

# Shelter-in-Place Guidance

## What Does “Shelter-in-Place” Mean?

During certain emergency situations, particularly weather emergencies or major chemical releases, you may be advised to “Shelter in Place” rather than evacuate the building. In such a case it will be safer for people to remain indoors rather than go outside. As in any type of emergency, it is most important that people remain calm.

Types of emergencies that will typically require occupants to **Shelter-in-Place**:

- Severe weather (such as hurricane, lightning, tornado, etc.)
- Large scale chemical release near campus
- Hostile intruder(s)

## How to prepare to “Shelter-in-Place”

People should choose a room in their office or home to serve as their shelter. A room with the fewest number of doors and windows will make the best shelter. Choose a large room with a water supply, if one is available.

- For chemical events, this room should be as high in the structure as possible to avoid vapors or gases that may sink and accumulate in low areas.
- For natural disasters such as tornados or other severe weather, the shelter should be in the lowest room available.

It will be useful to have a “Go Bag” available if the need ever arises to shelter in place. It is best to store these items where you spend the most time, so they may be retrieved quickly.

- First Aid Kit
- Food and bottled water
- Flashlight, battery powered radio and extra batteries for both.
- Duct tape and scissors
- Spare phone charger



## How will people know when to “Shelter-in-Place”?

People may receive information directly from the University (**BrownAlert** or **BrownSiren**), local police, emergency coordinators or government agencies (on radio or television) about the need to shelter-in-place. If there is an imminent or elevated national threat, people should be especially alert for emergency messages on the radio or television regarding the need to shelter-in-place in the local area.

When persons find themselves in an unprotected location when an event occurs they should follow the instructions of emergency coordinators and seek shelter in the nearest available location. If children are at school, they will be sheltered there. Unless specifically instructed to do so, parents should not respond to the school to bring their children home.

## Take Action

- Seek shelter in a building as quickly as possible.
- Retrieve your “Go Bag” if it is available in the same building and won’t pose a safety risk.
- Do not use elevators.
- If there is time, shut and lock all outside doors and windows in the room. Locking them may provide a tighter seal against the outside hazard. Turn off the heating and ventilation system, if controls are available, to limit the movement of air.
- Close the fireplace damper or any other opening where air can enter the building from the outside in there is a chemical incident outdoors.
- Go to the shelter-in-place room and shut the door.
- Turn on the radio. Keep a telephone close at hand, but don’t use it unless you are experiencing a serious emergency. If possible, monitor the University’s main web page <http://www.brown.edu> for additional information. On the radio, tune to 92.3 FM, 105.1 FM, 630 AM, 1480 AM or 1400 AM (Portuguese).
- On television, tune to WJAR, Channel 10, for emergency information on the television.