### PLANNING ACTIVITIES (BEFORE A SHELTER-IN-PLACE EMERGENCY)

- **Pre-arrange an outside staff meeting area**
  - This could be the same as the Fire Plan meeting place.

- **Pre-select an interior room(s) with the fewest windows or vents**
  - Conference rooms
  - Storage rooms
  - Hallways
  - Avoid rooms with mechanical equipment like ventilation blowers or pipes
  - Room(s) should have adequate space for everyone to be able to sit down
  - Avoid overcrowding by selecting several rooms (consider # of employees, possible # of visitors, clients etc)
  - Ideally a room with an adjoining bathroom.

- **Prepare a Shelter-in-Place Kit** containing the following:
  - A battery-operated/hand cranked AM/FM radio and batteries
  - Plastic sheeting (preferably, pre-cut to size to cover any windows & doors and labelled)
  - Duct tape for sealing cracks around doors and windows
  - Alternate lighting, in the event of a power outage. eg lantern(s) for overall lighting, flashlight(s), headlights (keeps your hands free), batteries and light-sticks
  - Bottled water for drinking and to wet towels
  - Ready to eat, non perishable snack food and drinking water
  - Enough towels to block the bottoms of each door in the room
  - First-aid kit
  - Paper, pens, list of important phone numbers
  - Shelter-in-Place signage to post on all entrances of your business
  - **Note:** Plan to account for all staff, visitors, and customers as you would in a fire drill.

- **Ensure a hard-wired telephone** is in the room(s) you selected. If not, plan to bring in a cellular phone(s).

- **Create a Shelter-in-Place announcement** for staff, customers/clients/visitors in the building. It is important to provide for their safety of everyone by asking them to stay-not leave. When authorities advise an SIP they want everybody to take those steps immediately, where they are and not walk outdoors or drive. In general, employees, clients/visitors cannot be forced to shelter.

- **Pre-assign Shelter-in-Place duties** should be assigned to Facility Manger/specific employees.

- **Conduct a Shelter-in-Place drill** twice a year.

- **Check the supplies** of the Shelter-in-Place Kit every six months.
RESPONSE ACTIVITIES (DURING SHELTER-IN-PLACE EMERGENCY)

- Announce to staff there is a Shelter-in-Place emergency and inform staff to stay.
- Request visitors, clients, customers to stay and not leave.
- Instruct everyone outside to come inside immediately.
- Close all doors, windows and any openings to the outside.
- Post Shelter-in-Place signage.
- Shut down air handling equipment (e.g. heating, ventilation/air-conditioning, etc.).
- Consider security concerns (e.g. cash, inventory, etc.).
- Direct staff and all visitors to the designated Shelter-in-Place Room(s).
- Retrieve the Shelter-in-Place Kit once inside the Shelter-in-Place Room(s).
  - Seal any doors, windows, vents with plastics sheeting and tape
  - Place wet towels at base of door(s)
  - Monitor media for updates (e.g. radio, cell phones, etc.)
- Account for all employees and visitors.
- Remain in the Shelter-in-Place Room(s) until an ALL Clear is given by emergency officials.

Note: Remember that instructions to Shelter-in-Place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen.

RECOVERY ACTIVITIES (AFTER THE SHELTER-IN-PLACE EMERGENCY)

- When the ‘All Clear’ is issued have all staff/visitors/clients leave the Shelter-in-Place Rooms (s).
- Open all doors and windows to ventilate.