In an Emergency
When you hear it. Do it!

Lockout! Secure the Perimeter.

Students
Return inside
Business as usual

Instructors
Bring everyone into the building
Increase situational awareness
Take attendance
Business as usual

Lockdown! Locks, Lights, Out of Sight.

Students
Move away from sight
Maintain silence

Instructors
Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Take attendance (QUIETLY)
Wait for responder to open door
DO NOT unlock door for ANYONE!!
PD, FIRE, EMS will open classroom door

Evacuate! (See Directions on Wall)

Students
Leave your stuff behind
Refer to map
Handicap students coordinate with instructors

Instructors
Lead evacuation to location
Recruit students to assist handicap students
Take attendance
Notify if missing, extra, or injured students

Shelter! (See Directions on Wall)

Students
Shelter Types:
1. For TORNADO, evacuate to
   Basement or low-lying areas &
   away from glass
2. For BOMB, evacuate
3. For HAZMAT, evacuate

Instructors
Lead evacuation to location
Recruit students to assist handicap students
Take attendance
Notify if missing, extra, or injured students