**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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