

MEDICAL HELP



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 **HOLD**
In Your Room, Office Or
Area. Clear The Halls

- Occupants:**
- Remain in the area until the “All Clear” is announced
- Staff:**
- Close and lock the door
 - Account for occupants and staff
 - Do business as usual

 **SECURE**
Get Inside.
Lock Outside Doors.

- Occupants:**
- Return to inside of building
 - 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
 - Maintain silence
 - Do not open the door
 - Account for occupants and staff
 - Prepare to evade or defend

 **EVACUATE**
To Announced Location

- Occupants:**
- Evacuate to a specified location
 - Bring your phone
 - Instructions may be provided about retaining or leaving belongings
- Staff:**
- Lead evacuation to a specified location
 - Account for occupants and staff
 - Notify if missing, extra or injured occupants or staff

 **SHELTER**
For A Hazard Using
Safety Strategy

- Safety Strategies might include:**
- Evacuate to shelter area
 - Seal the room
 - Drop, cover and hold
 - Get to high ground
- Occupants:**
- Use appropriate safety strategy
- Staff:**
- Lead safety strategy
 - Account for occupants and staff
 - Report problems by using this card

In the event of an evacuation, take this card with you. To use this card, fold along dotted lines so the appropriate message is outward facing.

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