

Shelter in Place Instructions



When at home

1. Close and lock all windows and exterior doors.
2. Bring pets inside.
3. If you are told there is a danger of explosion, close the window shades, blinds or curtains.
4. Turn off all fans, heating and air conditioning systems.
5. If you have a fireplace, close the damper.
6. Use duct tape and plastic sheeting to seal all cracks around doors, windows and vents.
7. Move your family and pets to an interior room without windows that is above ground level and bring your 72 hour emergency kit. For some chemical related emergencies, the above ground location is safer as some chemicals are heavier than air and may seep into basements.
8. Seal the door and windows in your shelter in place room with plastic sheeting and duct tape and place a damp towel along the base of the door.
9. It is preferable to have a hard-wired land line telephone in the room you select to shelter in place.
10. Only use the telephone for emergencies.
11. Tune into a local radio station to receive updates on the situation.
12. Be ready to evacuate if directed to do so by civil authorities.



When at work

1. Notify all outside workers to come indoors.
2. Close the business.
3. Direct customers, clients or visitors in the building to your shelter in place area.
4. Turn on call-forwarding or alternative telephone answering systems or services. If you have voice mail or an automated attendant change the message to advise that the business is closed and staff/visitors are remaining in the building until civil authorities advise that the area is now safe.
5. Close and lock all windows, exterior doors and any other openings to the outside.
6. If there is a danger of explosion, close all blinds, shades or curtains.
7. Use duct tape and plastic sheeting to seal all cracks around doors, windows and vents.
8. Turn off all fans, heating and air conditioning systems, exhausts and air intakes. If possible seal any systems that exchange air from inside the building with air outside of the building.
9. Bring disaster supplies into shelter in place room such as non-perishable food, water, battery powered radio, flashlights, first aid kits, duct tape, plastic sheeting etc.
10. The shelter in place room should be an interior location with no or few windows, above the ground floor and have adequate space for everyone to sit on the ground. It may be necessary to select several rooms to avoid overcrowding
11. It is preferable to have a hardwired phone in the shelter-in-place room. Use phones only in an emergency.
12. Once everyone is in the shelter in place room(s) use duct tape and plastic sheeting to seal the door, windows and vents. If available, place rolled damp towels at the base of the door.
13. Write down the names of everyone in the room, their emergency contact name and number and their affiliation with the company. i.e. employee, client, visitor.
14. Listen to the radio to receive updates on the situation.
15. Be ready to evacuate if directed to do so by civil authorities.



When in a vehicle

1. If you are very close to home, your office or a building, go there immediately and go inside. Follow the shelter in place instructions for home and/or work.
2. If you are unable to get to a building quickly and safely, pull over to the side of the road. Stop your vehicle in a shady area.
3. Turn on your four way flashing lights.
4. Turn off the engine, close windows and vents
5. If possible, seal the heating/air conditioning vents with duct tape.
6. Listen to the radio regularly for updates and instructions.
7. Stay where you are until civil authorities declare the area safe. Be aware that roads may be closed and/or traffic detoured. Follow directions provided by civil authorities.