

# IN AN EMERGENCY

LISTEN FOR ANNOUNCEMENTS

REFER TO SAFETY FOLDERS

---

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



**Students:**

Clear the hallways and remain in room or area until the "All Clear" is announced.

Do business as usual in the classroom.

**Adults:**

Close classroom doors.

Ignore bells, no breaks

Account for students and adults.

Do business as usual in the

classroom but do not release.

---

**LOCKOUT!** Get inside. Lock outside doors.



**Students:**

Return to inside of building.

Do business as usual.

**Adults:**

Bring everyone indoors.

Lock outside doors.

Increase situational awareness.

Account for students and adults.

Do business as usual.

---

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



**Students:**

Move away from sight.

Maintain silence.

No bathroom breaks or leaving your area.

Prepare to run, hide, fight

Do not open the door.

**Adults:**

Recover students from hallway if possible.

Lock the classroom door.

Turn out the lights.

Move away from sight.

Maintain silence.

Do not open the door.

Prepare to run, hide, fight.

---

## EVACUATE!



**Students:**

Leave stuff behind if required to. If possible, bring your phone. Follow instructions.

**Adults:**

Lead students to Evacuation site.

Account for students and adults.

Notify if missing, extra or injured students or adults.