

SHELTERING IN PLACE

An emergency situation such as a hazardous materials release outside of building, major storm, terrorism incident, etc. may require that university personnel take shelter in their facility:

- Identify safe areas within the facility (preferably interior, windowless rooms) in which to take shelter when the threat is occurring outside of the building and the safest place is inside of the building. Ideally this occurs well before the need, i.e. do this today.
- DO NOT use basement areas during a hazardous materials release incident due to the potential hazards that are often located in basement areas.
- In the event of hazardous materials incidents requiring sheltering in place, close exterior windows and turn off heating, ventilation, and air conditioning (HVAC) systems.
- Establish a “duty desk” for the facility to monitor communications, handle requests from building occupants, coordinate the distribution and use of resources, etc.
- Departments that wish to stock emergency equipment and supplies for use in emergency sheltering situations in their facilities should consider the items listed below. In planning for such a situation remember that very few emergencies requiring sheltering last more than 24 hours.
 - Bottled water, one gallon per person per day (replace every 6 months)
 - Flashlights with extra batteries
 - AM/FM radio with extra batteries
 - First aid kit
 - Duct tape
 - pen and paper
 - whistle
 - garbage bags
 - Personal hygiene items
 - Disinfectant and household chlorine bleach
 - Non-perishable food in cans or sealed metal or plastic containers (replace every 6 months) and utensils/paper plates, etc.
 - Plastic buckets with tight lids (for use as emergency toilet)