LOCKDOWN
LOCKS, LIGHTS, OUT OF SIGHT
Occupants are asked to:
• Move away from sight
• Maintain silence
• Prepare to evade or defend
Staff are trained to:
• Lock doors
• Lights out
• Move away from sight
• Maintain silence
• Do not open the door
• Prepare to evade or defend
• Account for staff and occupants

LOCKOUT
SECURE THE PERIMETER
Occupants are asked to:
• Return to inside of building
• Do business as usual
Staff are trained to:
• Recover occupants and staff from outside building
• Increased situational awareness
• Account for staff and occupants
• Do business as usual

EVACUATE TO A LOCATION
Occupants are asked to:
• Leave stuff behind
• Bring their phone
Staff are trained to:
• Lead occupants to evacuation location
• Account for staff and occupants

SHELTER FOR A HAZARD USING SAFETY STRATEGY
Hazards might include:
• Tornado
• Hazmat
Safety Strategies might include:
• Evacuate to shelter area
• Seal the room
Occupants are instructed in:
• Appropriate hazards and safety strategies
Staff are trained in:
• Appropriate hazards and safety strategies
• Account for staff and occupants

In the event of an evacuation, please take this card with you. To use this card during an Evacuation Assembly, fold along dotted lines so the appropriate message is outward facing.
