# IN AN EMERGENCY **TAKE ACTION**



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

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual

## **ADULTS**

Close and lock the door Account for students and adults Do business as usual



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

Return to inside of building Do business as usual

## **ADULTS**

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 ADULTS**

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

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

Hazard Safety Strategy Evacuate to shelter area Tornado

Hazmat Seal the room

Earthquake Drop, cover and hold Tsunami Get to high ground

Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults

