



# Saving Lives, one A.C.T. at a time

## Assess the Situation & Act

- What do you see, hear or smell?
- What is it? Where is it?
- Act Immediately (*Within seconds you must move!*)
  - If threat is inside, go outside
  - If threat is outside, go inside

## Cover Yourself

- The further you take cover the better (*Distance is your friend!*)
  - If threat is distant - move away and take cover - RUN
  - If threat is nearby - take cover immediately - HIDE
  - If confronted, you may need to prepare yourself to engage the individual - FIGHT
- Lock-down/Shelter-in-place\*
  - Once inside, lock yourself in a room (*Close shades and or baricade door, use heavy items for barricading and stay low*)
  - DON'T open the door unless an official law enforcement authority tells you it's safe to come out (*Call 911 to confirm officer's name*)
  - Once Outside, move behind or inside a secure structure or building.

## Take Action

- Call 911 & report all information known (*# of assailants/location/description of person(s) involved*)
- In addition to A.C.T., follow your company or institution's instructions and safety protocols
- Stay calm

*\*Lock-down is appropriate for threats posed from inside or outside a building. The threats could include a violent person attempting to enter a location, a perpetrator already inside, or nearby, criminal or terrorist activity.*

*\*Shelter-in-place is appropriate for threats posed by an atmospheric contamination or act of nature. The threats might include accidents or attacks involving chemical, biological or radiological hazards and such acts of nature such as a tornado or hurricane. Shelter-in-place is to seek safety within the building you already occupy, rather than to evacuate the area or seek a community emergency shelter.*

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