

CHECKLIST

SHELTER IN PLACE CHECKLIST

Here are a few tips to stay safe during a campus emergency at Armstrong.



ACTIVE SHOOTER

- MOVE** to a safe indoor area that can be secured.
- LOCK** doors or activate School Safe lockdown devices.
- BARRICADE** doors to restrict access.
- TURN OFF** lights.
- CLOSE** blinds or shades.
- SILENCE** cell phones.
- TAKE COVER.**
- STAY** calm, quiet and out of sight.
- WAIT** for authorities to give the all-clear signal.



TORNADO/ SEVERE WEATHER

- SEEK SHELTER** in an interior room, stairwell or hallway on the lowest floor possible.
- STAY** in the center of the room, away from doors and windows.
- MONITOR** local weather.
- REMAIN** in place until the danger has passed.
- WAIT** for authorities to give the all-clear signal.