

# 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

- Move out of sight
- Maintain silence
- Do not open the door

### ADULTS

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



## **EVACUATE!**

### 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

Use appropriate safety strategy for the hazard

#### Hazard

Tornado

Hazmat

Earthquake

#### Safety Strategy

Evacuate to shelter area

Seal the room

Drop, cover, and hold

### ADULTS

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

