# IN AN EMERGENCY TAKE ACTION



#### HOLD! In your room or area. Clear the halls. **INSTRUCTORS AND STAFF STUDENTS**

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

Do business as usual

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



#### SECURE! Get inside. Lock outside doors. **INSTRUCTORS AND STAFF STUDENTS**

Return to inside of building Do business as usual

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. **INSTRUCTORS AND STAFF STUDENTS**

Move away from sight Maintain silence Do not open the door Prepare to evade or defend 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. **INSTRUCTORS AND STAFF STUDENTS**

Use appropriate safety strategy for the hazard

**Safety Strategy** Hazard

Evacuate to shelter area Tornado

Hazmat Seal the room

Drop, cover and hold Earthquake Get to high ground Tsunami

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

