

Shelter-In-Place Procedures

In certain emergency situations, the campus community may be advised to shelter-in-place to avoid or minimize exposure to outside risks. Risks could include chemical or radioactive releases and some weather-related emergencies.

Once shelter-in-place instructions have been communicated, students, faculty and staff should either stay in the building they are in when they get the message or if outside, go to the nearest building and await further instructions.

While it may be advisable to shelter-in-place in certain situations, no one can be forced to do so. Campus community members who choose not to shelter-in-place should vacate the premises immediately so the building can be secured as soon as possible.

The Emergency Response Team (ERT) will be responsible for keeping building marshals informed of the situation as it unfolds. Building marshals should put on the appropriate items from their orange backpacks (hats, armbands, ID display) so that they will be readily identifiable. In addition, building marshals will:

- communicate information to occupants in their building;
- shut and lock all windows and doors;
- limit egress to one door or area of the building;
- put orange tape up on all doorways;
- instruct occupants to gather in the center of the room, away from doors and windows;
- account for employees in the building;
- contact employees who are absent to alert them of the shelter-in-place status;
- communicate when the all clear message is received.

The director of facilities management or other member of the ERT will communicate the appropriate message (based on information provided from DC emergency officials to the President and Cabinet) to facilities management staff about shutting down heating, ventilating and air conditioning systems in all buildings.

Typically, emergencies that require sheltering-in, will not last more than three to five hours. However, departments may wish to keep extra water and small amounts of non-perishable food on hand, and individuals may want to keep an extra supply of prescription medicine, eyeglasses, or other essentials on hand in the event the emergency goes beyond 12 hours.

If the President is informed by the DC Emergency Management Agency or other civil authority that the campus community is advised to stay for an extended period of time (longer than 12 hours) mass care procedures will be implemented.