



# Shelter In Place

## What is shelter in place?

Emergency procedure designed to separate and isolate one area from another. Generally it is used for a chemical emergency such as a natural gas leak or other harmful chemicals. Essentially you keep the good air in and the bad air out of a room, building or other area. This same procedure can be used for other emergencies such as an active shooter in the area.

## What to do if I'm told to shelter in place

- Charge cell phones and keep them on.
- Move people and pets inside.
- Monitor doors so no one wanders off.
- Turn your radio and/or TV to local stations. Continually monitor for updates or changes.
- Limit use of the facility phone to emergency calls only. If the phone rings, answer it, it may be your emergency agency giving you important information. If it is not emergency information, keep your conversation brief and promptly hang up the phone.
- Access all emergency supplies, disaster kits, first aid kits, bring them inside.
- Have fire extinguishers.
- Make a list of everyone in the facility at that moment, including staff and visitors.
- Check batteries for oxygen devices and motorized wheelchairs, make sure they are charged and ready in the event you are told to evacuate your neighborhood.
- Post a "Sheltering in place" sign inside the front window of the home. Sign should be facing out toward the front street/entrance.

## How to Remain in the Facility and Shelter in Place

- Seal the inside thresholds of all exterior doors including the garage with damp towels. Do not open these doors once sealed until the shelter in place order has been lifted.
- Close and lock all windows and exterior doors. This will create the best seal.
- Close all window treatments.
- Do not lock residents in their rooms.
- Shut down all heating and cooling systems. These draw air in from the outside.
- Close fire dampers if there is no fire going in the fire place.
- If advised, seal off windows, doors and air vents with duct tape and heavy plastic.
- Do not seal off gas wall heaters that are still on.
- Continually check on all residents, and keep them clam.
- If there is a medical emergency call 9-1-1, Dispatchers will give you further instructions.