



Shelter-in-Place Procedures



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If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside; seeking an interior room, until you are told it is safe to come out. If your building is damaged follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including the Hult CET, other School employees, the federal or local government, or other authorities utilizing the School's emergency communications tools.

How to “Shelter-in-Place” no matter where you are

The basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
 - An interior room
 - Above ground level; and
 - Without windows or with the least number of windows
- If there is a large group of people inside a particular building, several rooms may be necessary
- Shut and lock all windows (tighter seal) and close exterior doors
- Turn off air conditioners, heaters, and fans
- Close vents to ventilation systems, as you are able. (School staff will turn off ventilation as quickly as possible.)
- Make a list of the people with you and ask someone (Hult Staff or faculty) to call the list in Front Desk/local agents so they know where you are sheltering. If only students are present, one of the students should call in the list
- Turn on a radio or TV and listen for further instructions
- Make yourself comfortable