Shelter in Place

In case of an emergency, there are a variety of circumstances where it may be safer to stay within the facility versus initiating an evacuation. These plans are referred to as Shelter in Place.

Situations that require a shelter in place action plan may include severe weather, violent incidents, other emergencies which are in the surrounding area, etc.

Understanding the layout and function of each facility is critical in effectively executing a shelter in place plan. In becoming familiar with each facility you should consider:

- Layout and size of available spaces
- Interior spaces that DO NOT have windows to the outside elements
- Spaces that DO NOT have viewing windows at the entrances
- Locking mechanism on each space
- The location of telephones (land lines and payphones) or other methods of communication throughout the facility
- Where cell phone coverage is available
- Where all exits are located (main and alternative)

If it is unsafe to escape:

- Immediately seek protection.
- Secure area by locking or barricading door using whatever means available.
- Stay behind solid objects away from door.
- Call 911.
- Minimize noise that may draw attention to your location: turn off lights, computers and radios and put cell phones on vibrate.
- Follow all directions of authorities; do not challenge law enforcement.