

“SHELTER IN PLACE” (SIP)

Shelter in Place (SIP) is a proven method to protect the occupants of buildings as well as the general populace seeking refuge in the event of a toxic aerosol release.



Shelter in Place Checklist

- ⦿ Close the facility, building. For residential structures barracks, barracks room or a home seek shelter inside of the dwelling.
- ⦿ Close and lock all windows, exterior doors, and any other openings to the outside.
- ⦿ If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay.
- ⦿ Designated personnel turn off all fans, heating, ventilation and air conditioning systems (HVAC).
- ⦿ If time permits, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the building.

Shelter in Place Checklist

- ⦿ Move all personnel and patrons to the pre designated shelter in place room(s).
- ⦿ Seal all cracks around the door(s), windows and any vents into the shelter in place room(s). Use duct tape and plastic sheeting to seal these areas. (heavier than food wrap).
- ⦿ Write down the names of everyone in the room, and inform your chain of command as to who is in the shelter room with you, and their affiliation. (employee, visitor, client, customer.)
- ⦿ Listen to the radio or television, if available, until you are told it is safe, the all clear is given, or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

SIP Site Selection

General Criteria

- Identify a location within your building/facility in advance. Several areas may be necessary based upon building occupancy and threat.
- If possible an interior room is preferred such as a break room or conference room with as few windows and doors as possible.
- Interior Hallways can be used as shelter areas.
- If your building has more than one floor multiple locations should be identified.
- If possible, select a room that does not have a false or drop ceiling.
- When possible, select a room with enough space for all occupants to sit comfortably.

SIP Site Selection

Hazard Considerations

Chemical/Biological Hazards

- ⦿ If feasible identify a second floor room with as few windows, doors and AC ducts as possible.

Radiological Hazards

- ⦿ If possible identify a room in the basement or on the first floor that provides the best shielding.

Upon exiting the building once all clear

- ⦿ Exit the building immediately
- ⦿ Open all windows and doors
 - ⦿ Turn on HVAC

SIP Kits

- ⦿ Plastic sheets pre-cut to fit doors, windows, vents, fans and electrical outlets/switches
- ⦿ Cloth towels. Wet towels are used to seal the space under the door (sill)
- ⦿ Bottled water used to wet the towels. If used for drinking and stored for long periods of time they should be rotated periodically to prevent expiration
- ⦿ Two to three rolls of duct tape. Used to tape and seal the plastic sheeting around the room openings.
- ⦿ First aid kit
- ⦿ Flashlight(s)
- ⦿ Batteries of the size required for flashlights and other optional equipment you may have. (Ensure battery stocks are rotated periodically)
- ⦿ Admin supplies (pens, paper, rosters for accountability, etc.)
- ⦿ Battery operated AM/FM radio if possible (for situational awareness and updates)
- ⦿ Non-perishable food items