**LOCKDOWN**

**LOCKS, LIGHTS, OUT OF SIGHT**

Students are trained to:
- Move away from sight
- Maintain silence

Teachers are trained to:
- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Do not open the door
- Wait for first responders to open door
- Take roll, account for students

**LOCKOUT**

**SECURE THE PERIMETER**

Students are trained to:
- Return to inside of building
- Do business as usual

Teachers are trained to:
- Recover students and staff from outside building
- Increased situational awareness
- Take roll, account for students
- Do business as usual

**EVACUATE**

**TO THE ANNOUNCED LOCATION**

Students are trained to:
- Leave stuff behind
- Bring their phone
- Form a single file line

Teachers are trained to:
- Grab roll sheet if possible
- Lead students to evacuation location
- Take roll, account for students

**SHELTER**

**FOR A HAZARD USING SAFETY STRATEGY**

Hazards might include:
- Tornado
- Hazmat

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room

Students are trained in:
- Appropriate hazards and safety strategies

Teachers are trained in:
- Appropriate hazards and safety strategies
- Take roll, account for students
- Report problems at the evacuation assembly using this card.

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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 students.

<table>
<thead>
<tr>
<th>Missing Staff or Students</th>
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