## **Always Rules**

Always follow the ALWAYS RULES in an emergency situation

- Listen to the school teacher, administrator, or staff member
- Try to remain as calm and quiet as possible
- Stay off cellular phones and silence them
- Be prepared to be still and quiet for a long period of time
- If in the hallway, or walking around school grounds, move quickly and quietly to the closest safest location, following instructions from teachers
- Quickly and quietly notify the teacher/administrator of any injury, or important information that needs attention