# N AN EMERGENCY **TAKE ACTION**

### HOLD! In your room or area. Clear the halls. **OCCUPANTS** STAFF

Clear the hallways and remain in room or Close and lock door area until the "All Clear" is announced Do business as usual

Account for occupants and staff Do business as usual

### **SECURE!** Get inside. Lock outside doors. **OCCUPANTS** STAFF Return inside

Do business as usual

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** STAFF

Use appropriate safety strategy for the hazard

### Hazard Tornado Hazmat Tsunami

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

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



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