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.
    - 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:**

- Guide them 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:** Get their attention and convey information by:

- Using hand gestures or writing what is happening and where to go. They should be calmly advised and guided to the nearest available shelter in place area.
- Guide 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?

GUIDE THE INDIVIDUAL quickly to the nearest shelter in place area 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.

- CALL 911 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**

**General:** Sheltering within building envelope e.g. emergency occurring outside building such as a hazardous material spill, civil unrest etc.

**Severe Weather:** Interior rooms, away from windows, doors and exterior walls e.g. tornado, lightning

**Individual:** Any room that can be locked from within e.g. hostile intruder or threat in building where evacuating is not a safe option. **DO NOT CHOOSE RESTROOMS.**