**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
- Do business as usual

**ADULTS**
- Close and lock door
- Account for students and adults
- Do business as usual

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

**STUDENTS**
- Return to inside of building
- Do business as usual

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

**ADULTS**
- 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**
- Use appropriate safety strategy for the hazard

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Safety Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado</td>
<td>Evacuate to shelter area</td>
</tr>
<tr>
<td>Hazmat</td>
<td>Seal the room</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Drop, cover and hold</td>
</tr>
<tr>
<td>Tsunami</td>
<td>Get to high ground</td>
</tr>
</tbody>
</table>

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

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