

# IN AN EMERGENCY *TAKE ACTION*



## **EVACUATE!** (A location may be specified.)

### **STUDENTS**

Leave stuff behind if required  
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

### **EXAMPLE**

Fire Alarm;  
Gas Leak

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## **SHELTER!** Hazard and safety strategy.

### **STUDENTS**

Quietly move to safety area  
Follow instructions

### **ADULTS**

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

### **EXAMPLE**

Tornado;  
Hazmat

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

### **STUDENTS**

Clear the hallways and remain in  
room until "all clear" is announced  
Do business as usual

### **ADULTS**

Close the door/Lock outside doors  
Account for students and adults  
Do business as usual

### **EXAMPLE**

Medical  
emergency  
in hallway

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

### **STUDENTS**

Return to the inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Account for students and adults  
Do business as usual

### **EXAMPLE**

Nearby issue  
in the  
community

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## **ACTIVE THREAT!** Locks, lights, out of sight.

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### **EXAMPLE**

Immediate  
threat inside the  
building

### **EVERYONE**

When locking down is not an option:  
Run, Hide, Fight!; ALICE; etc.