



## **CHILDSPACE DAY CARE CORPORATION EMERGENCY LOCKDOWN PROCEDURES POLICY**

**Reviewed & approved by Childspace Day Care Corporation Board: April 16, 2014  
Reviewed March 2, 2021**

### **Introduction**

Childspace Day Care Corporation's three Centers are each located in a host school which has in place specific emergency lockdown procedures. Lockdowns are initiated should a high-risk incident involving weapons, hazardous chemical spills, severe weather, student/stranger intrusion etc., occur in the school or on school property, or if there are circumstances in the vicinity of the school that could endanger the lives of children/staff. Childspace will ensure that the Day Care centre has a current copy of the host school's lockdown procedures posted and that staff members are aware of the school's signal/P.A. announcement procedures and the necessary steps which must follow.

Childspace will conduct lockdown drills every 4 months. The drills will be done from both inside and outside the building, to ensure that staff and children have a working knowledge of what to do in the event of a real lockdown.

Each Centre Management Team will review the school's lockdown procedures with their staff annually. The host school's Emergency Lockdown Procedures are posted in each room and available in the office.

A Serious Occurrence Report (See the Serious Occurrence Reporting Policy for details) must be completed after an actual Emergency Lockdown, while Lockdown drills do not require a report.

**This policy will be reviewed with all staff, student, and volunteer prior to employment and annually thereafter. Staff, students, and volunteers will sign to demonstrate they have read and understood the policy.**