

SHELTER-IN-PLACE

One of the instructions you may be given in an emergency is to shelter-in-place. This means you should stay indoors until authorities tell you it is safe or you are told to evacuate.

In case of an active shooter event:

- Stay inside or get indoors and stay in that location until police informs you that it is safe to exit your location.
- Lock all entrances to your location if possible.
- If you are unable to lock entrances, barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Stay low to the ground and hide if possible until the situation has ended.

In case of a biological event:

- Select a small, interior room, with no or few windows.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems. Close the fireplace damper.
- Bring your family disaster supply kit and make sure the radio is working.
- It is ideal to have a hard-wired telephone in the room you select (cellular telephone equipment may be overwhelmed or damaged during an emergency)
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Listen to your radio or television for further instructions or updates.
- If you are in your car, close windows and turn off vents and air conditioning.