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| **1.1 Standard Operating Procedure- Hold in Place** |

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| **Purpose:** Used to limit movement of students and staff while dealing with short term emergencies.

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| **Steps to be completed** | **Person Responsible** |
| Step 1: Listen for instructions about the situation and your actions. | All Staff |
| Step 2: Students and staff in hallway should return to assign classroom, if possible | All Staff |
| Step 3: Classroom teachers, take attendance | Teachers |
| Step 4: All other staff assist students as needed | All Staff |
| Step 5: Listen for updates | Senior Director, staff |

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| Additional Notes: |
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