

# IN AN EMERGENCY TAKE ACTION

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**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

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**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

## 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

## 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

## 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 people