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

## LOCKOUT! Get inside. Lock outside doors.

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Return inside</td>
<td>Bring everyone indoors</td>
</tr>
<tr>
<td>Business as usual</td>
<td>Lock outside doors</td>
</tr>
<tr>
<td></td>
<td>Increase situational awareness</td>
</tr>
<tr>
<td></td>
<td>Business as usual</td>
</tr>
<tr>
<td></td>
<td>Take attendance</td>
</tr>
</tbody>
</table>

## LOCKDOWN! Locks, lights, out of sight.

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move away from sight</td>
<td>Lock interior doors</td>
</tr>
<tr>
<td>Maintain silence</td>
<td>Turn out the lights</td>
</tr>
<tr>
<td>Do not open the door</td>
<td>Move away from sight</td>
</tr>
<tr>
<td></td>
<td>Do not open the door</td>
</tr>
<tr>
<td></td>
<td>Maintain silence</td>
</tr>
<tr>
<td></td>
<td>Take attendance</td>
</tr>
</tbody>
</table>

## EVACUATE! To the announced location.

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring your phone</td>
<td>Lead evacuation to location</td>
</tr>
<tr>
<td>Leave your stuff behind</td>
<td>Take attendance</td>
</tr>
<tr>
<td>Follow instructions</td>
<td>Notify if missing, extra or injured students</td>
</tr>
</tbody>
</table>

## SHELTER! Hazard and safety strategy.

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hazard</strong></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></td>
<td>Lead safety strategy</td>
</tr>
<tr>
<td></td>
<td>Take attendance</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>TEACHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remain in the classroom until the “All Clear” is announced</td>
<td>Close and lock classroom door</td>
</tr>
<tr>
<td></td>
<td>Business as usual</td>
</tr>
<tr>
<td></td>
<td>Take attendance</td>
</tr>
</tbody>
</table>