

SHELTER IN PLACE

What conditions may warrant sheltering in place?

A hazardous material release, a dangerous person/hostile intruder in the area, severe weather that makes travel or being outdoors dangerous, when there is not enough time to safely evacuate.

What should I know about sheltering in place?

- The basic concept behind sheltering-in-place is to **put barriers** between yourself and the danger, while still maintaining safety and communications.
- The best room in a building to use for sheltering-in place is an **interior room** with as few windows and doors as possible, preferably with a TV, phone, and an adjacent bathroom.

What should I do to safely shelter in place?

- **In general:**
 - GO inside as quickly as possible (and if there are visitors in the area, provide for their safety by asking them to stay) **or**
 - PROCEED to interior room, if already indoors.
 - CLOSE all doors and windows.
 - LOCK all windows and close blinds and shades *if there is time*.
 - LOCK doors if advised to do so.
 - DO NOT use gas stoves, candles, or other fire sources due to the dangers of carbon monoxide and creating a fire hazard.
 - USE the phone only for emergencies.

If you have symptoms of exposure, call 911 and follow their instructions. Stay in the room until told by authorities it is safe to leave.

- **If the emergency is a hazardous material spill or gas release outside of the building:**
 - BRING an emergency/first aid kit into this room.
 - TURN OFF air conditioners, furnaces, and fans, *if possible*.
 - SEAL all windows, doors and air vents with plastic sheeting and duct tape, if possible**or**
 - IMPROVISE and use what you have on hand to **seal gaps** so that you create a barrier between yourself and any contamination.
 - TURN ON a TV or radio so you can hear emergency messages.
- **If the emergency is a dangerous person or hostile intruder:**
See the Campus Violence section.
*** DO NOT SEEK SHELTER IN RESTROOMS IN THIS CIRCUMSTANCE. ***
- **If the emergency is severe weather:**
See Severe Weather section or Hurricanes and Tornadoes section.

Appropriate Sheltering in Place rooms are dependent on the emergency. See below for guidance.

Individuals Requiring Assistance

What should I know as an individual requiring assistance?

It is recommended individuals requiring assistance prepare for emergencies by:

- LEARNING the locations of interior rooms.
- PLANNING a shelter in place strategy.
- TELLING a co-worker or instructor how to assist you in case of emergency.

What should I do, as an individual requiring assistance, during a shelter in place event?

- WAIT in the closest interior room, or stay where you are, depending on the nature of the emergency **and** ask for assistance from others.
- Establish a “Buddy” system to help those in need.

What should I know in order to help individuals requiring assistance?

- KNOW the needs and capabilities of the people requiring assistance who are routinely in your work area.
- ASK how you can help anyone requiring assistance before giving it.
- GENERAL GUIDELINES:

INDIVIDUALS WHO ARE BLIND OR VISUALLY IMPAIRED BUT MOBILE:

- MOVE them out of the rush of traffic FIRST, and then promptly assist to the nearest shelter in place area.
- DO NOT GRAB THEIR HANDS AND PULL THEM ALONG. Instead, offer your elbow to them. It is easier to hold on to a sighted person’s elbow while moving. If possible, someone should follow behind to protect the individual from being pushed down in the event of crowding.

INDIVIDUALS WHO ARE DEAF OR HARD OF HEARING BUT MOBILE may be unaware of the need to shelter in place, as they may not be able to distinguish audible warning alarms or respond to voice communications. Get their attention and convey information by:

- Turning room lights on and off or using hand gestures or sign language and writing what is happening and where to go. They should be calmly advised and guided to the nearest available shelter in place area.
- Escort individuals to the nearest shelter in place area as they may not be able to follow oral commands.

INDIVIDUALS WHO MAY NOT BE ABLE TO RESPOND TO AN EMERGENCY SHOULD BE CALMLY ADVISED AND GUIDED TO THE PLACE OF SHELTER.

INDIVIDUALS WHO ARE IMMOBILIZED OR HAVE A MOBILITY DISABILITY:

- These include individuals wearing casts and/or using canes or crutches, or those who are wheelchair bound, and those sustaining injuries during the emergency that render them immobile.
- They should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs to **REDUCE THE RISK OF PERSONAL INJURY. They should not be moved by untrained personnel unless the situation is life-threatening (Fire Rescue/Police personnel are trained personnel).**
- If individuals can walk with assistance, a “buddy” should assist and accompany the individual when moving to an appropriate shelter in place area.

What should I do to assist individuals who cannot maneuver up/down stairs?

MOVE THE INDIVIDUAL quickly to reasonable safety, preferably to a low-traffic area near a stairwell for quick rescue or an enclosed room or space that smoke or flames or the unfolding event cannot easily affect.

- ACCOMPANY ANY ACTION by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken.

- CONTACT UNIVERSITY POLICE immediately if a telephone is available, and provide the following:
 - The individual's name and location within the building
 - The phone number from which the call is being made.

If left alone, the individual may wish to remain on the phone with University Police.
- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may remain with and assist the individual.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the individual(s) with the disability(ies).

If a building evacuation becomes necessary, have trained emergency personnel assist. See Emergency Evacuation section.

SHELTER IN PLACE GUIDE

