

## Shelter-in-Place Procedure

### Definition of Shelter-in-Place

- "Shelter-in-place" means to take immediate shelter where you are—at home, work, school or in between—usually for just a few hours. Local authorities may instruct you to "shelter-in-place" if chemical or radiological contaminants are released into the environment.

### During a Shelter-in-Place

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty and staff indoors.
- If visitors are in the building, provide for their safety by asking them to stay.
- Ideally, have access to the school-wide public address system in the room where the top school official takes shelter.
- Have at least one telephone line under the school's listed telephone number in one of the shelter rooms available for a designated person to answer the calls of concerned parents. If time permits, and if it is not possible for a person to monitor the telephone, activate the school voicemail or an automated attendant. Indicate that the school is closed and that students and staff are remaining in the building until authorities say it is safe to leave.
- Have all children, staff and visitors take shelter in pre-selected rooms that have phone access and stored disaster supplies kits and, preferably, access to a bathroom. Shut the doors.
- Have all shelter rooms closed. Lock all windows, exterior doors and any other openings to the outside.
- If told there is danger of explosion, make sure window shades, blinds or curtains are closed.
- The custodian will manually turn off heating, ventilating and air conditioning systems one by one.
- If instructed by officials, use duct tape and plastic sheeting to seal all cracks around the door(s), windows and vents into the room. As much as possible, reduce the flow of air into the room.
- One teacher or staff member in each room should write down the names of everyone in the room and use the e-mail lockdown folder to report who is in the room.
- Everyone should stay in the room until school officials, via the public address system, announce that all is safe to open the doors.
- Once the word has been given that all is safe, everyone should go outside when the building's ventilation systems are turned back on. Follow any special instructions given by emergency authorities to avoid chemical and radiological contaminants

outdoors.