

SHELTER-IN-PLACE

In some emergency situations it is safer to seek shelter than it is to evacuate. Sheltering-In-Place is often the appropriate choice dynamic, quickly changing conditions threaten as a result of criminal activity, a wildfires, or a hazardous materials incident.

If it Becomes Necessary to Shelter In Place:

- Remain calm.
- Whenever possible, avoid becoming directly involved in the situation yourself.
- Quickly assess the situation and identify existing/potential hazards.
- If you are outdoors, immediately move indoors.
- Alert others in the immediate area to the situation and direct them to safety.
- If you are not in a safe area, move to an area that *is* safe.
- Report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the type and location of the hazardous materials and advise them if there are any injured/trapped persons. Remain on the line or available to answer questions and provide other critical information.
- Close and lock (or barricade) all doors and windows. Move everyone as far from potential threat areas as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger. Consider the possibility that injured persons may have been contaminated and take appropriate precautionary measures.
- When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, emergency alert systems, or, if it is safe to do so, by runner).
- If possible, shut off building ventilation systems.
- Seal large gaps in doors and windows with clothing, plastic, towels, or duct tape.
- Listen to a portable radio (740 AM) or monitor the District website Alert Bulletins Page (http://www.4cd.net/police_services/alertbulletins.asp) for local

Emergency Alert System updates and information. Follow all instructions provided by site authorities or public safety personnel.

- Remain sheltered until public safety personnel have determined that it is safe to leave.

Preparedness/Mitigation Efforts

To minimize the risk and impact of a Shelter-In-Place incident within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- Keep adequate emergency supplies on hand.