IN AN EMERGENCY
TAKE ACTION

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

**OCCUPANTS**
- Clear the hallways and remain in room or area until the “All Clear” is announced
- Do business as usual

**STAFF**
- Close and lock door
- Account for occupants and staff
- Do business as usual

**SECURE!** Get inside. Lock outside doors.

**OCCUPANTS**
- Return inside
- Do business as usual

**STAFF**
- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for occupants and staff
- Do business as usual

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

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

**STAFF**
- Lock interior doors
- Turn out the lights
- Move away from sight
- Do not open the door
- Maintain silence
- Account for occupants and staff
- Prepare to evade or defend

**EVACUATE!** (A location may be specified)

**OCCUPANTS**
- Evacuate to specified location
- Bring your phone
- Instructions may be provided about retaining or leaving belongings

**STAFF**
- Lead evacuation to specified location
- Account for occupants and staff
- Notify if missing, extra or injured people

**SHELTER!** Hazard and safety strategy.

**OCCUPANTS**
- Use appropriate safety strategy for the hazard

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Safety Strategy</th>
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</thead>
<tbody>
<tr>
<td>Tornado</td>
<td>Evacuate to shelter area</td>
</tr>
<tr>
<td>Hazmat</td>
<td>Seal the room</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Drop, cover and hold</td>
</tr>
<tr>
<td>Tsunami</td>
<td>Get to high ground</td>
</tr>
</tbody>
</table>

**STAFF**
- Lead safety strategy
- Account for occupants and staff
- Notify if missing, extra or injured people