

OPERATIONAL PROCEDURE 4. EMERGENCY PREPAREDNESS: SHELTER-IN-PLACE

1.0 PURPOSE

1.1 To provide information to students, faculty, staff, and visitors to the University of Pennsylvania campus concerning the protocols and procedures for sheltering occupants inside a building in the event of a hazardous material, biological or other emergency outside the building.

This strategy is used to protect the occupants in a building from outdoor hazardous/biological contaminants by directing the occupants to remain inside the building and report to a designated area to properly account for all building occupants. Contamination by outside elements is managed by means of closing windows and doors, shutting off air handling/HVAC systems and moving occupants away from the building's perimeter (i.e. windows and doors) to safer locations within building.

2.0 DEFINITION

2.1 **SHELTER AREA:** The interior Shelter Area is a designated place within a building for occupants to gather when there is a hazardous environment outside the building, such as a biological, chemical, radioactive, nuclear, or natural disaster.

2.2 **SHELTER-IN-PLACE:** This strategy protects the occupants in a building from outdoor hazardous/biological contaminants by directing the occupants to remain inside the building and report to a designated area for accountability. Closing windows and doors, shutting off air handling/ HVAC systems and moving occupants away from the building perimeter (i.e. windows and doors) helps prevent outside elements from contaminating the building.

3.0 RESPONSIBILITY

3.1 The individuals and departments that have roles and responsibilities during an emergency evacuation shall perform and conduct their respective duties and role classifications as described in this guideline.

4.0 PROCEDURES

4.1 The procedures on the following pages describe the manner in which Shelter-In-Place is to be implemented and constitute the current Shelter-In-Place plan. **See Appendix 4.0 Emergency Procedures: Shelter-In-Place.**

5.0 GENERAL REFERENCES

5.1 Philadelphia Fire Code, Chapter 4 – “Emergency Planning and Preparedness”

5.2 Department of Health and Human Services, Center for Disease Control & Prevention (CDC)

6.0 CONTACT INFORMATION

6.1 For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857 or FES@publicsafety.upenn.edu