



SHELTER- IN- PLACE (SIP) CHECKLIST FOR BUSINESS

PLANNING ACTIVITIES (BEFORE A SHELTER-IN-PLACE EMERGENCY)	
<input type="checkbox"/>	Pre-arrange an outside staff meeting area _____ This could be the same as the Fire Plan meeting place.
<input type="checkbox"/>	Pre-select an interior room(s) with the fewest windows or vents <ul style="list-style-type: none">• 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 <i>employees , possible # of visitors, clients etc</i>)• Ideally a room with an adjoining bathroom.
<input type="checkbox"/>	Prepare a Shelter-in-Place Kit containing the following: <ul style="list-style-type: none">• 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.
<input type="checkbox"/>	Ensure a hard-wired telephone is in the room(s) you selected. If not, plan to bring in a cellular phone(s).
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pre-assign Shelter-in-Place duties should be assigned to Facility Manger/specific employees.
<input type="checkbox"/>	Conduct a Shelter-in-Place drill twice a year.
<input type="checkbox"/>	Check the supplies of the Shelter-in-Place Kit every six months.



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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.