IN AN EMERGENCY
When You Hear It...Do It!

**LOCKDOWN!**

**Students**
- Move away from sight.
- Maintain silence.
- Do not open the door.

**Teachers**
- Scan hallway for students.
- Lock interior doors.
- Turn lights off.
- Do not open the door.
- Maintain silence.
- Consider, Move, Secure, Defend.
- Take attendance.

**HALL CHECK!**

**Students**
- Return to classroom.
- Follow instructions.
- Do not open the door.
- Do continue class.

**Teachers**
- Scan hallway for students.
- Lock interior doors.
- Report suspicious activity to the office.
- Do not open the door.
- Continue class.
- Specific instructions will follow.

If permission is granted to move within the building, do not go outside or let anyone go outside.

**EVACUATION!**

**Students**
- Follow instructions.
- Bring your phone.
- Leave your stuff behind.

**Teachers**
- Bring go bag, clipboard &/or binder.
- Lead students to evacuation location.
- Take attendance.
- Notify if any students are missing, injured or if any extra students are present.

**REVERSE EVACUATION!**

**Students**
- Return inside the school.
- Return to classroom.
- Follow instructions.

**Teachers**
- Bring everyone indoors.
- Take attendance.
- Notify office if any students are missing, injured or if any extra students are present.
- Direct visitors to the office.