

# Fact Sheet—Steps to Safety

Below is information about drills used to prepare for emergencies, including when they are used and how to do each drill. Keep this in your babysitter's first aid kit to help you if an emergency occurs.

Drill	When It Is Used	What To Do
<b>Evacuation Drill</b>	<p>This is a practice to get everyone out of a building in case of fire or gas leak or after an earthquake or other natural disaster in which a structure may have been damaged.</p> <p><i><b>Note:</b> If you are in a tsunami-prone area, moving to high ground should be added to the evacuation drill following earthquakes.</i></p>	<ol style="list-style-type: none"><li>1. Stop what you are doing and listen for or provide directions for evacuation.</li><li>2. Walk quietly and calmly to the assigned meeting place.</li><li>3. Stay quiet to listen for any further instructions from authorities or for the all-clear signal.</li></ol>
<b>Reverse Evacuation Drill</b>	<p>This drill is a practice for taking shelter inside in case of sudden, dangerous weather; thunder; or something dangerous outside, such as a refinery leak or an escaped criminal.</p> <p><i><b>Note:</b> "Lockdown" is a term used to define a Reverse Evacuation followed by locking the doors to prevent a dangerous situation from spreading into the building.</i></p>	<ol style="list-style-type: none"><li>1. At the agreed upon signal, everyone must stop what they are doing.</li><li>2. Walk calmly and quietly inside to a safe area.</li><li>3. Stay quiet to listen for any further instructions from authorities or for the all-clear signal.</li></ol>

<p><b>Drop, Cover and Hold On or Drop Drill</b></p>	<p>Drop, Cover and Hold On are steps to take in case of an earthquake. Take the drop position in a designated safe place in the building in case of a tornado warning.</p>	<ol style="list-style-type: none"> <li>1. Drop to the floor and cover your head with your arms.</li> <li>2. In case of an earthquake, it is best to drop under a table and hold onto it.</li> </ol> <p><i><b>Note:</b> If you have to hold the position for a long time, sit cross-legged on the floor.</i></p> <ol style="list-style-type: none"> <li>3. The designated safe area should be on the ground floor and at least 30 feet from exterior glass.</li> </ol>
<p><b>Move to a Safe Place (or stay in place if you are safe)</b></p>	<p>This procedure may be used for weather emergencies, like finding safe shelter in the lowest level of a building during a tornado warning or sheltering in the upper levels of a building during a flash flood. It may also be necessary for a longer time, such as during a winter storm, a landslide or a blackout. Sometimes officials may say “shelter-in-place” to mean stay where you are, whether at home or somewhere else, and move to a safe place there.</p>	<p>If you need to move to a safe place or shelter-in-place you will—</p> <ol style="list-style-type: none"> <li>1. Go inside or stay in place if you are safe.</li> <li>2. Listen to the radio or TV.</li> <li>3. Wait for the all-clear signal before you move out.</li> </ol> <p>If you must seal-a-room—</p> <ol style="list-style-type: none"> <li>1. Turn off heaters and air conditioners and close fireplace dampers.</li> <li>2. Close and seal all doors and windows.</li> <li>3. Cover your nose and mouth with a wet cloth, if necessary.</li> </ol>

	<p><b>Note:</b> “Seal-a-Room” procedures are part of shelter-in-place directions in cases of chemical releases, where outdoors is unsafe and plastic sheeting helps seal windows and doors.</p>	
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