

ANNEX 3: SHELTER-IN-PLACE

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere or when there is a threat of criminal violence is to Shelter-in-Place. The order to **Shelter-in-Place** is a precautionary directive aimed to keep you safe while remaining indoors. Shelter-in-place means selecting a small interior room, with no or few windows, and taking refuge there.

Often, a "Lockdown" order will accompany a "Shelter-in-Place" directive, but not always.

Incidents that may require a Shelter-in-Place

- Hazardous Material Release/Spill
- Weapons of mass destruction (i.e. chemical, biological, or radiological contaminant releases;
 - accidental
 - or intentional into the environment
- Other weapons of mass destruction
- Inclement Weather Conditions (i.e. tornados, lightning storms, winter weather, earthquakes)

If one or both buildings (Donaldson Campus or Airport Campus) need to go into Shelter-in-Place mode;

Notification methods to students and employees:

- Regroup Emergency Alert Notification System (Mass Email/Text Message Alert)
- Social Media
- Website
- Email
- Campus Clock System

Action Steps: (Depends on what the actual threat is)

- Move all people inside a building IMMEDIATELY.
- Close all doors to the outside and as many internal doors as possible.
- Close and lock windows and move to an interior room away from windows (bathrooms work well). If unable to move away from windows, close drapes and blinds.
- Use plastic sheets, towels, coats, etc. to seal around windows or doors. Tape over vents into the room; seal electrical outlets or other openings.
- Turn off air conditioning, heating units, and fans.
- Extinguish all ignition sources. Close all external vents.

- Seal gaps around windows, doors, and air-cooling units with tape, plastic sheeting, wax paper or aluminum foil. Cover bathroom exhaust fans grills, range vents, dryer vents, and other openings to the outside with plastic food wrap, wax paper or foil and seal edges with tape.
- Utilize media sources to monitor emergency situations.
- Keep a telephone close; only use in case of serious emergency.
- Gather essential disaster supplies, such as bottled water, battery powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- DO NOT USE ELEVATORS. Elevators pump outside air inside as they travel up and down.
- DO NOT GO OUTSIDE unless emergency response personnel instruct you to evacuate or until the emergency is over.
- Start accounting for all staff, faculty, students, and visitors.
- ONCE an "All Clear" message has been issued, open windows and doors and uncover vents to release any gases that may have entered.
- If the event involves fire or explosion, follow the annexes for those events.
- If the event involves inclement weather conditions, follow the annexes for those events.

Shelter Locations:

Donaldson Campus:

- Rooms 112, 114, 118, 121, 123, 125, 201, 209, 210

Airport Campus

- Rooms 105, 106, 108, 113, 120, and 202A

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen resulting in death or serious life-threatening conditions.

Helena College may be utilized by External/Neighboring Partners, (i.e., Helena High School or Bryant Elementary School) as a host site for temporary emergency sheltering purposes.

In the event Helena College becomes activated as a host site for External/Neighboring Partners seeking temporary emergency shelter, External/Neighboring Partners will follow all Helena College's Emergency Management Team directions, safety protocols, and correlating annex(es).

External/Neighboring Partners are responsible for managing, coordinating, tracking, recording, accounting for, and executing the safe release of their staff, faculty, and students (including a formalized student/parent reunification process).

The Director of Crisis and Emergency Management should be provided with all current or future Memorandums of Understandings (MOU's) between External/Neighboring Partners and Helena College that involves our facility(s) to be used as a temporary emergency sheltering destination.