

# IN AN EMERGENCY

## WHEN YOU HEAR IT, DO IT.



### LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS.

#### STUDENTS

Get indoors fast  
Continue learning

#### STAFF

Bring students indoors fast  
Take attendance and continue teaching



### LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT.

#### STUDENTS

Enter nearest lockable room  
Stay out of sight  
Turn off your phone and stay silent  
Do not open the door for anyone

#### STAFF

Direct students into classrooms fast  
Close and lock classroom doors  
Silence all phones  
Take attendance  
Do not open the door for anyone



### EVACUATE

TO ANNOUNCED LOCATION.

#### STUDENTS

Bring only what's in your pockets  
Follow directions  
Do not leave evacuation site

#### STAFF

Bring Go Bag  
Lead students to evacuation site  
Take attendance  
Do not let students leave evacuation site



### SHELTER

HAZARD AND SAFETY STRATEGY.

#### STUDENTS

Get indoors fast  
Follow directions  
Go to shelter area

#### STAFF

Bring Go Bag  
Direct students to shelter area  
Take attendance  
Stay sheltered until given "all clear"



### HOLD

IN YOUR CLASSROOM OR AREA. CLEAR THE HALLS.

#### STUDENTS

Return to your classroom or area  
Follow directions  
Stay in classroom until Hold is lifted

#### STAFF

Hold students in classroom or area  
Allow students to enter to clear hallway  
Take attendance and continue teaching

