

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Dirty Bomb
- Hazardous Material Spills

During a Shelter-in-Place response, the HVAC systems must be shut down to provide protection from outside air. Students and staff may freely move about inside the buildings, but no one should leave the room until directed by fire officials, law enforcement, or site administration.

SHELTER IN PLACE:

- Requires that all heating, air conditioning, and ventilation systems be shut down immediately
- Requires that all pilot lights and sources of flame be extinguished
- Requires that any gaps around doors and windows be sealed
- Allows for free movement within classrooms or offices

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PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Assume Incident Command role
- Instruct Office Manager/Secretary to call 911. Designee must be ready to provide location, status of campus, all available details of situation
- Make public address announcement. Instruct students and staff to remain calm and convey reassurance that the situation is under control

Example:

“Your attention please. We have an environmental hazard in the community and are implementing SHELTER IN PLACE procedures. Students and all staff should remain indoors with windows and doors securely closed. Turn off heating or air conditioning units. If you are outside, move indoors immediately. Do not go out for any reason until you receive further instructions. This is not a drill.”

-REPEAT-

- Designate assigned individual to close doors and windows in administration building
- Designate assigned individual to shut off heating or air conditioning units in administration building
- Make arrangements for central HVAC shutdown, as necessary
- When able, alert Superintendent’s office
- Put on emergency IC/Admin vest and continue as Incident Commander until relieved by law enforcement
- Access the “Emergency Response Box” in order to provide fire officials with maps, keys, rosters, etc.
- Meet fire department or law enforcement at Incident Command Post
- Transfer incident command to fire officials, but provide whatever assistance/information they require. Site administrator becomes part of the ICS Unified Command and is expected to remain at Incident Command Post through duration of event
- If possible, provide periodic updates to staff via public address, e-mail, or other agreed upon means. Continue updates even if there is no change in the situation
- When directed by fire officials, give the **ALL CLEAR** instruction to indicate that the normal school routine can resume

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PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath

STAFF ACTIONS:

- Immediately clear students from the halls. Stay away from all doors and windows
- Keep all students in the classroom until further instructions are received. Support those needing special assistance
- Secure individual classrooms: a) close doors and windows; b) shut down the classroom HVAC system; c) turn off fans; d) seal gaps under doors and windows with wet towels, duct tape, or other effective materials
- According to site protocol, implement Student/Staff Accountability procedures
- Wait for another action or, if **ALL CLEAR** announcement is issued, return to normal class routine