

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

OCCUPANTS

Remain in the 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 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

Recover people from halls if possible
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Instructions may be provided
about retaining or leaving
belongings
Bring your phone if possible
Evacuate to specified location

STAFF

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



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy
for the hazard

ADULTS

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

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground