

# Shelter-In-Place

Sheltering-in-place means staying inside a building. Local authorities may issue a shelter-in-place order during a release of a hazardous material where air quality may be threatened.

If you are told to shelter-in-place take the following precautions:

- Take your children and pets inside immediately. While gathering your family cover your mouth and nose with a damp cloth to provide a minimal amount of protection.
- Close all windows and doors in your home as well as the fire place damper.
- Turn off all fans, heating and air conditioning systems and any other ventilation.
- Go to an above ground room (not the basement) with the fewest windows and doors. Be sure to take a radio with you.
- Wet some towels and jam them in the crack under the door. Tape plastic sheeting or garbage bags over the door, window, exhaust fan, vents and outlets.
- If you are told there is danger of explosion, close the window shades, blinds or curtains. Stay away from the windows.
- Stay in the room and listen to your radio until you are told all is safe or you are told to evacuate. Once you are told to stop sheltering in place, vent your house opening windows and turning on fans.

In addition to the directions listed for your home, you should take the following steps at work:

- Ensure all ventilation systems are set at 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, turn off the system.
- Minimize the use of elevators as the 'pump' air through the building
- Remain in place until you receive notice that it is safe to leave.

Sheltering-In-Place may also be used for such events as epidemic or pandemic where it is importance to have "social distancing." In this case sealing windows and doors is not necessary.