

# CLPS® BASIC PROTECTIVE ACTIONS

## HOLD

Halt all activities and remain quiet

Do **not** move from your current location

If others are nearby that did not receive the directive or who are en route between locations, ask them to remain with your group

If in school and the bell rings, do **not** dismiss students from class

Account for everyone and report anyone that is missing, when possible

Remain calm and standby for instructions

## SHELTER

Move self and others to designated safe areas inside the building

If sheltering is due to **tornado activity or severe weather**, instruct everyone how to “drop and tuck” facing the wall

If sheltering is due to a **radiological, chemical, or biological threat**, be prepared to seal off the area/room with plastic sheeting and tape

If sheltering is due to an **earthquake**, instruct everyone how to drop to the ground and get under furniture (such as desks) until the shaking stops

Account for everyone and report anyone that is missing, when possible

Remain calm and standby for instructions

## EVACUATE

Instruct everyone to take personal belongings, such as bags, cases, and jackets, **only if readily available**

Staff should bring their car keys and cellular phones with them

Exit the building **using fire drill routes** unless directed otherwise

Move self and others to designated staging areas at least 500 feet away

Account for everyone and report anyone that is missing, when possible

Remain calm and standby for instructions

## LOCK-OUT

Close exterior window blinds, if open

Ensure exterior doors near your room are locked

**If you discover an unlocked exterior door, lock it**, or contact facilities or security personnel for assistance

Everyone that is outside will be escorted into building and all outdoor activities will be suspended during lock-out

Account for everyone and report anyone that is missing, when possible

Remain calm and standby for instructions

## LOCKDOWN

Quickly check area immediately outside your room for others and bring them into the room, **if safe to do so**

Lock the door and barricade

Move everyone that is inside the room to an area that is out of the line of sight from outside the room

Account for everyone and report anyone that is missing, when possible

Remain calm and standby for instructions

**If an attacker or armed threat gets into your safe space, be prepared to escape or defend yourself and others as a last resort**