

Shelter-In-Place Procedure

Communications:

Procedure	Responsible Party	Recommended Supplies/ Equipment/Rules
Listen for announcement on radio/weather radio/TV Penncomm Alert?	Building Emergency Coordinator	Battery-operated radio
Announce to employees/visitors/ residents that a Shelter-In-Place has been advised and that the sheltering plan should be implemented immediately	Building Emergency Coordinator	Intercom system, if applicable Or Public address device
Locate Cellular Phone (take to the shelter room)	Building Emergency Coordinator / Alternate	Cell phones
Take employees/visitors/residents sign-in sheets to the Shelter Area	Building Emergency Coordinator	All employees/visitors/residents must sign in and out at the reception desk

Control of air movement:

Procedure	Responsible Party	Recommended Supplies/ Equipment/Rules
When a Shelter-In-Place is announced, immediately turn off all air handling equipment.	Facilities/Trades	Locate main cutoff switch for heating, cooling and ventilation systems. Label with Shelter-In-Place shutoff tags.
Make sure all windows are closed and locked	Each office/room inhabitant Emergency Team Leader/alternate	Must assure that windows are closed and locked Check offices/rooms windows (in offices/rooms and in common areas) and close office doors en-route to the shelter room. Make sure all fire doors are closed.
When 3 minutes have elapsed, place signs on doors and secure same.	Building Emergency Coordinator (See addendum on responsibilities)	Sign should clearly indicate that a Shelter-In-Place is in effect and that doors will not be opened until the "All Clear" is sounded.

Shelter-In-Place Procedure (cont.)

Shelter Room Procedures:

Procedure	Responsible Party	Recommended Supplies/ Equipment/Rules
Ascertain presence or whereabouts of persons on employee/visitor/resident sign-in sheets	Building Emergency Coordinator	PA System, sign-in Sheet
Seal windows and vents with plastic	Occupants	Duct Tape, Plastic
Seal door with duct tape and moistened towels	Occupants	Duct Tape, moistened towels
Monitor radio broadcasts for emergency messages	Building Emergency Coordinator	Battery-operated radio (tuned to KYW 1060 AM), &/or TV

All Clear Procedure:

Procedure	Responsible Party	Recommended Supplies/ Equipment/Rules
"All Clear" message is received from emergency officials over television or radio.	Building Emergency Coordinator	Battery-operated radio from shelter kit (tuned to KYW 1060 AM) or available TV
Occupants will leave the shelter room and immediately go outside of the building to the Building Area of Refuge (BAR)	Occupants	Dress appropriately
Open vents and doors (then leave bldg.)	Emergency Team Members	Remove Duct Tape
Turn on ventilation systems (then leave bldg.)	Facilities/Trades	Know location of controls; be familiar with building
Account for employees/visitors/residents	Building Emergency Coordinator / Alternate	Employee/visitor/resident sign-in sheets.
Return to building when it has thoroughly ventilated	To be determined by building engineers after emergency	N/A

Building Emergency Support Pack (3 days)

The following are items that may be needed in case of an emergency:

Recommended Kit Includes:

- Mini Medical Pack
- Box of Waterproof Matches
- Flashlight
- Water Purification Tablets
- 2 Gallon Water Carrier
- Individual Water Packs (30)
- Food Bars – 2400 Calorie (5)
- Disposable Toothbrush & Toothpaste (10)
- Mini Toilet Paper Roll (5)
- Information Tags (3)
- Sanitation Bags (3)
- Moist Towelettes (30)
- Paper Drinking Cups (15)
- Swiss Army Knife
- Emergency AM Radio
- Emergency Whistle
- Orange Vinyl Tube Tent (3)
- Emergency Blanket (5)
- Leather Palm Work Gloves (2 pairs)
- Batteries
- Rubber Gloves
- Dust Masks (5)
- Safety Goggles (2)
- Duct Tape
- 50 Ft. Rope
- 18 in. Wrecking Bar
- Pliers
- Screwdriver
- Medical Kit
- Can of Spray Foam Insulation
- Walkie-talkies

* Not all packs include the same items. Customizing of pack according to special request is to be completed by Building Emergency Coordinator.

Quick Overview of Building Information Sheet

Facility/Building Name: _____

Location: _____

Type: _____

General Phone(s) _____

Assembly Area(s) _____

Survival Pack(s) Location(s): _____

	Name	Phone	E-mail
BEC:	_____	_____	_____

Alternate #1:	_____	_____	_____
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Alternate #2:	_____	_____	_____
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	Name	Phone	E-mail
ETL:	_____	_____	_____

Alternate #1:	_____	_____	_____
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Alternate #2:	_____	_____	_____
---------------	-------	-------	-------

	Name	Phone	E-mail
ETM:	_____	_____	_____

Alternate #1:	_____	_____	_____
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Alternate #2:	_____	_____	_____
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Facility/Building Name: _____

Department/Office (ID each Department): _____

Location/Floor/Room: _____

Contact Person: _____

Phone: _____

E-mail: _____

Number of Occupants: _____

[illegible]

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Shelter-In-Place Checklist

(Building Emergency Coordinator)

Responsible Employee _____

Alternate Employee _____

Checklist Complete as of _____

When a Shelter-In-Place advisory is issued, the Responsible Employee shall:

- ☐ Announce "All employees and visitors – a Shelter-In-Place advisory has been issued. All employees and visitors should leave their current areas and proceed to the shelter area (pre-determined room). Employees should make sure office/room windows and doors are closed before leaving."
- ☐ Locate a cellular phone and sign-in sheets and take them to the Shelter-In-Place room.
- ☐ Set-up communications.
- ☐ Determine from sign-in sheets whether all employees and visitors are accounted for. All employees and visitors should be in the Shelter-In-Place room within 3 minutes.
- ☐ Assess the situation: fire, chemical/biological attack, natural disaster, etc.
- ☐ Report your location, number of people in your charge and environmental conditions to the person-in-charge.
- ☐ Secure Survival Kit.
- ☐ Disburse items from Survival Kit as needed.
- ☐ When the "All Clear" is issued, take the sign-in sheets and leave the shelter room. Proceed to the pre-arranged meeting area outside the building (also called the Building Area of Refuge or BAR).
- ☐ Account for employees and visitors using sign-in sheets. Report any discrepancies to the person-in-charge.
- ☐ When the building has been ventilated (as determined by building engineers, not you), return to the building and replace sign-in sheets.

Shelter-In-Place Checklist

(Alternate Building Emergency Coordinator)

Responsible Employee _____

Alternate Employee _____

Checklist Complete as of _____

When a Shelter-In-Place advisory is issued, the Responsible Employee shall:

- ☐ Ensure appropriate person has shut off HVAC system and then proceed to the shelter room for the remainder of the Shelter-In-Place. You should be in the shelter room within three minutes of the announcement.
- ☐ Collect the "Shelter-In-Place in Progress" sign and place on all doors of the building.
- ☐ After three minutes have passed, lock the doors and proceed to the shelter room. Similar action is required on all exit doors.
- ☐ Remain in the shelter room until the "All Clear" is announced.
- ☐ At the "All Clear", leave the shelter room. Verify that Facilities has turned all ventilation equipment back on. **DO NOT ATTEMPT TO DO THIS YOURSELF.**
- ☐ Unlock doors, take sign down, prop the door open, and go to the pre-arranged meeting area outside. Check in with the Building Emergency Coordinator.
- ☐ Put the "NO ENTRY" sign back in its storage place.

Shelter-In-Place Checklist

(Emergency Team Leaders)

Responsible Employee _____

Alternate Employee _____

Checklist Complete as of _____

When a Shelter-In-Place advisory is issued, the Responsible Employee shall:

- ☐ Ensure that employees and visitors on the floor proceed to the designated pre-determined Shelter Area.
- ☐ Check all offices, rooms and common areas to make sure windows are closed and locked. Close any open office/room doors. Make sure fire doors are closed.
- ☐ Remove plastic sheets, duct tape and bottled water from the shelter kit.
- ☐ Place plastic over window and seal edges with long strips of duct tape. Be sure tape securely overlaps all edges of the plastic.
- ☐ Place plastic over all vents and seal with long strips of duct tape. Be sure tape securely overlaps all edges of the plastic.
- ☐ Check with Building Emergency Coordinator to assure that all employees have entered the pre-determined room (approximately 3 minutes after the announcement). Lock the door to the shelter room and seal edges with long strips of duct tape. Be sure tape securely overlaps all edges of the door.
- ☐ Wet towel with bottled water and place it at the bottom of the door.
- ☐ When the "All Clear" is announced, immediately remove the tape and towel from the door.
- ☐ Immediately remove the plastic from the windows and vents. If possible, open the windows,
- ☐ Go outside to the pre-arranged meeting area and check in with the Building Emergency Coordinator.
- ☐ When the building is thoroughly ventilated and you are instructed to return by the Building Emergency Coordinator, return to the shelter room, fold the plastic sheets and return the plastic and duct tape rolls (if still usable) to the shelter kit.
- ☐ Be sure to return the dry towel to the shelter kit later in the day.

SHELTER-IN-PLACE CHECKLIST

(For employees and visitors)

Responsible Employee _____

Alternate Employee _____

Checklist Complete as of _____

When a Shelter-In-Place advisory is issued, the Responsible Employee shall:

- ☐ Upon hearing the Shelter-In-Place announcement, make sure that all office/room windows are closed and locked. Close your office/room door when you leave. Immediately go to the shelter room and escort any visitors to that room.
- ☐ Remain in the shelter room until the "All Clear" is announced. Immediately go outside to the pre-arranged meeting area and check in with the Building Emergency Coordinator. Make sure any visitors are escorted to the meeting area as well.
- ☐ After the building is thoroughly ventilated and upon instruction from the Building Emergency Coordinator, return to your office/room.

Alternate Shelter Areas

List all alternate locations for Shelter-In-Place areas within your building.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____