Roll Sheet - Use this sheet to record names at an evacuation assembly point, also account for missing or extra staff and occupants.

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**LOCKDOWN**

LOCKS, LIGHTS, OUT OF SIGHT

Occultants 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

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**LOCKOUT**

SECURE THE PERIMETER

Occultants 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

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**EVACUATE TO A LOCATION**

Occultants are asked to:
- Leave stuff behind
- Bring their phone

Staff are trained to:
- Lead occupants to evacuation location
- Account for staff and occupants

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**SHELTER FOR A HAZARD USING SAFETY STRATEGY**

Hazards might include:
- Tornado
- Hazmat

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room

Occultants are instructed in:
- Appropriate hazards and safety strategies

Staff are trained in:
- Appropriate hazards and safety strategies
- Account for staff and occupants

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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.

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