






IN AN EMERGENCY

TAKE ACTION

	CLEAR THE HALLS! Hold in your room or area.										
	LOCKOUT! Get inside. Lock outside doors.										
	LOCKDOWN! Locks, lights, out of sight.										
	EVACUATE! (Any location may be specified)										
	SHELTER IN PLACE! Hazard and safety strategy.										
<p>Students</p> <ul style="list-style-type: none"> • Clear the hallways and remain in room or area until the “All Clear” is announced. • Do business as normal 	<p>Adults</p> <ul style="list-style-type: none"> • Close and lock door • Account for students and adults • Do business as normal 										
<p>Students</p> <ul style="list-style-type: none"> • Return to inside of building • Do business as normal 	<p>Adults</p> <ul style="list-style-type: none"> • Bring everyone indoors • Lock outside doors • Increase situational awareness • Account for students and adults • Do business as normal 										
<p>Students</p> <ul style="list-style-type: none"> • Move away from sight • Maintain silence • Do not open the door 	<p>Adults</p> <ul style="list-style-type: none"> • Recover students from hallway if possible • Lock the classroom door • Turn out the lights • Move away from sight • Maintain silence • Do not open the door • Prepare to evade or defend 										
<p>Students</p> <ul style="list-style-type: none"> • Leave stuff behind if required to • If possible, bring your phone • Follow instructions 	<p>Adults</p> <ul style="list-style-type: none"> • Lead students to Evacuation Location • Account for the students and adults • Notify if missing, extra or injured students or adults 										
<p>Students</p> <ul style="list-style-type: none"> • Use appropriate safety strategy for the hazard <table border="0" data-bbox="332 2190 868 2378"> <tr> <td>Hazard</td> <td>Safety Strategy</td> </tr> <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>Hurricane</td> <td>Distance from windows</td> </tr> </table>	Hazard	Safety Strategy	Tornado	Evacuate to shelter area	Hazmat	Seal the room	Earthquake	Drop, cover, and hold	Hurricane	Distance from windows	<p>Adults</p> <ul style="list-style-type: none"> • Lead safety strategy • Account for students and adults • Notify if missing, extra or injured students or adults
Hazard	Safety Strategy										
Tornado	Evacuate to shelter area										
Hazmat	Seal the room										
Earthquake	Drop, cover, and hold										
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Adapted from: