

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



LOCKOUT! Secure the perimeter.

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.

STUDENTS

- Move away from sight
- Maintain silence
- Do not open the door

ADULTS

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



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



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