IN AN EMERGENCY TAKE ACTION

BE ALERT! See something, hear something, say something.

- Exterior doors locked at all times
- All visitors enter through main office, IDs checked, and visitor passes given
- Learning, instruction, and work as usual with movement allowed throughout the building

STAY PUT! Clear the halls. Stay in room or area.

Students

- Return to or stay in assigned area
- Stay until "All Clear" is announced
- Continue learning

Adults

- Close and lock the door
- Account for students and adults
- Continue instruction and work

Uses: *To investigate or resolve an event such as a medical or maintenance situation. Movement restricted **inside** building.*

SECURE THE PERIMETER! Get inside. Lock exterior doors.

Students

- Come and stay inside.
- Continue learning
- No entry or exit from building until "All Clear"

Adults

- Bring everyone indoors
- Lock outside doors and windows
- Be aware and take attendance
- Continue instruction and work

Uses: *Police investigating a situation **outside** the building. No one enters or exits.*

LOCKDOWN! Doors locked, lights off, stay quiet, and out of sight.

Students

- Get out of sight and stay quiet
- Do not open the door
- Do not release via PA
- Follow all safety protocols

Uses: *Direct threat to people inside the building.*

Adults

- Check hall and move everyone to lockable rooms quickly
- Lock door & turn out lights
- Move away from sight
- Maintain silence
- Follow safety training protocols

EVACUATE! Exit building. Go to assigned area.

Students

- Leave belongings behind
- Go to assigned area
- Follow instructions

Adults

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

Uses: *Initiated by fire alarm or PA for fire or other health risk.*

TAKE SHELTER! Follow hazard and safety protocols.

Students

- Follow appropriate safety protocol:

Hazard	*Protocol*
Tornado	Evacuate to shelter
Hazmat	Close all windows
Earthquake	Drop, cover, and hold

Adults

- Lead safety protocol
- Account for students and adults
- Notify if missing or injured students