



SHELTER-IN-PLACE PROCEDURES

Sheltering in place provides refuge for students, employees, and visitors inside a college building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

Sheltering in place is used when evacuation would put people at risk (i.e., tornado, environmental hazard, blocked evacuation route, etc.).

Shelter-in-place locations may change depending on the emergency.

- Identify safe areas in each college building to serve as shelter-in-place locations.
- Campus Police announces that students, employees, and visitors must go to shelter-in-place location(s).
- Bring all persons inside building(s).
- Faculty must retain class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- Faculty must account for all students after arriving in shelter in-in-place location(s).
- All persons must remain in shelter-in-place location(s) until Campus Police or emergency responders declare that it is safe to leave. Refer to [Evacuation/Relocation Procedures](#).
- Building/Floor Captains will assist Campus Police by helping anyone needing assistance during a shelter-in-place situation.
- Shelter-in-place locations for persons with disabilities during a fire is located in the nearest safe stairwell. Upon declaration by Campus Police or emergency responders that it is safe to leave, persons with disabilities will be evacuated/relocated with assistance. Refer to [Evacuation/Relocation of Persons with Disabilities Procedures](#).

If all evacuation/relocation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
 - Seal door.
 - Open or close windows, if appropriate.
 - Limit movement and talking in room.
- Communicate your situation to administration or emergency officials by using the emergency phones located in classrooms and hallways.