

Policy Number: 1.017
Name: Shelter-in-Place
Approved: April 1, 2009

Shelter-in-place means selecting small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. You might need to shelter-in-place when chemical, biological, or radiological contaminants have been accidentally or intentionally released into the environment. Should this occur, information will be provided by university or police authorities using the text and other alert systems. The important thing is for you to follow instructions of authorities and know what to do if they advise you to shelter-in-place. If you are told to shelter-in-place follow the below instructions:

- Stop classes or work, or close business operations.
- If there are others in the building, provide for their safety by asking them to stay-not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately, wherever they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask students, staff, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Gather essential disaster supplies if possible.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary.
- Bring everyone into the room(s). Shut, and if possible, lock the door(s).
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. University and local officials may call for evacuation in specific areas at greatest risk in your community.