

****LONG-TERM SHELTER IN PLACE**

- **Gather** student body in lunchroom and reassign students to their Advisory classes.
- **Account** for students by taking attendance. Use the **red** card to list the names of any missing students. A **green** card is used if everyone is accounted for. If extra students or visitors are in your care list them also. (If you have a student who needs medical attention, use the **yellow** card.)
- Post cards in the window, or slide them under the door of the classroom.
- **Administration or Team Leaders** will collect all red and yellow cards. They will then begin accounting for missing students and facilitate any necessary medical care.
- Students should remain in their assigned classrooms until further instructions are given, or may be released if a student has been **signed out in the office** by a parent or a designated emergency contact. **PARENTS AND EMERGENCY CONTACTS MUST COME INTO THE OFFICE TO SIGN OUT STUDENTS.**
Release forms need to be checked to ensure that students are only released to the proper individuals.

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