

# 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
- Conduct business as usual

### **ADULTS**

- Close and lock the door
- Take attendance and note the time
- Conduct business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

- Return to inside of building
- Conduct business as usual

### **ADULTS**

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Take attendance and note the time
- Conduct 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
- Take attendance and note the time



## **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
- Take attendance and note the time
- 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
- Take attendance and note the time
- Notify if missing, extra or injured students or adults

#### **Hazard**

#### **Safety Strategy**

Tornado .....Evacuate to shelter area

Flooding ..... Move to high ground

Earthquake ..... Drop, cover and hold