IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

**STUDENTS**
Move away from sight
Maintain silence
Prepare to Evade or Defend

**STAFF**
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend

LOCKOUT! SECURE THE PERIMETER.

**STUDENTS**
Return inside
Business as usual

**STAFF**
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance

EVACUATE! (To the announced location.)

**STUDENTS**
Bring your phone
Leave your stuff behind
Follow instructions

**STAFF**
Lead evacuation to location
Take attendance
Notify if missing, extra or injured students

SHELTER! (For a hazard using a shelter strategy.)

**STUDENTS**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Safety Strategy</th>
</tr>
</thead>
<tbody>
<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>Tsunami</td>
<td>Get to high ground</td>
</tr>
</tbody>
</table>

**STAFF**
Lead safety strategy
Take attendance