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

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
  - 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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