



## Security Protocol for a Lockdown

A lockdown occurs in response to a human threat of violence or dangerous situation (such as an active shooter with a gun), whether inside the location or in the general vicinity. There is usually little to no warning when a lockdown is needed, so quick action is required. A lockdown may begin with notice from law enforcement, emergency personnel, or campus security.

During a lockdown, children will be confined to a safe place and the building secured. All occupants will be restricted to the interior of the building. **No one (except emergency personnel) will be allowed in or out of the building during a lockdown.** The Emergency Team at JCCC in partnership with Chick-fil-A will perform the Emergency Roles of: Initiating, Sweeping, Conducting a Headcount, Communicating, Coordinating, Performing First Aid, and Giving the All Clear/Reuniting.

## Chick-fil-A Security Support

- Monday – Friday from 7:00 am to 7:00 pm there is an off-duty police officer posted at the JCCC campus.
- Enterprise Protection Services (EPS) employees are certified in first aid and CPS, and several Allied Security Officers are certified paramedics and EMTs.
- The College Park Police Department is familiar with the Chick-fil-A campus layout in the event of any type of assailant emergency.
- Providing active shooter training to JCCC Staff.

## Center Lockdown Preparation

The JCCC Leadership Team is responsible for:

- Identifying the safest areas in each room and throughout the Center. The safest area is the least visible area, ideally out of the line of sight and away from glass doors or windows. This may be a closet, bathroom, storage area, or under tables.
- Completing the lockdown and a method of notifying staff that a lockdown is in place. Lockdown locations will not be pictured on the floor plan.
- Conducting staff training at least once a year
- Conducting at least two annual lockdown drills with children.

## Center Lockdown Procedure

Bright Horizons Staff will take the following steps as quickly and quietly as possible:

1. **Announce** that the Center is in **Lockdown Mode** and **call 911 as soon as possible**. The location's cell phone should stay on and connected to 911 as directed by 911. All cell phone ringers should be silenced.
2. **Call the Enterprise Protection Information Center (EPIC) at (404) 305-4911** to make them aware of the situation. They will direct EMS and law enforcement personnel upon arrival.
3. **Lock all windows and doors** (internal and external) and deactivate the door access system, if possible.
4. **Proceed to the safe areas** including a sweep of the departed area. Infants **do not** utilize the evacuation cribs but are placed directly in their safe area.
5. **Close blinds, turn off lights, and take cover in the safe area.**
6. **Notify parents via My Bright Day and the Emergency Hotline (877-276-7113 ext. 7).**
7. **Remain in the safe area** until an "all clear" is issued by the Chick-fil-A Security Team and JCCC's executive director.