

IN AN EMERGENCY TAKE ACTION



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

OCCUPANTS

Remain in the area until
the “All Clear” is indicated

STAFF

Close and lock door
Account for occupants and staff
Business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Business as usual

STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for occupants and staff



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
occupants or staff



SHELTER! Hazard and safety strategy.

OCCUPANTS

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

STAFF

Lead safety strategy
Account for occupants and staff