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| **LOCKOUT**  1. Lock *exterior* doors and windows  2. Remain inside the building  3. Increase situational awareness  4. Follow staff instructions  **LOCKDOWN**  1. Lock *interior* doors and windows  2. Lights out - move out of sight  3. Remain silent  4. Reinforce the interior door  5. Wait for contact from Emergency Responders  **EVACUATE**  1. Evacuate the building  2. Be prepared to take alternative routes  3. Gather in an off-site assembly area  4. Account for students and staff  **SHELTER**  1. For earthquake/tornado – Drop, cover and hold on  2. For hazmat – Seal and follow EMS instructions  **If found please return to:**  [address], [city, state, zip]  [phone number] |  | **LOCKOUT**  1. Lock *exterior* doors and windows  2. Remain inside the building  3. Increase situational awareness  4. Follow staff instructions  **LOCKDOWN**  1. Lock *interior* doors and windows  2. Lights out - move out of sight  3. Remain silent  4. Reinforce the interior door  5. Wait for contact from Emergency Responders  **EVACUATE**  1. Evacuate the building  2. Be prepared to take alternative routes  3. Gather in an off-site assembly area  4. Account for students and staff  **SHELTER**  1. For earthquake/tornado – Drop, cover and hold on  2. For hazmat – Seal and follow EMS instructions  **If found please return to:**  [address], [city, state, zip]  [phone number] |
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