

IN AN EMERGENCY

WHEN YOU HEAR IT. DO IT.



SECURE

GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock perimeter doors

Increase situational awareness
Business as usual
Take attendance



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

STAFF

Lock interior doors
Turn out the lights
Move away from sight

Do not open the door
Maintain silence
Take attendance



EVACUATE

TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

STAFF

Bring your phone
Lead evacuation to location
Take attendance

Notify if missing, extra or injured students



SHELTER

HAZARD AND SAFETY STRATEGY.

STUDENTS

Get inside
Go to shelter area
Follow instructions

STAFF

Direct students to shelter area
Take attendance



HOLD

IN YOUR CLASSROOM OR AREA.

STUDENTS

Clear the hallways
Return to classrooms or designated areas
Follow directions
Stay until hold is lifted

STAFF

Clear the hallways
Hold students in classrooms or designated areas
Take attendance
Continue teaching
Wait for 'all clear' to release students