



PERSONAL SAFETY

A critical ingredient in personal safety is the standard response to any incident. Weather events, fire, accidents, intruders and other threats to personal safety are scenarios that organizations plan and train for.

SRP

Our organization is expanding the safety program to include the Standard Response Protocol (SRP). In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

NOTIFICATION PROGRAM

Timely notification is essential with any type of crisis. Please verify that you have the correct information in the building notification system.

TRAINING

Please take a moment to review these actions. Training and drilling will occur with the staff.

More information can be found at <http://iloveuguy.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the building.

OCCUPANTS:

- Return to inside of building
- Do business as usual

STAFF

- Recover occupants and staff from outside
- Increased situational awareness
- Do business as usual
- Account for staff and occupants



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the building.

OCCUPANTS:

- Move away from sight
- Maintain silence
- Prepare to evade or defend

STAFF:

- Lock interior doors
- Lights out
- Move away from sight
- Maintain silence
- Prepare to evade or defend
- Do not open the door
- Account for staff and occupants



EVACUATE TO A LOCATION

Evacuate is called to move occupants and staff from one location to another.

OCCUPANTS:

- Bring your phone
- Leave your stuff behind
- Keep your hands visible
- Be prepared for alternative instructions.

STAFF:

- Lead occupants to Evacuation Location
- Account for staff and occupants



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

OCCUPANTS:

- Use Appropriate Safety Strategy

STAFF:

- Use Appropriate Safety Strategy
- Account for staff and occupants

