**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

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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.