**HOLD**
In Your Room Or Area

- 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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