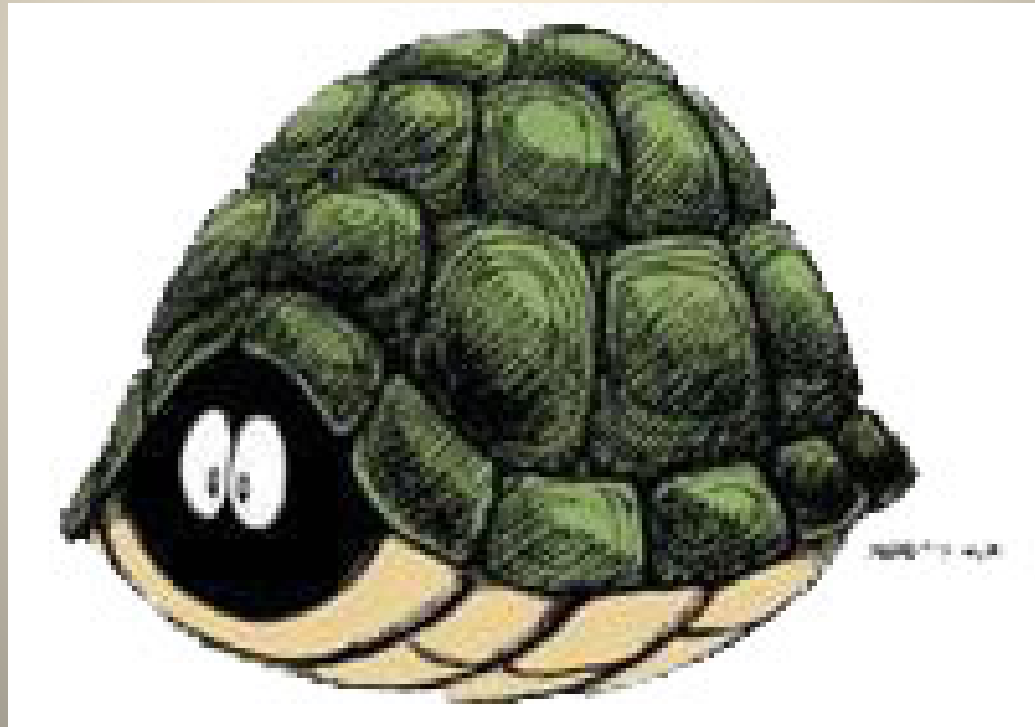




SACRAMENTO STATE



SHELTER-IN-PLACE GUIDELINES



SHELTER-IN-PLACE



- *Shelter-in-Place is a protective action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation.*

SHELTER-IN-PLACE

- *Contrary to the natural instinct to flee from danger, staying where you are may provide the safest alternative.*
- *Shelter-in-Place is a simple and effective strategy of self-protection using the barriers and isolation provided by a building. All that is required is to:*
 - * *Get into, or stay, inside a building. If possible, go to an interior room with no exterior openings.*
 - * *Secure the interior room.*
 - * *Wait until the threat has ended and authorities give an “all clear”.*

CIRCUMSTANCES THAT MAY **WARRANT A SHELTER-IN-PLACE** **ACTIVITY**

- *Active Shooter Incidents*
- *Chemical, biological, radiological, and hazardous material emergencies*
- *Severe weather*
- *Tornado /hurricane*
- *Severe thunder storm*
- *Severe winter storm*

Shelter In Place Information

- *During certain emergency situations, directions may be given to “Shelter in Place.” Depending on the type of emergency situation, directions to shelter in place may be sent using a variety of communication tools, including: ENS classroom telephones, campus telephones, personal telephones, loud speakers, or Building Safety Coordinators.*

- *If directed to shelter in place:*
 - * *Stay inside the building or find a safe place.*
 - * *If you are in a room with a door, make sure the door is closed.*
 - * *Due to the varying age of campus buildings, locks may lock manually, remotely or not at all. If applicable and time permits, lock doors.*
 - * *If you are in room with a window, make sure the window is closed.*
 - * *Remain where you are until further direction from emergency personnel or building Safety Coordinators/Floor Marshals.*

- *For chemical, biological or radioactive material releases, additional directions will be given.*

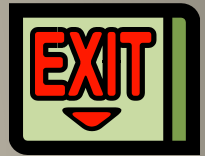
Basics Before An Emergency

- *Please note that all emergency situations are unique and although general guidelines apply, specific details and directives will be given based on the situation.*
- *Become familiar with your Building's Emergency Procedures.*
- *Know your building's floor plan and become familiar with building exits and doors (due to varying age of campus buildings, doors may lock manually, remotely or not at all).*
- *Be aware of the building Evacuation Assembly Point.*
- *Share this information with students at the beginning of each semester.*
- *Know who is the Department Safety Coordinator.*
- *Maintain department phone trees.*
- *Gather individual preparedness supplies.*
- *Cooperate during drills.*



Basics During An Emergency

- *Try to remain calm.*
- *Alert emergency responders.*
- *When Evacuating go to assembly point using a safe route.*
- *Assist individuals with disabilities.*
- *Walk, do not run.*
- *Use stairs, do not use elevators.*
- *Wait for and follow instructions from Public Safety and the Safety Coordinators.*
- *When Sheltering in Place stay inside or find a safe place.*
- *Do not use elevators.*
- *If you are in room with doors and windows, make sure the doors and windows are closed.*
- *If applicable and time permits, lock doors.*
- *Remain where you are until additional information from Public Safety emergency personnel, Building Coordinators.*



Basics After An Emergency

- *Wait for and follow instructions from Public Safety or your Safety Coordinator.*
- *Updated emergency information and information concerning the status of the campus will be communicated through a variety of sources, as available.*
- *Plans are in place for essential university functions to continue on a temporary basis.*
- *Personnel and facilities are designated to carry on operations on a limited basis if it is safe to do so.*
- *Alternate facilities will be established if necessary.*
- *Normal campus operations will resume as soon as possible following an emergency.*



Evacuation & Shelter Training

EMERGENCY SITUATIONS

- *Any and all emergencies must be handled immediately.*
- *Personnel: Emergency situations with personnel, either hurt during the evacuation process, or a medical emergency, must be called into 911. Although the Emergency Response personnel could already be on scene at the building, they may not be aware any other emergencies within the building, so call and report the situation. (Use cell phones, if available).*
- *Before exiting a closed door, feel for heat with the back of your hand, if it is warm or hot do not open, use alternate exit.*

Evacuation & Shelter Training

STAIRWAY EDUCATION

- *Stairwells in buildings with 4 or more stories have a protection factor of 2 hours; less than 4 floors will have a safety factor of 1 hour with the doors closed.*
- *When evacuating a stairway, use handrails and if possible, walk two abreast.*
- *Ensure that stairwell door is closed after all personnel have entered*
- *Stairwells can be used for sheltering if necessary.*

Evacuation & Shelter Training



Sheltering in a stairwell

Evacuation & Shelter Training



SHELTER-IN-PLACE

- *Floor plans should indicate safe relocation areas as well as where flashlights, radios and batteries are located, unless they are pre-assigned to personnel.*
- *Notification to shelter-in-place will be announced by all means available. (phones, emails, ENS).*
- *Personnel may take chairs with them to the relocation area if seating is limited.*
- *Each building should have a emergency communication room designated.*



IN THE EVENT OF AN ACTIVE SHOOTER

- *If you can leave the area safely, do so.*
- *Notify anyone you encounter as you are leaving that they must exit immediately as well.*
- *Do not signal the building occupants by activating a fire alarm.*
- *Take shelter in another university building if possible.*
- *Contact the University Police to advise them of what is happening.*

IF YOU CANNOT LEAVE THE AREA

- *Close and lock the door.*
- *Move furniture to barricade the door if possible*
- *Turn off the lights. Block any windows that provide a view of the room to the outside.*
- *Stay away from windows and doors if at all possible.*
- *Seek protective cover of some kind under or behind furniture.*
- *Take a moment to switch all cell phones in the room to vibrate mode so that they will not alert anyone of your presence.*
- *Do not answer the door under any circumstances.*
- *Do not leave the room until directed to do so by emergency personnel.*
- *Work to remain calm and develop a plan to escape should it become necessary.*
- *If police enter the room, follow their instructions.*

SHELTER-IN-PLACE SUPPLIES

➤ ***SHOULD HAVE RETREAT KIT:***

- * *First Aid Supplies*
- * *Portable Radio*
- * *Towels*
- * *Water*
- * *Flashlight*

➤ ***SIT OR LIE ON FLOOR***

➤ ***REMAIN INSIDE UNTIL POLICE ARRIVE AND ANNOUNCE THEMSELVES***

➤ ***RETREAT KIT SHOULD BE PART OF YOUR BUILDING'S EMERGENCY SUPPLIES.***

ANY SPECIAL NEEDS?

- *Prepare a personal emergency kit for sheltering and evacuation.*
- *Make arrangements to communicate with families.*
- *Be aware of persons with disabilities.*



Reminders:

- *Remain Calm*
- *Check all rooms for occupants in your area*
- *Close all doors*
- *Do not use elevators*
- *If you see smoke or fire – note location*
- *If Occupant refuse to leave – note location*
- *Fire Doors will close automatically*

Evacuation & Shelter Training

SUMMARY

- *Attitude is everything. Stay Calm..React quickly*
- *Always ask questions*
- *Vacate the Building quickly and safely*