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Adopted: September 1, 2026

In the event of a Shelter in Place critical incident, individuals should use the following procedures:

- 1) Bring everyone into the building or room.
- 2) Shut and lock the door(s).
- 3) Ask students and visitors to stay, not leave.
- 4) Check to ensure that all windows, exterior doors, and other openings to the outside are closed.
- 5) Close window shades, blinds, or curtains.
- 6) Choose interior rooms large enough to comfortably hold everyone and avoid rooms with mechanical equipment such as ventilation pipes.
- 7) Continue Shelter in Place procedures inside the building until given the all-clear message or instructions by emergency responders.