



IN AN EMERGENCY

WHEN YOU SEE IT, HEAR IT.....DO IT



LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

- Get inside
- Continue learning

STAFF

- Bring students in
- Lock outside doors
- Take attendance
- Continue teaching



LOCKDOWN

LOCK DOORS. LIGHTS OFF. STAY QUIET AND OUT OF SIGHT.

STUDENTS

- Enter nearest lockable room fast
- Shelter in place
- Stay out of sight
- Turn phone to silent
- Stay silent
- Do not open door

STAFF

- Direct students to nearest lockable area fast
- Lock windows and doors
- Silence all phones
- Take attendance
- Only open door to known emergency services or senior staff



EVACUATE

TO ASSEMBLY POINT OR ANNOUNCED LOCATION.

STUDENTS

- Bring only what's on your person
- Follow directions
- Do not leave assembly point until directed to do so by a member of staff

STAFF

- Lead your class to assembly point
- Direct students in communal areas to assembly point
- First Aiders to make themselves known
- Take attendance
- Do not let students leave assembly point
- Do not let students return inside until alarm stops



SHELTER

GO TO ANNOUNCED LOCATION INSIDE BUILDING.

STUDENTS

- Get indoors fast
- Go to announced shelter area
- Follow instructions

STAFF

- Direct students to announced shelter area
- First Aiders to make themselves known
- Take attendance
- Stay sheltered until given 'all clear'



HOLD

STAY IN YOUR CLASSROOM OR AREA. CLEAR ALL CORRIDORS.

STUDENTS

- Return to your classroom or area
- Follow instructions given by staff
- Stay in classroom/area until Hold ends

STAFF

- Hold students in classroom or area
- Allow students to enter classroom or area
- Take attendance
- Continue teaching