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
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
Take attendance