

## Child Health and Safety

### Task: Conducting an Intruder Drill

Task	Person Responsible	Date to be Completed
<p>*Prior to conducting drill, ensure you are familiar with Emergency Manual.</p> <ol style="list-style-type: none"><li>1. Activate intruder notification</li><li>2. Classroom staff will gather children and move them into the classroom's restroom.</li><li>3. Bring cordless phone if so equipped. If no cordless phone is available dial 911 and place headset on counter and leave it.</li><li>4. Bolt door.</li><li>5. Instruct children to remain very quiet.</li><li>6. Call 911.</li><li>7. Keep Children calm and await assistance.</li><li>8. Do not open door until given proper code word.</li></ol>	<p>Staff finding intruder</p>       <p>Staff</p>	<p>Ongoing</p>       <p>Ongoing</p>