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.