

In an Emergency

When you hear it. Do it.



Lock-out!

Lock-out!
Secure The Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Close/Lock exterior windows and door(s)
Business as usual



Lock-Down!

Lock-Down!
Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door(s)
Turn out the lights and cover door window(s)
Move away from sight
Maintain silence
Take attendance
Wait for responder to open door or an announcement from an administrator



Evacuate!

Evacuate!
(Directions to Follow.)

Students

Leave your stuff behind
Form a line

Teachers

Three point visual sweep-contact office if found
Place "Checked" sign on classroom door
Lead evacuation to location when/if notified
Report if missing, extra or injured students



Shelter!

Shelter!
(Directions to Follow.)

Students

Shelter types:
1. For tornado
2. For hazmat
Shelter methods:
1. Drop, cover and hold
2. Seal openings

Teachers

Shelter type
Shelter method
Take attendance



Hold-In-Place!

Hold-In-Place!
Clear the Hallways.

Students

Return to classroom
If outside, stay outside
Business as usual

Teachers

Lock classroom door(s)
Increase situational awareness
Business as usual
Ignore Bells
No Bathroom Breaks
Take attendance
If outside, stay outside
Wait for "All Clear" signal

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