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.