



# Shelter-In-Place

“Shelter-in-place” means to take immediate shelter where you are—at home, work, school, or in between. It may also mean “seal the room;” in other words, take steps to prevent outside air from coming in. This is because local authorities may instruct you to “shelter-in-place” if chemical or radiological contaminants are released into the environment. It is important to listen to TV or radio Emergency announcements to understand whether the authorities wish you to merely remain indoors or to take additional steps to protect yourself.

## Mitigation:

- Help ensure that the emergency plan and checklist involves all employees. Volunteers or Building Marshals should be assigned specific duties during an emergency. Alternates should be assigned to each duty.
- Purchase a shelter kit to keep at your desk. Duct tape and first aid supplies can sometimes disappear when all employees know where the shelter kit is stored. Batteries for the radio and flashlight should be replaced regularly.

## Response:

- Initiate Evacuation Plan as necessary.
- Using the communication plan the campus will give a notification via several forms including:
  - Text messaging alerts
  - Email alerts
  - PA systems
  - Phone Systems
  - Social Media
- Initiate traffic evacuation plan as necessary.
- Authorities will give an “all clear” signal when it is safe to leave. Never leave the building without authorization from a Law Enforcement Officer or Campus Personnel that are clearly identified.
- The campus will send updates and notifications via the communication plan of the event progress and completion or ending of the event via:
  - Text messaging alerts
  - Email alerts



- PA systems
- Phone Systems
- Social Media



## SHELTER-IN-PLACE DRILL CHECKLIST

Good	Need To Improve How?	
_____	_____	<b>1. Parents were informed about the drill.</b>
_____	_____	2. Scenario reviewed with staff prior to event.
_____	_____	3. Students/staff went inside, closed the doors, and closed and locked all windows.
_____	_____	4. Hang signs on doors and office to indicate "Sheltering In Place."
_____	_____	5. Roll call of students and staff.
_____	_____	6. Place wet towels across the bottom of doors to the outside. (Simulate during drill.)
_____	_____	7. Tape up any vents that can't be closed. (Simulate during drill.)
_____	_____	8. Tape around windows if air is leaking in. (Simulate during drill.)
_____	_____	<b>9. Turn off air conditioning and exhaust fan in kitchen. (Simulate during drill.)</b>
_____	_____	10. Close drapes and curtains.
_____	_____	11. Turn off pilot lights, but electricity should remain on. (Simulate during drill.)
_____	_____	12. Designate room for people who come to school during drill.
_____	_____	13. Post signs indicating location of visitor's room.
_____	_____	14. Alternate restroom facilities available in each room.
_____	_____	15. Alternate source of water for rooms without sinks.
_____	_____	16. Are there provisions for students needing medication during Shelter in Place?
_____	_____	<b>17. Call 9-1-1 and the School District to tell them you are Sheltering in Place. (Simulate during drill.)</b>
_____	_____	<b>18. No one goes out during this time.</b>
_____	_____	<b>19. Do you have a method of communicating with the office during a drill?</b>

**Please use the reverse side of this checklist for your suggestions and candid comments. Please return this form within 5 days to the Principal. This form should be completed by all adult participants and observers at school site.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_