



## MINDSET ALERTS

Alerts should be clear, concise, and easy to understand in a high-stress situation. Avoid coded alerts and use straightforward language as defined below.

### FIRE

Smoke, fire, or suspected fire.

WHAT TO DO:

- Pull the fire alarm and call 911.
- Evacuate the area and move to your rally point.
- Close doors behind you, unlocking them if time permits.
- Take attendance immediately at the rally point.



### LOCKDOWN/BARRICADE

An act or threat of violence in the building.

WHAT TO DO:

- Ensure the door is locked.
- Barricade the door with furniture.
- Move to the designated safer corner, away from doors and windows and out of the fatal funnel.
- Turn off lights and close window blinds.
- Silence all cell phones.
- Prepare to fight back if the room is breached.
- Do not leave the room until the all clear is given.



### SECURE BUILDING

An act or threat of violence near the building

WHAT TO DO:

- Ensure the door is locked.
- Close window blinds.
- Listen for further instructions.
- Continue work/class instruction.
- Do not leave the room until the all clear is given



### SHELTER IN PLACE

In a severe weather or hazmat event.

WHAT TO DO:

- In a hazmat event, seal off the room, turn off the HVAC, and close windows and doors.
- In a severe weather event, move away from the windows and stay indoors.

**Rally point** - The initial location building occupants are moved to for safety, at least 300 feet from the building.

**Safer corner** - An area in the room where occupants are not visible through doors or windows.

**Fatal funnel** - The area within the doorway where most fatalities occur during an active threat situation.