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.

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