**Shelter in Place Plan\_Template**

**What Shelter in Place Means:**

Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

**Shelter in Place Emergency Food Kit is located in\_\_\_\_\_\_\_.**

**Why You Might Need to Shelter-in-Place:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

**How to Shelter-in-Place at Keck Lab:**

* Bring everyone into the room(s). Shut and lock the doors
* If there are lab personnel, or visitors in the lab, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
* Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
* Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
* Close and lock all windows, exterior doors, and any other openings to the outside.
* If you are told there is danger of explosion, close the window shades, blinds, or curtains.
* Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
* Shelter in place emergency food kit is located in\_\_\_\_\_\_\_\_\_\_\_.
* Select interior room(s) above the ground floor, with the fewest windows or vents.
* The room(s) should have adequate space for everyone to be able to sit in.
* Avoid overcrowding by selecting several rooms if necessary.
* Call emergency contacts and have the phone available if you need to report a life-threatening condition.
* Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
* Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, etc.).
* Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.
* **Hide in an area in MCMR put of the suspect’s view.**
* **The best place to hide in Keck lab** is the rooms MCMR 222B, MCMR 222D located inside the

room MCMR 222A; behind large objects, and under the working benches in the rooms MCMR

222A, MCMR 226A and MCMR 226B.

* Lock the outside door to the room MCMR 222A, MCMR 226A & MCMR 226B.
* Lock or blockade the doors with furniture or other heavy objects.
* Turn off the lights.
* Silence electronic devices, lab phones and your cellphone.
* Make your location look as though it is empty.
* Remain very quiet.
* Spread out away from other individuals if possible.
* Stay on the floor, away from doors or windows, and do not peek out to see what may be happening.
* Keep yourself out of sight (take cover/protection from bullets by using concrete walls or heavy furniture).
* Not trap or restrict your options for movement.
* **Report to 911** when safe to do so and provide as much information as possible, such as
* Your location, number of people at your location, number of injured and types of injured.
* Assailant(s) location, number and description of suspects (race/gender, clothing description, physical features, types of weapons, backpack, shooter’s identity, if known, separate explosions from gunfire, etc.) and weapons used.