

# IN AN EMERGEN TAKE ACTION

---

## SECURE! 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, 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

### ADULTS

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

### ADULTS

Lead evacuation to specified location  
Account for students, visitors and others  
Notify if missing, extra or injured people

---

## SHELTER! Hazard and safety strategy .