

Shelter-in-Place Procedure

A Shelter-in-Place order could be triggered by release of a **chemical, biological or radiological substance** into the environment. It could also be issued due to **severe weather**.

If you are told to Shelter-in-Place, immediately do the following:

- Bring everyone into the building or room.
- Shut and lock the door(s).
- Ask students and visitors to stay, not leave.
- Unless there is an imminent threat, ask everyone to call or text their emergency contact to let them know where they are and that they are safe.
- If possible, change outgoing telephone messages to say that the college is currently closed, and employees, students and visitors are remaining on campus until authorities advise it is safe to leave.
- Check to ensure that all windows, exterior doors, and other openings to the outside are closed.
- Close window shades, blinds or curtains.
- Choose an interior room or rooms large enough to comfortably hold everyone in the immediate area. Avoid rooms with mechanical equipment such as ventilation pipes.
- If possible, select a room that contains a land-line telephone.
- Use duct tape and plastic sheeting if available to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room in case you are asked to report it.
- Monitor emergency communication channels (LCC website, Twitter Alert, FlashAlert, radio, television, etc.) for further instructions.
- Do not come out until you are told it is safe to do so.