

IN AN EMERGENCY TAKE ACTION



Hold In your room or area. Clear the halls.

A hold may be localized to one area of the school or the entire campus.

STUDENTS:

Clear the hallways
Remain in room or area until the "All Clear" is announced
Do business as usual

STAFF:

Close and lock the door
Account for students and adults
Do business as usual



Secure Get inside. Lock outside doors.

There is a threat outside the building near the school. For the most part, it's business as usual inside.

STUDENTS:

Return to inside of building
Do business as usual

STAFF:

Bring everyone indoors and lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



Lockdown Locks, lights, out of sight.

Doors equipped with automatic closure systems will close automatically after 30 seconds.

STUDENTS **AND** STAFF:

RUN (SELF EVACUATE) - If there is a safe, accessible path, evacuate the building. *Once in a safe location, students should contact their parent or guardian. Parents or guardians will receive a link via text or email from the school's emergency notification system to report their student's location and status if they are off campus.*

HIDE - Move out of sight into a safe space and maintain silence. *Staff should look for people in the hallways if safe to do so, then lock/barricade interior doors and turn off lights.*

FIGHT - As a last resort and only when your life is in imminent danger, attempt to disrupt and incapacitate the threat.



Evacuate (A location may be specified)

Be diligently aware of your surroundings as you evacuate.

STUDENTS:

Leave your bags behind if required to
If possible, bring your phone
Follow instructions

STAFF:

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

If necessary, Administration will notify staff with information about moving to off-campus relocation site(s).



Shelter Hazard and safety strategy.

Shelter in place during a severe weather situation.

STUDENTS:

Follow Instructions

Hazard

Tornado
Hazmat
Earthquake

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold

STAFF:

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