

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## SECURE (LOCKOUT) ! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside 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 door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

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



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Hazmat	Seal the room
Tornado	Duck & cover

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until the "All Clear" is announced

### TEACHER

Close & lock classroom door  
Business as usual  
Take attendance



## ROOM CLEAR! To the identified location.

### STUDENTS

Walk directly to the announced location  
Receiving teacher contacts the office

### TEACHER

Stay in the classroom or at doorway  
Work to defuse or address the situation until help arrives

