

# IN AN EMERGENCY TAKE ACTION



## 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

Tornado  
Hazmat  
Earthquake  
Flood

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### INSTRUCTORS AND STAFF

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