

Sheltering-In-Place

Should be used to protect school occupants from external threats such as chemical plumes, severe weather and other natural and man-made threats.

Sheltering-In-Place provides a refuge for school occupants and the public within the school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending upon the emergency.

Shelters are located in the following areas:

- Stairwells/stairways
- Hallways, keeping clear of windows and door openings
- The lowest floor
- Interior rooms that have many vertical walls, such as restrooms, closets or storage rooms
- Gymnasiums are generally NOT safe locations to Shelter-In-Place for incident types that have the potential to damage the school structure (i.e. tornados)

Things to Remember:

- Stay away from unsecured objects such as filing cabinets and bookshelves
- Avoid using telephones other than for emergency purposes
- Stay away from all windows, skylights and atriums
- Once in the shelter area, account for all persons and report missing persons to the IC immediately
- Continually monitor conditions in the shelter area; if changing conditions cause the shelter area to become unsafe, advise the IC and wait for further instructions

Incident Commander	<ul style="list-style-type: none"> • Call 911 • Initiate Shelter-in-Place procedures • Effectively communicate the Shelter-in-Place message • Ensure that all school occupants safely reach the Sheltering areas • Monitor the local media, National Weather Radio or other reliable information sources • Announce an "ALL CLEAR" when it is safe to do so
Head Custodian	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the Incident Commander (IC) for further instructions.
School Nurse	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Report to the IC for further instructions
School Counselor	<ul style="list-style-type: none"> • Assist with sheltering all students especially identified emotionally vulnerable students • Assist with reunification after lockdown
Prevention Resource Officer or School Resource Officer	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Establish and maintain contact with police agency and other emergency response agencies
Evacuation Coordinator	<ul style="list-style-type: none"> • Direct occupants to the Sheltering areas • Assist teachers in taking attendance • Missing persons should be reported to the IC • Prepare the occupants for Reunification or resumption of normal conditions
Reunification Coordinator	<ul style="list-style-type: none"> • Assist in the sheltering of school occupants • Prepare the Reunification site, if needed • Prepare the Reunification process or assist with resuming to normal activities if an "ALL CLEAR" is announced

SHELTER IN PLACE - FLOW CHART

