

SHELTER-IN-PLACE PROCEDURE

Emergency situations that require those affected to remain where they are create the need to “Shelter-In-Place.” When Shelter-In-Place occurs, faculty, employees and students are requested to remain where they are or immediately seek shelter until the emergency passes. The following guidelines should be observed.

- **REMAIN IN CLASSROOM OR OFFICE OR FIND ONE FOR SHELTER:** Faculty, staff and students in a classroom, laboratory or other location should remain there. Those affected that are in hallways, study rooms or rest rooms should remain in the area if it can be locked or immediately seek shelter in the nearest classroom.
- **LOCK THE DOORS:** Close and lock the classroom, rest room, and/or office doors.
- **CLOSE ALL WINDOWS AND BLINDS:** All windows should be closed and latched. Blinds/shades should be shut.
- **TURN OFF ALL LIGHTS:** Overhead lights should be switched off.
- **TURN OFF CELL PHONES:** Turn cell phones off or change to silent mode.
- **CROUCH DOWN IN AREAS THAT ARE OUT OF SIGHT FROM DOORS AND WINDOWS:** Try to become or remain out of sight of the doors and windows.
- **REMAIN QUIET:** Do not talk to each other, call out, or make noise.
- **DO NOT EXIT THE ROOM IF THE BUILDING FIRE ALARM SOUNDS DURING THE SHELTER-IN-PLACE:** Stay where you are until the “all clear” signal is given by security official, police, or emergency services.
- **INGRESS AND EGRESS TO CAMPUS DURING SHELTER-IN-PLACE:** Access to parking lots may be controlled and blocked by security and/or emergency services.