

# 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 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

### ADULTS

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



## 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

### ADULTS

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

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

