HOLD
In Your Room Or Area
Students:
• Clear the hallways and remain in the area or room until “All Clear” is announced
• Do business as usual
Adults and staff:
• Close and lock the door
• Account for students and adults
• Do business as usual

SECURE
Get Inside. Lock Outside Doors.
Students:
• Return to inside of building
• Do business as usual
Adults and Staff:
• Bring everyone indoors
• Lock outside doors
• Increase situational awareness
• Account for students and adults
• Do business as usual

LOCKDOWN
Locks, Lights, Out Of Sight
Students:
• Move away from sight
• Maintain silence
• Do not open the door
Adults and Staff:
• Recover students from hallway if possible
• Lock the classroom door
• Turn out the lights
• Move away from sight
• Maintain silence
• Account for students and adults
• Do not open the door
• Prepare to evade or defend

EVACUATE
To Announced Location
Students:
• Leave stuff behind if required to
• If possible, bring their phone
• Follow instructions
Adults and Staff:
• Bring roll sheet and Go Bag (unless instructed not to take anything with them, dependent on reason for evacuation.)
• Lead students to Evacuation location
• Account for students and adults
• Report injuries or problems using Red Card/ Green Card method.

SHELTER
For A Hazard Using Safety Strategy
Safety Strategies might include:
• Evacuate to shelter area
• Seal the room
• Drop, cover and hold
• Get to high ground
Students:
• Use appropriate safety strategy
Adults and Staff:
• Lead safety strategy
• Account for students and adults
• Report injuries or problems using Red Card/Green Card method

In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.
OK
OK
HELP
HELP