

# J.E. Cosgriff Memorial Catholic School

## Emergency Procedures

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



#### **Students**

Clear the hallways and remain in room or area until "All Clear" is announced

Business as usual

#### **Staff**

Clear the hallways and remain in room or area until "All Clear" is announced

Business as usual

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### **SECURE! Get Inside. Lock outside doors.**



#### **Students**

Return inside.  
Do Business as usual.

#### **Staff**

Bring everyone indoors.  
Lock outside doors.  
Increase situational awareness.

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



#### **Students**

Move away from sight.  
Maintain silence.  
Do not open the door.  
Prepare to evade or defend.

#### **Staff**

Lock inside doors and turn off lights  
Move away from sight.  
Maintain silence.  
Do not open the door.  
Prepare to evade or defend.

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### **EVACUATE! A location may be specified.**



#### **Students**

Evacuate to specified location.  
Bring your phone.  
Leave belongings.

#### **Staff**

Lead evacuation to specified location.  
Account for occupants.  
Notify if missing, extra or injured people.

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



#### **Students**

Use appropriate safety strategy for hazard.

#### **Staff**

Lead safety strategy.  
Account for students and adults.  
Notify of missing or injured people.