

# IN AN EMERGENCY TAKE ACTION



## **HOLD!** In your room, office or area. Clear the halls.

### **OCCUPANTS**

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

### **STAFF**

Close and lock door  
Account for occupants and staff  
Do business as usual



## **SECURE!** Get inside. Lock outside doors.

### **OCCUPANTS**

Return inside  
Do business as usual

### **STAFF**

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**

Use appropriate safety strategy for the hazard

### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

### **Safety Strategy**

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

### **STAFF**

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