

IN AN EMERGENCY TAKE ACTION



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

STUDENTS

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

STAFF

- Close and lock the door
- Account for students and Staff
- Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

- Return to inside of building
- Do business as usual

STAFF

- Bring everyone indoors
- Lock the 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

STAFF

- 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
- Silence phones



EVACUATE! (A location may be specified)

STUDENTS

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

STAFF

- Lead students to the evacuation location
- Account for students and Staff
- Notify if missing, extra or injured students or Staff



SHELTER! Hazard and safety strategy.

STUDENTS

- Use Appropriate Hazards and Safety Strategies

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover, and hold
- Get to high ground

STAFF

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



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