



## SHELTER- IN- PLACE (SIP) CHECKLIST FOR RESIDENCES

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

- Pre-select an interior room(s)** with the fewest windows or vents
  - 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
  - Ideally should be a room with an adjoining bathroom ie master bedroom
- Prepare a Shelter-in-Place Kit** containing the following:
  - A battery-operated/ or 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 (i.e., candle free lantern(s), 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
  - Enough towels to block the bottoms of each door in the room
  - First-aid kit
  - Paper, pens, list of important phone numbers
- Ensure a hard-wired telephone** is in the room you selected. If not, bring in a cellular phone. Consider a laptop or small TV
- Conduct a Shelter-in-Place drill** with those living in the residence twice a year.
- Check the supplies** of the Shelter-in-Place Kit every six months.

### RESPONSE ACTIVITIES (DURING SHELTER-IN-PLACE EMERGENCY)

- Go inside immediately ensuring to bring pets as well.**
- Close all doors and windows**
- Shut down furnace, air conditioners, and exhaust fans and vents**
- Close fireplace dampers**
- 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.)
- Go into you pre-designated interior room.**
- 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** one can leave the Shelter-in-Place Room(s).
- Open all doors and windows** to ventilate.

