

# IN AN EMERGENCY TAKE ACTION



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

### **STUDENTS**

Clear the hallways and remain in your area or room until the "All Clear" is announced  
Do business as usual

### **INSTRUCTORS AND STAFF**

Close and lock the door  
Account for students, visitors and others  
Do business as usual



## **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

<b>Hazard</b>	<b>Safety Strategy</b>
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **INSTRUCTORS AND STAFF**

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