

## **SHELTER IN PLACE**

Notification to shelter in place can come from the University Police Department, housing staff, other University employees, or local police or fire authorities. Also, notification may come over the radio and television.

### **BEFORE THE THREAT:**

Although it is unlikely that you will ever need to shelter in place, it is helpful to prepare.

- Make plans now for your own emergency communications.
- Discuss your emergency plans with relatives, friends, classmates, and co-workers.
- A few simple items (extra prescription medicine, first-aid supplies, non-perishable food and water, flashlight, light radio, phone) stored in the place you spend the most time can make sheltering more comfortable.
- If such an emergency occurs when you are home, do not come to campus until officials announce that it is safe to do so.

### **SHELTER IN PLACE PROCEDURES:**

At times during either a disaster or emergency response, it may be safer for people to remain inside until the incident has been mitigated. Due, in part, to their construction and air management systems, buildings may provide better protection against exposure, particularly in the initial stages of an outdoors hazardous material release.

- Stay in a safe place protected from the hazard.
- Close doors and windows.
- If possible, move to an interior room away from as many windows as possible.
- Wedge cloth or other suitable material under door jam to reduce ventilation if it is a hazardous material emergency.
- Turn off air conditioners, heaters, and fans. Close vents to the ventilation system as you are able. University staff will turn off the ventilation system as quick as possible if it is a hazardous material emergency.
- Follow the instructions of the emergency response personnel on the scene.
- Turn on a radio or television for additional informational.
- Refrain from arranging parents or friends to come to campus to pick you up. The University will want to minimize the number of people in the affected area.
- Remain in the shelter until University officials notify you that it is safe to leave.

### **EMERGENCY RESPONSE:**

- The University Police in collaboration with other emergency responders, will evaluate the threat situation to determine the appropriate response.

- In the event of a hazardous threat, emergency responders will coordinate with Facilities Management to shut off heating, cooling, and ventilation systems to the affected areas.
- Upon receipt and confirmation of a credible bomb threat, the University Police Chief or her/his designee shall contact the Emergency Operations Executives (Vice President for Administration and Finance, and the Environmental Health & Safety Officer) as soon as is practical without hampering response efforts.

**RETURN TO NORMAL OPERATIONS:**

In the event a shelter in place order is given, members of the campus community are asked to remain inside until:

- The “All Clear” order is given by emergency responders.
- All immediate police and rescue activity has been completed.

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