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2. Nursing Staff
 - a. Connect O₂ concentrators to all residents requiring oxygen.
 - b. Relocate the residents to safe refuge All visitors shall be directed to **Take Cover** with the residents.
 - c. Direct staff as needed.
 - d. Take first aid supplies/medical supplies to designated Area of Refuge, time permitting.
 - e. Remain calm to not upset the residents.
 3. Certified Nursing Assistants
 - a. Relocate the residents to safe refuge and stay in close proximity of the residents while **taking cover** as well.
 - b. Ensure drapes, blinds, doors, and windows are closed.
 - c. Remain calm to not upset the residents.
 4. Management Staff of All Departments
 - a. Secure work area by securing records, closing drawers, cabinets, shutting down electronic appliances, etc. and reporting to the nearest Area of Refuge away from all windows and doors.
 - b. Direct staff as needed.
 - c. Ensure drapes, blinds, doors, and windows are closed.
 - d. Assist in relocating residents to safe refuge if possible.
 - e. All visitors shall be directed to **Take Cover** with the residents.
 - f. Remain calm to not upset the residents.
 - g. Assist Incident Commander as needed.
 5. Maintenance
 - a. Ensure drapes, blinds, doors, and windows are closed.
 - b. Be prepared to activate Shutdown Procedures if warranted by the situation.
 - c. Assist in relocating residents to safe refuge if possible.
 - d. Remain calm to not upset the residents.
 - e. Assist Incident Commander as needed.
 6. Other Staff Members
 - a. Secure work area by securing records, closing drawers, cabinets, shutting down electronic appliances, etc., and reporting to the nearest Area of Refuge away from all windows and doors.
 - b. Ensure drapes, blinds, doors, and windows are closed.
 - c. Assist in relocating residents to safe refuge if possible.
 - d. Remain calm to not upset the residents.