# IN AN EMERGENCY TAKE ACTION



# HOLD! In your room or area. Clear the halls. STUDENTS ADULTS

Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual Close and lock the door Account for students and adults Do business as usual



## SECURE! Get inside. Lock outside doors. STUDENTS ADULTS

Return to inside of building Do business as usual

Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual



# LOCKDOWN! Locks, lights, out of sight. STUDENTS ADULTS

Move away from sight Maintain silence Do not open the door Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend



# **EVACUATE! (A location may be specified)**

### STUDENTS

Leave stuff behind if required to If possible, bring your phone Follow instructions

## ADULTS

Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults



# SHELTER! Hazard and safety strategy. STUDENTS ADULTS

Use appropriate safety strategy for the hazard

#### Safety Strategy

Tornado Hazmat Earthquake Tsunami

Hazard

Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults



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