






IN AN EMERGENCY GALMLY SAY IT TWICE

<p>SECURE</p> 	<p>Announce: “SECURE” “GET INSIDE. LOCK OUTSIDE DOORS”</p> <hr/> <p>When: Threat is <u>OUTSIDE</u> the building</p>										
<p>LOCKDOWN</p> 	<p>Announce: “LOCKDOWN” “LOCKS, LIGHTS, OUT OF SIGHT”</p> <hr/> <p>When: Threat is <u>INSIDE</u> the building</p>										
<p>SHELTER</p> 	<p>Announce: “SHELTER FOR _____” (type) “BY _____” (method)</p> <hr/> <table border="0"> <thead> <tr> <th><u>TYPE</u></th> <th><u>METHOD</u></th> </tr> </thead> <tbody> <tr> <td>Weather</td> <td>Drop, Cover and Hold</td> </tr> <tr> <td>Hazard</td> <td>Seal windows, doors, vents</td> </tr> <tr> <td>Environment</td> <td>Close hallway doors & windows</td> </tr> <tr> <td>Medical</td> <td>Move to _____</td> </tr> </tbody> </table>	<u>TYPE</u>	<u>METHOD</u>	Weather	Drop, Cover and Hold	Hazard	Seal windows, doors, vents	Environment	Close hallway doors & windows	Medical	Move to _____
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<p>EVACUATE</p> 	<p>Announce: “EVACUATION FOR _____” (type) “EVACUATE TO _____” (location)</p> <hr/> <p><u>TYPE</u> Fire (Activate fire alarm) Hazard Alarm Bomb Threat</p>										
<p>HOLD</p> 	<p>Announce: “HOLD in PLACE” “WAIT FOR ‘ALL CLEAR’”</p> <hr/> <p>When: Incident is in an open area and requires limited/restricted movement</p>										

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