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**
- Tornado
- Flooding
- Earthquake

**Safety Strategy**
- Evacuate to shelter area
- Move to high ground
- Drop, cover and hold

*HENDERSON COUNTY PUBLIC SCHOOLS*