IN AN EMERGENCY
TAKE ACTION

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

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 off 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

INSTRUCTORS AND STAFF
Lead safety strategy
Account for students, visitors and others
Notify if missing, extra or injured students or adults

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Safety Strategy</th>
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<tbody>
<tr>
<td>Tornado</td>
<td>Evacuate to shelter area</td>
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<tr>
<td>Hazmat</td>
<td>Seal the room</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Drop, cover and hold</td>
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<tr>
<td>Tsunami</td>
<td>Get to high ground</td>
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