

Shoreline Schools - Emergency Procedures

Shelter-In-Place

Definition:

"Shelter-In-Place" means to take immediate shelter where you are—at home, work, or school. For a variety of reasons, local authorities may instruct you to "shelter-in-place."

 **Action Completed**

Shelter-In-Place steps include the following:

- Principal/designee in consultation with Superintendent’s office and local agencies activates Shelter-in-Place procedures.
- Principal/designee announces Shelter-in-Place procedures.
- Close the school as in a lockdown. Follow procedures to bring students, faculty and staff indoors and account for all students, staff, and visitors.
- One teacher or staff member in each room should write down the names of everyone in the room and notify the designated person in the office with a report (e-mail preferred) as to who is in the room.
- Activate parent notification system utilizing communications systems as available.
- If visitors are in the building, direct them to the nearest shelter room and have staff report their name to the office.
- Ideally, have access to the school-wide public address system in the room where the principal/designee takes shelter.
- Have all shelter rooms closed. Lock all windows, exterior doors, and any other openings to the outside.
- If told there is danger of explosion, make sure window shades, blinds or curtains are closed.

Chemical or Radiological Incidents

- Turn off heating, ventilating and air conditioning systems within scope of training. Systems that automatically provide for exchange of inside air with outside air must be turned off, sealed or disabled.
- Have all students, staff and visitors take shelter in rooms that have phone access and stored disaster supply kits and ensure access to a toilet. Shut the doors.

Shoreline Schools - Emergency Procedures

Shelter-In-Place

 Action Completed	Shelter-in-Place steps <i>(Continued)</i>
	<ul style="list-style-type: none">• If instructed by officials, use duct tape and plastic sheeting to seal all cracks around the door(s), windows and vents into the room. As much as possible, reduce the flow of air into the room.• Everyone should stay in the room until school officials, via the public address system, make the announcement that all is safe to open the doors.• Once the word has been given that all is safe, everyone should go outside when the building's ventilation systems are turned back on. Follow any special instructions given by emergency authorities to avoid chemical and radiological contaminants outdoors.
Special Notes: Sheltering Rooms	
<p>Avoid overcrowding by pre-selecting several interior rooms with the fewest number of windows or vents. The appropriate location depends entirely on the emergency situation. If a chemical has been released, you should take shelter in a room above ground level because some chemicals are heavier than air and may seep below ground. On the other hand, if there are radioactive particles in the air, you should choose a centrally located room or basement. Knowing what to do under specific circumstances is an important part of being prepared.</p> <p>The room should have ten square feet of floor space per person in order to provide sufficient air to prevent carbon dioxide buildup for five hours. In this room, you should store scissors, plastic sheeting pre-cut to fit over any windows or vents, and rolls of duct tape to secure the plastic. Access to a water supply is desirable.</p> <p>The rooms should have adequate space for everyone to be able to sit, including an estimated number of visitors. Large storage closets, utility rooms, pantries, break rooms, copy and conference rooms without exterior windows would work well. Access to bathrooms is a plus. It is ideal to have hard-wired telephones in the rooms you select; use cordless phones (but not cell phones—the system may be overloaded in an emergency), if necessary. The rooms should be equipped with a disaster supplies kit.</p>	