

# IN AN EMERGENCY *TAKE ACTION!*



## **HOLD!** In your room or area. Clear the halls.

### **STUDENTS**

Clear the hallways and remain in your area or room until the "All Clear" is announced  
Continue normal activities

### **FACULTY/STAFF**

Close and lock the door  
Account for students  
Continue normal activities



## **LOCKDOWN!** Locks, lights, out of sight.

### **STUDENTS**

Stay out of sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### **FACULTY/STAFF**

Recover people from hallway if possible	Stay out of sight
Close and lock the door	Maintain silence
Turn out the lights	Do not open the door
	Prepare to evade or defend



## **EVACUATE!** Go to Emergency Assembly Area.

### **STUDENTS**

Take personal items, only if it's safe  
If possible, bring your phone  
Follow instructions

### **FACULTY/STAFF**

Lead evacuation to designated assembly area  
Account for students, visitors and others  
Report missing, extra or injured people to an Emergency Building Coordinator (EBC)



## **SHELTER!** Hazard and safety strategy.

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard Safety Strategy**

Tornado	Move to interior area or lower floor
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### **FACULTY/STAFF**

Lead safety strategy  
Account for students, visitors and others  
Report missing, extra or injured people to an EBC



#### **Website Information**

[www.clark.edu/emergency](http://www.clark.edu/emergency)

### **ACTIVE THREAT**

**RUN/EVADE:** Evacuate, leave belongings behind and keep hands visible.

**HIDE:** Close and secure all doors and windows, shut off lights and silence ALL electronic devices.

**FIGHT/DEFEND:** Act aggressively and attempt to incapacitate the threat or intruder.