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| **LOCKOUT**1. Lock *exterior* doors and windows2. Remain inside the building3. Increase situational awareness4. Follow staff instructions**LOCKDOWN**1. Lock *interior* doors and windows2. Lights out - move out of sight3. Remain silent4. Reinforce the interior door5. Wait for contact from Emergency Responders**EVACUATE**1. Evacuate the building2. Be prepared to take alternative routes3. Gather in an off-site assembly area4. Account for students and staff**SHELTER**1. For earthquake/tornado – Drop, cover and hold on2. For hazmat – Seal and follow EMS instructions**If found please return to:**[address], [city, state, zip][phone number] |  | **LOCKOUT**1. Lock *exterior* doors and windows2. Remain inside the building3. Increase situational awareness4. Follow staff instructions**LOCKDOWN**1. Lock *interior* doors and windows2. Lights out - move out of sight3. Remain silent4. Reinforce the interior door5. Wait for contact from Emergency Responders**EVACUATE**1. Evacuate the building2. Be prepared to take alternative routes3. Gather in an off-site assembly area4. Account for students and staff**SHELTER**1. For earthquake/tornado – Drop, cover and hold on2. For hazmat – Seal and follow EMS instructions**If found please return to:**[address], [city, state, zip][phone number] |
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