



# The Universities

AT SHADY GROVE

## Shelter in Place Procedure

USG Procedure | Approved April 2009 , Amended May 2019

### I. Purpose and Applicability

This procedure is designed to provide individuals with information on when and how to shelter in place.

### II. Definitions

- a. *Shelter in Place*: the act of selecting a small, interior room when possible with no or few windows and taking refuge there. The key behavior is to stay within your building until it is safe to leave the area.

### III. Procedure Statement

You might need to shelter-in-place when a weather-related incident is occurring or 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.

### IV. Procedure

- A. If you are told to shelter in place follow the instructions below:
  1. Stop classes or work, or close business operations.
  2. 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.
  3. 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.
  4. For all weather-related emergencies, seek out a place that has a reinforced structure above your head. Do not stay on the top floor of any building. Know your location within your building.
  5. For chemical, biological, or radiological contaminations, 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 down. Avoid overcrowding by selecting several rooms if necessary.
  6. Close and lock all windows, exterior doors, and any other openings to the outside.

7. If you are told there is danger of explosion, close the window shades, blinds, or curtains.
8. Gather essential disaster supplies if possible.
9. Bring everyone into the room(s). Shut, and if possible, lock the door(s).
10. Keep listening to the radio or television until you are told it 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.