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

TEACHERS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.
Follow the ALICE concepts

STUDENTS
Move out of sight and remain quiet
Help barricade if able and directed
Stay alert for updated information
Be prepared to evacuate if needed
Do not open the door

ADULTS
Bring students into room if safe and possible
Lock and barricade the door
Turn out lights and cover visibility
Communicate critical information when/if possible
Continuously assess evacuation options
Lead evacuation when/if safe
Prepare to counter if needed as a last resort



EVACUATE! (A location may be specified)

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