# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

# LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

## **OCCUPANTS**

Move away from sight Maintain silence Prepare to evade or defend

#### **STAFF**

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend



## LOCKOUT! SECURE THE PERIMETER.

### **OCCUPANTS**

Return inside Business as usual

## **STAFF**

Bring everyone indoors Lock perimeter doors Increase situational awareness Business as usual Account for occupants



## **EVACUATE!** (To a location.)

## **OCCUPANTS**

Bring your phone Leave your stuff behind Follow instructions

## **STAFF**

Lead evacuation to location Account for occupants Notify if missing, extra or injured occupants or staff



## SHELTER! (For a hazard using a shelter strategy.)

## **OCCUPANTS**

Hazard

### Safety Strategy

Tornado Evacuate to shelter area Take attendance

Hazmat Seal the room

Earthquake Drop, cover and hold Tsunami Get to high ground

## **STAFF**

Lead safety strategy Take attendance



