

## **SHELTER IN PLACE**

This action is taken to place and/or keep staff/students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air.

The difference between Shelter-in-Place and Lock Down/Barricade is that the former involves shut down of the HVAC systems, and allows for the free movement of staff/students within the building. However, staff/students in offices/classes in bungalows and buildings with exterior passageways will have to remain in the office/classroom.

### **Description of Action**

1. The Incident Commander or designee will make the following announcement on the PA system. If the PA system is not available, the Incident Commander will use other means of communication, i.e., sending messengers to deliver instructions. The Incident Commander should be calm, convey reassuring comments that the situation is under control and give clear directions.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

2. If inside, administrators/teachers will keep staff/students in the building/classroom until further instructions are given.
3. If outside, staff/students will proceed to their offices/classrooms if it is safe to do so. If not, teachers or administrative staff will direct staff/students into nearby classrooms or agency buildings (e.g., auditorium, library, cafeteria, gymnasium). Administrators/Teachers should consider the location and proximity of the identified hazard and, if necessary, proceed to an alternative indoor location.
4. Administrators/Teachers are responsible to secure individual classrooms whereas the Security/Utilities Team will assist in completing the procedures as needed: shut down the classroom/building(s) HVAC system; turn off local fans in the area; close and lock doors and windows; seal gaps under doors and windows with wet towels or duct tape; seal vents with aluminum foil or plastic wrap, if available; and turn off sources of ignition, such as pilot lights.

