



IN AN EMERGENCY

DO THE FOLLOWING:



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
- Continue with your daily routine

ADULTS

- Close and lock the door
- Make sure all students and adults are with you
- Continue with your daily routine



SECURE! Get inside. Lock outside doors.

STUDENTS

- Return to inside of building
- Continue with your daily routine

ADULTS

- Bring everyone inside the building
- Lock outside doors
- Stay alert of your surroundings
- Make sure all students and adults are with you
- Continue with your daily routine



LOCKDOWN! Lock the doors, turn out the lights, move to a place you can't be seen.

STUDENTS

- Move to a place you can't be seen
- Be silent
- Do not open the door

ADULTS

- Bring students into classroom from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move to a place you can't be seen
- Be silent
- Do not open the door
- Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

- Leave belongings behind if asked
- If possible, bring your phone
- Follow instructions

ADULTS

- Lead students to evacuation location
- Make sure all students and adults are with you
- Notify if students or adults are missing or injured



SHELTER! Hazard and safety strategy.

STUDENTS

- Use appropriate safety strategy for the hazard

Hazard

Tornado
Dangerous materials

Safety Strategy

Evacuate to shelter area
Seal the room

ADULTS

- Lead safety strategy
- Make sure all students and adults are with you
- Notify if students or adults are missing or injured