Drill Do's
- Do take drills seriously
- Do help keep evacuation routes clear, year round
- Do evacuate to a designated area, as quickly as possible
- Do alert management if any physical issues hinder your getting to safety
- Do exercise caution after given an official “all clear”
- Do give feedback after a drill—the good and the bad—to improve the process

Drill Don’ts
- Don’t assume a drill is a “false alarm”
- Don’t go back to your workstation for personal items
- Don’t head for the main exit instead of your closest emergency exit
- Don’t socialize during drills – remain quiet and calm and await further instructions
- Don’t use an elevator – take the stairs

Say “YES!” to these KNOWS
- Know what types of emergencies you need to get ready for:
  - Fires
  - Natural disasters (tornadoes, hurricanes, earthquakes)
  - Active shooter incidents
  - Chemical or gas leaks
- Know your company’s plans for each type of emergency:
  - Review your company’s safety manual
  - Ask your supervisor to go over anything you don’t understand
  - Make sure new hires get a thorough safety briefing
- Know how to report emergencies:
  - Should you dial 911 or a designated internal number?
- Know where fire alarms and fire extinguishers are located
- Know the different alarms for different emergencies
- Know all the escape routes in your facility
  - In case your closest one is blocked
  - For when you’re in a different area when an alarm sounds

When There’s an Active Shooter
- Flee immediately, if you can
- Leave belongings behind
- If you cannot flee, hide
- If you’re behind a door, lock or barricade it

- As a last resort:
  - Try to incapacitate the shooter
  - Keep moving and be distracting
  - If in close range, fighting increases your chance of survival
  - Call 911 as soon as you can do so safely

For more information on this and other safety topics, visit the member-exclusive website at nsc.org