In an Emergency
When you hear it. Do it.

Lockout! Secure the Perimeter.

**Students**
- Return inside
- Business as usual

**Teachers**
- Bring students into the building
- Increase situational awareness
- Take roll
- Business as usual

Lockdown! Locks, Lights, Out of Sight.

**Students**
- Move away from sight
- Maintain silence

**Teachers**
- Lock classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Wait for responder to open door
- Take roll

Evacuate! (Directions to Follow.)

**Students**
- Leave your stuff behind
- Form a line
- Hand in hand

**Teachers**
- Lead evacuation to location
- Take roll
- Notify if missing, extra or injured students

Shelter! (Directions to Follow.)

**Students**
- Shelter types:
  1. For tornado
  2. For bomb
  3. For hazmat
- Shelter methods:
  1. Drop, cover and hold
  2. And seal
  3. In silence

**Teachers**
- Shelter type
- Shelter method
- Take roll