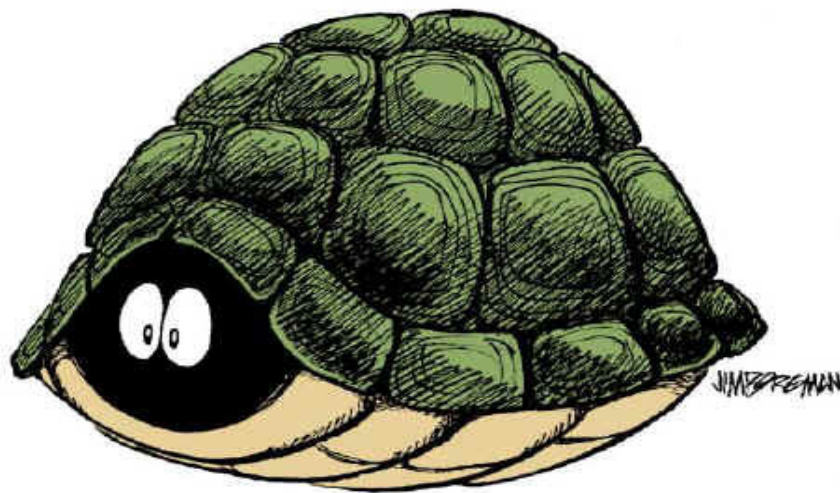


Courtesy of:  
Sweetwater County Emergency Management and the Local  
Emergency Planning Committee (LEPC)



# SHELTER IN PLACE AT YOUR WORK PLACE

## What is it?

Shelter In Place is a safety procedure designed to help protect you during a serious airborne hazardous material emergency. It means taking shelter inside the building you work in until the danger has passed.

The goal of Shelter In Place is to prevent contaminated outside air from entering the building for the duration of the incident. Incidents usually last a few hours, not days or weeks. There is little danger anyone will run out of oxygen during this procedure.

Before an emergency happens, develop a business emergency plan to help plan for a hazardous material emergency or other disaster. Determine how you will handle phone calls to and from the business during an event because non-emergency phone use should be limited.

You will be notified of a serious hazardous material emergency by one or more of the following methods:

- Television or radio
- NOAA weather radio\*
- Outdoor warning sirens
- Door-to-door notification
- Public address systems on vehicles.

\*Make sure it is on at all times.

## What do I do?

If you are told to Shelter In Place by local authorities, please take the following safety actions:

- Close the business. If there are visitors in the building, ask them to Shelter In Place with you.
- Close and lock all windows, exterior doors and other openings to the outside.
- Have designated maintenance personnel turn off all fans, heating and air conditioning systems and air exchange systems.
- If your work place has a fireplace, close the damper.
- Get your Disaster Supply Kit and make sure the radio is working.
- Direct all employees to an interior room or the space designated by your local department. You may need to use several rooms to accommodate all your employees. Large storage closets, utility rooms, pantries, copy and conference rooms can work if they don't have too many windows.
- Use duct tape and plastic sheeting to seal windows, doors, vents, outlets, etc. Wet towels can also be used if you do not have plastic.
- Stay inside this room and listen to your radio or television until local authorities tell you the emergency is over OR you are told to evacuate.
- When local authorities announce the end of the emergency, ventilate the building by opening doors and windows. Go outside until it is aired out.

## What do I need?

Your work place is encouraged to prepare a Disaster Supply Kit(s) with emergency supplies. The kit(s) should be stored in the room(s) in which you plan to Shelter In Place.

At a minimum, the kit(s) should contain the following items:

- **Battery-operated radio and extra batteries**
- **NOAA weather radio**
- **Water and ready-to-eat snacks**
- **First aid kit**
- **Flashlights and extra batteries**
- **Thick plastic sheeting (i.e., plastic drop cloths, window sealing plastic)**
- **Duct tape (i.e., high-quality duct tape or polypropylene tape)**
- **Scissors**
- **Towels**
- **Hygiene items (i.e., plastic bucket with tight lid, garbage bags)**
- **Specialty items (i.e., medication, books).**