# IN AN EMERGENCY TAKE ACTION



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

Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual Close and lock door Account for students and adults Do business as usual



#### SECURE! Get inside. Lock outside doors. STUDENTS ADULTS

Return to inside of building Do business as usual 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 ADULTS

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

Use appropriate safety strategy for the hazard

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

HazardSafety StrategyTornadoEvacuate to shelter areaHazmatSeal the roomEarthquakeDrop, cover and holdTsunamiGet to high ground

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