

Development of Your Local Shelter-in-Place Plan

Sheltering-in-place is appropriate when conditions require that you seek immediate protection in your place of employment or other location when disaster strikes. The following guidance is provided where no existing or current sheltering in place guidelines exist.

First, everyone must be aware that there is no single strategy for preparing a response to potential terrorist attacks involving biological, nuclear, and chemical weapons. Response actions must be taken based on the attack and the circumstances involved. However, it is essential that any preparation for any such event begin with the basic step of emergency preparation and “Sheltering in Place” is one such preparatory action.

Please insert this guide behind your OEP as an addendum and share with all employees then test and modify as necessary. Consider the items below as you develop your local Shelter-in-Place Plan.

1. Shut all windows and doors.
2. Turn off all air handling equipment - heating, ventilation, and/or air conditioning.
3. Move employees to the center floors of the facility, as close to the center of the building as possible and away from outer windows and other openings.
4. Monitor TV and radio and listen for further instructions and communicate to the Occupant Emergency Coordinators or designated Ed management staff.
5. When the “all clear” is announced follow instructions provided as to where to go and what to do.
6. Listen to and follow the instructions from Occupant Emergency Coordinators or Designated Official as appropriate.
7. Develop your shelter in place plan with employee’s help to maximize the cooperation of employees with the shelter plan.
8. Develop pre-determined sheltering area suitable for each floor.
9. Develop an accountability system. You should know who is in your building and floor and where they are if an emergency develops. When activated, visitors should be made aware of your office’s decision to “Shelter in Place” if advised by emergency management officials.
10. Duties should be assigned to the specific employees assigned OEP responsibilities. Those employees should have backups.
11. Drills will be planned and executed. Afterwards, the drill should be critiqued by OEP Command Team. Lessons learned should be incorporated into your “Shelter-in-Place” plan.
12. Advise OM Security Services once the Plan has been tested and critiqued.

SHELTERING IN PLACE

What Employees Should Do During An Emergency When Told To Remain In The Building

- Listen to instructions from emergency coordinators or designated officials.
- If you must leave your floor, take your personal belongings with you.
- Depending on your location and the situation, you may need to remain on your floor or be instructed to go to another floor (see instructions below).
- Elevators should not be used unless specified by a floor captain.
- Floor monitors will be on each floor to provide information and instructions.
- When you reach your assigned floor, remain in the main corridors, but do not block the elevator lobby. Leave an open space in each corridor, for emergency personnel.

All disabled employees who need relocation assistance should report to their refuge area and await instructions.

Shelter-in-Place Relocate to Lower Levels	Shelter-in-Place Relocate to Upper Levels	Shelter-in-Place Relocate to Interior of Building
<p>Power/No Power</p> <ul style="list-style-type: none"> • If you work on upper floor levels, use the stairwells and relocate to the center floors of the building/facility. 	<p>Power/No Power</p> <ul style="list-style-type: none"> • If you work on lower floor levels, use the stairwells and relocate to the center floors of the building/facility. 	<p>Power/No Power</p> <ul style="list-style-type: none"> • If you work on center floor levels, remain on your floor, move away from all windows, and move to the center area of the floor. (i.e. conference rooms and others areas without windows.)