

IN AN EMERGENCY

When You Hear It...Do It!

LOCKDOWN! Students



- Move away from sight.
- Maintain silence.
- Do not open the door.

Teachers

- Scan hallway for students.
 - Lock interior doors.
 - Turn lights off.
 - Do not open the door.
 - Maintain silence.
 - Consider Move, Secure, Defend.
 - Take attendance.
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HALL CHECK! Students



- Return to classroom.
- Follow instructions.
- Do not open the door.
- Continue class.

Teachers

- Scan hallway for students.
- Lock interior doors.
- Report suspicious activity to the office.
- Do not open the door.
- Continue class.
- Specific Instructions will follow.

If permission is granted to move within the building, do not go outside or let anyone go outside.

EVACUATION! Students



- Follow instructions.
- Leave your belongings behind.

Teachers

- Bring clipboard.
 - Lead students to evacuation location.
 - Take attendance.
 - Notify if any students are missing, injured or if any extra students are present.
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REVERSE EVACUATION! Students



- Return inside the school.
- Return to classroom.
- Follow instructions.

Teachers

- Bring everyone indoors.
- Take attendance.
- Notify office if any students are missing, injured or if any extra students are present.
- Direct visitors to the office.