

# In an Emergency

## When you hear it. Do it!



### **Alert**

### **Shelter-In-Place**

### **Lockdown**

### **Confront**

#### **ALERT! Stop and Listen**

##### **Students**

Listen to announcement  
NO cell phone use

##### **Teachers**

Listen to announcement  
Follow instructions & retrieve flip chart

#### **SHELTER-IN-PLACE! Secure the perimeter**

##### **Students**

Return inside  
Business as usual  
NO cell phone use

##### **Teachers**

Lead students inside if outside  
All staff take attendance  
Increase awareness  
Keep students in classroom unless told otherwise

#### **LOCKDOWN! Lock, barricade, lights, out of sight**

##### **Students**

Maintain Silence  
Move out of sight  
NO cell phone use unless to update 911

##### **Teachers**

Lock and barricade classroom doors  
Turn off lights  
Move out of sight  
Take attendance  
Listen for announcement of further instructions

#### **CONFRONT! Intruder has entered the room**

##### **Students & Teachers**

Distract, Throw Objects, Subdue intruder if possible! Evacuate at any opportunity

#### **EVACUATE! Move to assigned meeting place**

##### **Students**

Form A Line  
Leave adult behind if necessary  
Move Quickly

##### **Teachers**

Lead to evacuation location  
Take attendance upon arrival  
Notify personnel of: missing/ extra/ injured students