

# 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.