

VII.

SHELTER IN PLACE

- Why Shelter in place because of Chemical, biological, radiological or physical debris may be released or scattered accidentally or intentionally into the environment.
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- Shelter in place means selecting a small, interior room with no or few windows and taking refuge there. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. It does not mean sealing off your entire office suite.
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- If you are told to shelter in place, follow the instruction below.

BEFORE:

- ▲ Gather essential disaster supplies, such as non-perishables foods, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- ▲ Select interior room(s) with the fewest windows or vents.
- ▲ It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

DURING:

- ▲ Close the business
- ▲
- ▲ If there are customers, clients or visitors in your suite, provide for their safety by asking them to stay – not leave.
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- ▲ Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
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- ▲ Turn on call-forwarding or alternative telephone answering systems or services.
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- ▲ If you are told there is a danger of explosion close the window shades, blinds or curtains.

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- ⤴ Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, and customer.)
- ⤴ Keep listening to the radio or television.
- ⤴ Do not leave the area until you have been notified by Local Authorities & Building Management Staff that all is safe or you are told to evacuate.

Instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

However, you should be prepared for at least 4 days in the worst case. In these situations you should have water, food, blankets and comfortable shoes.

NOTE: Shelter-in-place cannot be forced however, if someone chooses not to shelter in place please ask them to wait for Building Management Staff or the Local Authorities **BEFORE** leaving the suite.

We will be happy to assist them in getting away from the building as safely as possible without risking other people