PURPOSE:

This procedure provides a guideline on how to safely shelter in place (office, residence room, etc.) when conditions are safer inside than outside, such as the case of a fire with a potentially toxic plume coming towards a building.

RESPONSIBILITY:

This procedure is to be used by the Emergency Response Team (ERT) which includes Emergency Response Wardens, Building Emergency Captains, Emergency Preparedness Coordinators and Security Services personnel.

RELATED TASK AND/OR POSITIONS:

Prior to taking a lead in any evacuation, all Emergency Response Team members must have attended the Emergency Response Warden Training. ERT members must also be familiar with their units’ emergency sub plan; and shelter in place procedures.

DISTRIBUTION:

A copy of this procedure is included in the units Emergency Sub Plan binder and is distributed to:
Office of Emergency Preparedness
Unit Emergency Preparedness Coordinator
Director/Manager of the unit
Security Services
Others as deemed necessary but the unit
TOOLS AND EQUIPMENT:

Emergency Response Wardens are provided with an orange vest and hat, a flashlight and a whistle.
Building Emergency Captains are provided with a yellow vest and hat, a flashlight and a whistle.

RELATED MANUALS OR DOCUMENTS:

The unit/department/faculty emergency sub plan including procedures for evacuation; shelter in place; violent person; hazardous materials and other procedures relevant to their area; communication trees; notification trees; persons requiring assistance.

TRAINING REQUIREMENTS:

Emergency Response Warden Training and participation in shelter in place drills.

PROCEDURES:

1. Upon being advised by Security or the Building Emergency Captain of the need to shelter in place, Emergency Response Wardens should don their equipment (orange vest and hat, whistle and flashlight) and assist faculty, staff, students and guests to carry out shelter in place procedures.
   1.1. Advise the people in your area to stay indoors. DO NOT GO OUTSIDE.
   1.2. Close all doors and windows.
   1.3. Request the HVAC system in the building be turned off so that no toxic air from outside can get inside the ventilation system and travel through the building.
       Security will contact Central Utilities at extension 20411 and have them shut down the HVAC system.
   1.4. If available, place some rags or duct tape over the air vents to prevent bad air from getting into the room.
   1.5. You can remain at your desk or in your meeting and continue to work, and move about the building.
   1.6. Do not leave the building or go outside until advised that it is safe to do so by Security Services, fire or police.