

## Shelter-in-Place Procedures

**Shelter-in-place means to take shelter within the building you are in. Taking shelter inside may be in response to an external hazard such as smoke, chemical release from an industrial or transportation accident, police, fire or public health emergencies, or acts of violence or**

The orders to shelter-in-place will generally be given by local emergency response agencies. The campus community may be notified to shelter-in-place via public radio or television, weather alert radios, FirstCall system, phone or door-to-door verbal messages. Local authorities will provide instructions on how to shelter-in-place based on the type of emergency.

1. If the event is a severe weather warning, follow the *Severe Weather Procedures*.
2. Go inside the nearest building to a room, corridor or space with no windows.
3. Turn on a weather alert radio, AM/FM radio or television to a local Emergency Broadcast System (EBS) station for information. KUWS 91.3 FM radio is an EBS station.
4. Follow the instructions from local emergency responders for how and where to take shelter.
5. Gather essential disaster supplies, such as battery-powered radios, weather alert radios, 1<sup>st</sup> aid supplies, flashlights, food, bottled water, duct tape, plastic sheeting, and plastic garbage bags.
6. Do not use the elevator, as the power may be turned off suddenly.
7. Unless emergency responders have advised otherwise, assume that water supplies are safe for use. If advised that water supplies are unsafe, use only bottled water for drinking.
8. Designate one phone (land-line) for incoming or outgoing emergency communication.
  - a. Cancel any call forwarding programming in the phone line. (\*3 and \*6).
  - b. Keep paper, pen, campus phone book and community phone books near the phone.
  - c. **Call 911 or Campus Safety (8114) only in an emergency.** Listen to a radio or call the Weather Hotline, 394-8400 (ext. 8400), for status information about the emergency.
  - d. Designate a separate phone for all personal use.
9. Start a sign-in sheet for all individuals in the shelter area. (Please print). If individuals decide to leave the shelter, request they sign out and provide a destination as they leave.
10. Contact Campus Safety (ext. 8114) and provide the shelter phone number, the number of people in the shelter, the shelter location, injuries, illnesses and actions taken.
11. If the emergency involves an airborne release, emergency broadcast messages may instruct you to take some or all of the following additional actions:
  - a. Take shelter in an interior room above ground with few/no windows or vents, such as windowless offices, restrooms or corridors. Avoid basements because chemical vapors may settle into the lowest levels.
  - b. Breathe through a wet towel held to the nose and mouth if breathing is difficult.
  - c. Close and lock all windows. Close exterior, stairwell, hall and room doors.
  - d. Turn off switch-operated ventilation systems, such as air conditioners, kitchen range hoods, art studio ventilation, etc. Facilities will turn off other ventilation equipment remotely or may provide verbal instructions on how to turn the equipment off.
  - e. Use any available plastic sheeting, plastic bags, tape or wet towels to seal windows, doors or vents to the outside, such as air conditioners or fans.
12. Stay within the shelter until the "All Clear" signal is received via public announcement.
13. After leaving the shelter, go to the Assembly Point for additional instructions or assistance.