

# In an Emergency When you see it. Do it.



**Lockout**



**Lockdown**



**Evacuate**



**Shelter**

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## Lockout! Secure the Perimeter.

### **Students**

Return inside  
Business as usual

### **Teachers**

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

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## Lockdown! Locks, Lights, Out of Sight.

### **Students**

Move away from sight  
Maintain silence

### **Teachers**

Lock classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

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## Evacuate! (Directions to Follow.)

### **Students**

Leave your stuff behind  
Form a line  
Hand in hand

### **Teachers**

Lead evacuation to location  
Take roll  
Notify if missing, extra or injured students

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## Shelter! (Directions to Follow.)

### **Students**

Shelter types:  
1. For tornado  
2. For bomb  
3. For hazmat  
Shelter methods:  
1. Drop, cover and hold  
2. And seal  
3. In silence

### **Teachers**

Shelter type  
Shelter method  
Take roll

