**Lock Down Procedures**

When a lockdown is initiated, teachers will be notified by walkie-talkie or the *Kids Club Commander*. The following are procedures to follow once lockdown is initiated:

1. *Assistant Commander* and everyone present at the Nursery desk will proceed into the nursery. All children and workers in the Nursery will be accounted for and proceed to room 112.

Adults will lock and barricade the doors. Doors will not be opened to anyone except the pastors or *Kids Club Commander*. Be prepared to throw items at anyone else who may seek to enter the room.
2. *Kids Club Commander* will evacuate the kids classrooms to the