

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced
Do business as usual

INSTRUCTORS AND STAFF

Close and lock the door
Account for students, visitors and others
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

INSTRUCTORS AND STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students, visitors and others
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

INSTRUCTORS AND STAFF

Recover people from hallway if possible
Close and lock the door
Turn out 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

INSTRUCTORS AND STAFF

Lead evacuation to specified location
Account for students, visitors and others
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

INSTRUCTORS AND STAFF

Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured people