**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

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Roll Sheet - Use this sheet to record names at an evacuation assembly point. Also account for missing or extra staff and occupants.

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Missing Staff or Students

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Extra Staff or Students

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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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