



5-minute safety talk

What Is Shelter in Place?

Shelter in place is selecting an interior room or rooms within the organization, or ones with no or few windows and taking refuge there. *FEMA* Different types of emergencies may require shelter in place.

- ✓ Chemical spills
- ✓ Radiation
- ✓ Oil spills
- ✓ Toxic gas releases

PREPARE FOR A SHELTER IN PLACE EMERGENCY

- ❑ Become familiar with your organization's shelter in place emergency plan.
- ❑ Learn about the alarm system and any distinctive alarms used in the case of a shelter in place emergency.
- ❑ Learn about actions to take in preparation for a shelter in place emergency such as locking exterior doors, closing windows and air vents, and turning off heating and air-conditioning systems.
- ❑ Know the location of emergency supplies such as non-perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting and plastic garbage bags.
- ❑ Know the locations of shelter rooms.

STEPS TO TAKE

1. Identify if the alarm signals shelter in place and assume it is an emergency.
2. Do not leave the building and try to remain calm.
3. Walk to the room(s) designated for a shelter in place emergency.
4. If in a room with a door, make sure the door is closed. Lock the door if there is time.
5. If the shelter area has a window, close it. Also, close air vents and turn off heating and air-conditioning.
6. If you are told there is danger of explosion, also close the window shades, blinds or curtains.
7. Unless there is an imminent threat, inform your emergency contact of your whereabouts and safety.
8. Remain in the shelter room and check media sources regularly for updates on the emergency. Wait for further direction from the emergency personnel.



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