

# 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  
Continue activities in offices and classrooms

### **INSTRUCTORS AND STAFF**

Close and lock the door  
Account for students, visitors and others  
Continue activities in offices and classrooms



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Unrestricted movement within building

### **INSTRUCTORS AND STAFF**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students, visitors and others  
Unrestricted movement within building



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to Run, Hide, Fight!

### **INSTRUCTORS AND STAFF**

Close and lock the door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to Run, Hide, Fight!



## **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 ACPD of persons requiring assistance



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado

Hazmat

Earthquake

#### **Safety Strategy**

Go to lowest floor, away from windows

Follow directives from first responders

Drop, cover and hold

### **INSTRUCTORS AND STAFF**

Lead safety strategy  
Account for students, visitors and others  
Notify ACPD of persons requiring assistance



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