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

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| **Purpose:** Used to shelter students and staff inside the building, safety   |  |  | | --- | --- | | **Steps to be completed** | **Person Responsible** | | Step 1: Listen for instructions about the situation and your actions. | Senior Director | | Step 2: Students in hallway should return to assigned classroom, if possible | All staff | | Step 3: Classroom teacher, take attendance | Teachers | | Step 4: All other staff assist students as needed | All staff | | Step 5: If situation warrants, move away from windows | All staff | | Step 6: If instructed, move out of classroom to designated safe area | Senior Director | | Step 7: Take attendance when in safe area | teachers | | Step 8: Listen for updates. | Senior Director |  |  | | --- | | Additional Notes: | |  | |