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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

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| **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 |

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| Additional Notes: |
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