IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

**STUDENTS**
- Clear the hallways and remain in your area or room until the “All Clear” is announced
- Do business as usual

**INSTRUCTORS AND STAFF**
- Close and lock the door
- Account for students, visitors and others
- Do business as usual

SECURE! Get inside. Lock outside doors.

**STUDENTS**
- Return to inside of building
- Do business as usual

**INSTRUCTORS AND STAFF**
- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students, visitors and others
- Do business as usual

LOCKDOWN! Locks, lights, out of sight.

**STUDENTS**
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

**INSTRUCTORS AND STAFF**
- Recover people from hallway if possible
- Close and lock the door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE! (A location may be specified)

**STUDENTS**
- Leave stuff behind if required to
- If possible, bring your phone
- Follow instructions

**INSTRUCTORS AND STAFF**
- Lead evacuation to specified location
- Account for students, visitors and others
- Notify if missing, extra or injured people

SHELTER! Hazard and safety strategy.

**STUDENTS**
- Use appropriate safety strategy for the hazard
- **Hazard**
  - Tornado: Evacuate to shelter area
  - Hazmat: Seal the room
  - Earthquake: Drop, cover and hold
  - Tsunami: Get to high ground

**INSTRUCTORS AND STAFF**
- Lead safety strategy
- Account for students, visitors and others
- Notify if missing, extra or injured people

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Revised: 07/16/2020 | http://iloveuguys.org