IN AN EMERGENCY
WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

**OCCUPANTS**
Move away from sight
Maintain silence
Prepare to evade or defend

**STAFF**
Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Prepare to evade or defend

LOCKOUT! SECURE THE PERIMETER.

**OCCUPANTS**
Return inside
Business as usual

**STAFF**
Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Account for occupants

EVACUATE! (To a location.)

**OCCUPANTS**
Bring your phone
Leave your stuff behind
Follow instructions

**STAFF**
Lead evacuation to location
Account for occupants
Notify if missing, extra or injured occupants or staff

SHELTER! (For a hazard using a shelter strategy.)

**OCCUPANTS**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Safety Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tornado</td>
<td>Evacuate to shelter area</td>
</tr>
<tr>
<td>Hazmat</td>
<td>Seal the room</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Drop, cover and hold</td>
</tr>
<tr>
<td></td>
<td>Get to high ground</td>
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</tbody>
</table>

**STAFF**
Lead safety strategy
Take attendance