

## **SHELTER IN PLACE**

During certain emergency situations, particularly when chemical, biological or radioactive materials are released or extreme weather emergencies exist, the decision to “shelter in place” rather than evacuate the building may be made.

### **What to do when you are directed to “shelter in place”:**

- Stay inside the building (or go indoors as quickly as possible)
- Do not use elevators
- Locate necessary supplies you may need, i.e. food, water, radio, etc.
- If possible, go to a room or corridor where there are no windows
- If there is time, shut and lock all doors and windows to provide a seal
- In the event of a chemical release, go to an above ground level. Some chemicals are heavier than air and may seep into basement areas
- Turn off the heat, fans, air conditioning or ventilation system
- Drink bottled or stored water – do not drink water from the tap
- If possible, check for additional information through the radio or television channels or the SHLS website
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breath through the cloth as normally as possible

### **When it is determined to be “all clear”:**

- Open windows and doors
- Turn on heating, air conditioning and ventilation systems
- Go outside and wait until the building has been properly vented

**\*\*\* PLEASE PAY ATTENTION TO ANNOUNCEMENTS OVER THE INTERCOM AS WELL AS MOBILE MESSAGES AND E-MAILS FOR FURTHER INSTRUCTIONS**