

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
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

STAFF

Lead safety strategy
Take attendance

