IN AN EMERGENCY
TAKE ACTION

HOLD! In your room 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

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

Hazard          Safety Strategy
Tornado         Evacuate to shelter area
Hazmat          Seal the room
Earthquake      Drop, cover and hold
Tsunami         Get to high ground