

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 **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 the emergency is a hazardous material spill or gas release:**
 - STAY low and away from windows, in high winds
 - BRING a disaster 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.
- **If the emergency is severe weather:**
See Severe Weather section or Hurricanes and Tornadoes section.

Individuals Requiring Assistance

What should I know as an individual requiring assistance?

It is recommended individuals requiring assistance prepare for emergencies ahead of time by:

- LEARN the locations of interior rooms.
- PLAN a shelter in place strategy.
- SHOW 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?

- SEEK REFUGE in the closest interior room, or stay where you are, depending on the nature of the emergency **and** request assistance from others.

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

- BE FAMILIAR with the people requiring assistance who are routinely in your work area.
- TO REDUCE THE RISK OF PERSONAL INJURY, attempts to carry immobilized persons are discouraged. **Wherever stairs are a part of the evacuation route, the following procedures are to be applied:**

BLIND, BUT MOBILE PERSONS, should first be moved out of the rush of traffic, and then promptly guided to the appropriate area to do so depending on the nature of the emergency.

DEAF, BUT MOBILE PERSONS, may be unaware of the need to shelter in place, and should be calmly advised and guided to the appropriate area to do so depending on the nature of the emergency.

TEMPORARILY IMMOBILIZED PERSONS, including those wearing casts and/or using canes or crutches, should be given assistance based solely upon their ability to maneuver through doorways and up/down stairs. If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired (see below).

PERMANENTLY IMMOBILIZED PERSONS are those who have either limited or no use of legs, and must rely upon crutches, wheelchairs, or walkers for transport in and through buildings.

What should I do to help individuals requiring assistance?

- MOVE THE PHYSICALLY IMPAIRED person quickly to reasonable safety, preferably to an enclosed room or space that smoke or flames or the unfolding event cannot easily enter **as soon as a fire alarm sounds or the order to shelter in place is received** by emergency or Building Safety personnel. **ELEVATORS CANNOT BE USED**
- ACCOMPANY this 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 disabled person may wish to remain on the phone with University Police.

- IF AVAILABLE, A COMPANION, OR OTHER RESPONSIBLE PERSON may stand by to remain with and assist the physically-challenged individual.
- INFORM the Building Safety Supervisor or emergency personnel of the exact location of the immobilized person(s).

If it becomes necessary for removal from the building, trained, equipped, emergency personnel will then carry out the removal.