

## **SHELTER IN PLACE**

- Notification from Administration
- **Close** classroom door
- **Account** for students based on attendance
- **List** any students' names on the **red** card that are missing. If extra students or visitors are in your care list them also. A green card is used if everyone is accounted for. (If you have a student who needs medical attention, use the yellow card as well.)
- **Slide** the appropriate red or green card under the door. Only the red card will be collected. (If you have a student who needs medical attention, slide the yellow medical alert card under the door as well.)
- **Wait for further instructions.**

**SHELTER IN PLACE**