

Shelter In-Place

The following events may necessitate a Shelter In-Place to be activated.

- Accidental hazardous material release (lab or science area).
- Airplane crashes nearby.
- Chemical plant accident.
- Rupture of a pipeline.
- Truck hauling chemicals crashes.
- Train hauling chemicals crashes.
- Terrorist attack (biological, chemical, or radiological).

Shelter In-Place due to chemical spills or accidental release into the air

A Shelter In-Place for chemical spills or accidental chemical release into the air is a temporary shelter in any classroom, office, or building that can provide the best available protection against exposure to chemicals or gases.

A shelter in place will last approximately 12 hours or less, rarely will it go longer.

What type of room is ideal in case a Shelter In-Place is activated?

- **DO NOT GO TO THE BASEMENT!**
- Look for an interior room above ground level; chemical agents tend to be heavier than air and settle at ground level.
- Find a room with the least amount of windows.
- Try to find a room that has a **hard phone line directly from the wall**. Please keep in mind that during an emergency event local phone lines **may not work** due to damage or a high volume of calls, texting may be a better option at that point.
- **Do not use the elevator while making your way to the appropriate room, operating elevators can cause outside contaminated air to infiltrate the interior of the building.**

How can I help mobility impaired person during a Shelter-In Place?

Safety first

- Only offer assistance that is consistent with your capabilities and comfort level, do not attempt to exceed you capabilities.
- If you are unable to offer physical assistance to mobility impaired persons please notify emergency personnel on site or call 911, you may also call the Department of Public Safety. Make sure to give the exact location of the person(s) and the reason(s) why they are having trouble Sheltering In-Place.

While I am on my way to the appropriate room, should I take anything with me?

If it is safe to do so and time permits, the following items would be very helpful and recommended:

- Bottled water, juice or any other liquid that will keep your body hydrated.
- Comfort foods such as candy, chips, gum or anything else you can find along the way.
- Prescription and non prescription medication in case local pharmacies aren't open immediately after the emergency has passed or been neutralized.
- Plastic garbage bags to use as portable bathrooms.
- Plastic material to cover the doors and windows.
- Tape of any sort, preferably Duct Tape (silver tape).
- Medical kit or supplies.

Once I have found the most appropriate room, what should I do once inside of the room?

- Shut and lock all windows and doors, this will create a tighter seal reducing the amount of seepage into the room.
- Turn off all air conditioners and fans; be sure to shut off all heaters as well.
- If you are able, close or cover all vents in the room for added protection.
- Make a list of all the people in the room with you; make sure to get any and all emergency cell numbers as well.
- Call 911 and let them know exactly where you are in the building, when it is safe to do so, call **Campus Police 916 278-6851**. Include floor level and room number when relaying information to emergency personnel.
- If needed, cover mouth and nose with a wet cloth for added protection.
- If the room has a radio or TV, please tune into local stations for more details and information.
- **DO NOT DRINK FAUCET OR TOILET WATER! EITHER OR BOTH MAY BE CONTAMINATED.**

What can I do to prepare for a Shelter In-Place before a possible chemical spill or accidental release of chemicals into the air?

- Already have a room picked out in each building that is above ground level, has little or no windows, and has a hard phone line directly from the wall to the phone.
- Make sure you have bottled water and comfort foods that are non-perishable.
- Have a fully stocked first aid kit already in place.
- Make sure that you have all necessary prescription and non prescription medication on hand for those who need it.
- Be sure you have plenty of flashlights and extra batteries.
- Have plenty of Duct Tape (silver tape) ready to go.
- Pre-cut plastic sheets to size for each window and door of selected room; keep these sheets stored in selected room.
- Having a battery operated radio is imperative; keep one located in the selected room.
- Have extra feminine hygiene products.
- Have plenty of plastic garbage bags on hand for portable toilets; a five gallon bucket and lid are also recommended.
- Have plenty of toilet paper.
- Have plenty of hand sanitizer.
- Have disposable utensils available if you have canned products stored.
- Have extra blankets and towels.
- Have a box of latex gloves stored in room.

Is there anything you should not bring into your room during a Shelter In-Place?

Absolutely. **Do not bring in candles, weapons, or any kind of controlled substance** unless prescribed by a physician. Do not bring in any items that could **create carbon monoxide** or **release poisonous chemicals or gases**.

In case of a Shelter In-Place emergency: **stay calm** and **alert** to what is going on around you; often times the most useful way for you to help is by calling emergency services during an event.

How will I know when it's time to enter/create a Shelter In-Place or to end a Shelter In-Place?

Depending upon the circumstances, one or more of the following methods of communication may be used to alert our campus community that a shelter in place has been activated or deactivated.