

# IN AN EMERGENCY

## WHEN YOU HEAR IT. DO IT.



### SECURE

GET INSIDE. LOCK OUTSIDE DOORS.

#### STUDENTS

Return inside  
Business as usual

#### STAFF

Bring everyone indoors  
Lock perimeter doors

Increase situational awareness  
Business as usual  
Take attendance



### LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

#### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

#### STAFF

Lock interior doors  
Turn out the lights  
Move away from sight

Do not open the door  
Maintain silence  
Take attendance



### EVACUATE

TO ANNOUNCED LOCATION.

#### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

#### STAFF

Bring your phone  
Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



### SHELTER

HAZARD AND SAFETY STRATEGY.

#### STUDENTS

Get inside  
Go to shelter area  
Follow instructions

#### STAFF

Direct students to shelter area  
Take attendance



### HOLD

IN YOUR CLASSROOM OR AREA.

#### STUDENTS

Clear the hallways  
Return to classrooms or designated areas  
Follow directions  
Stay until hold is lifted

#### STAFF

Clear the hallways  
Hold students in classrooms or designated areas  
Take attendance  
Continue teaching  
Wait for 'all clear' to release students