

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