

IN AN EMERGENCY TAKE ACTION

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

STUDENTS

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

ADULTS

Close and lock the door
Take Attendance
Do business as usual



SECURE! Get inside. Lock ALL doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Check Hallways
Lock classroom doors
Increase situational awareness
Do business as usual
Take Attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Check 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
Take Attendance



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy
for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Take Attendance
Notify if missing, extra or injured
students or adults



EVACUATE! To announced location.

STUDENTS

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

ADULTS

Lead students to Evacuation location
Take Attendance
Notify if missing, extra or injured
students or adults

