathroom routine
* The building shall remain in “lockdown” mode until the threat has passed and emergency responders give the “all clear” signal
* Await assistance from emergency responders

**Additional Communications:**

* Direct any youth with a cell phone to text the following (or similar) message to their parents: “I am safe. [Program] is in lock down. I have been asked to tell you not to come to the area. I will text you when I have more information. Again, I am safe.”

**My Youth Program Lockdown / Shelter-in-Place Plan:**

*Refer to Youth Program Info Sheet for shelter locations.*