

SHELTER-IN-PLACE

In some emergency situations it is safer to seek shelter than it is to evacuate. Sheltering-In-Place is often the appropriate choice dynamic, quickly changing conditions threaten as a result of criminal activity, a wildfire, or a hazardous materials incident.

An emergency alert may be communicated through the use of any or all of the following methods:

- Audible and visual signals or alarms (Alert Sirens).
 - Emergency Alert System (EAS).
 - Public Address systems.
 - Telephone (land line and cellular).
 - Text message.
 - Facsimile.
 - E-mail.
 - Internet "Instant Messaging".
 - Web Page.
 - Radio (facility, RACES, or public broadcasting systems).
 - Personal notification by runner, messenger, or public safety personnel.
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- ☐ When possible, authorized District or College personnel should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert and warning systems, or, if it is safe to do so, by runner).
 - ☐ If you are alerted to the existence of an emergency by any of the above methods, follow any official instructions provided or, if no specific instructions are provided, immediately take actions to shelter-in-place.

If it Becomes Necessary to Shelter-in-Place:

- ☐ Remain calm.
- ☐ Whenever possible, avoid becoming directly involved in the situation yourself. Quickly assess the situation and identify existing or potential hazards.
- ☐ If you are outdoors, immediately leave the area and move to a safe area indoors.
- ☐ Alert others in the immediate area to the situation and direct them to safety. If you are not in a safe area, move to an area that is safe.

- ❑ If there is an emergency in your immediate area, report the situation to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatchers or responders with the type and location of the incident and advise them if there are any injured or trapped persons. Remain available to answer questions and provide other information.
- ❑ Close and lock (or barricade) all doors and windows. Close all blinds and/or window coverings. Turn off all lights. Move everyone as far from potential threat areas as possible. Take cover behind heavy furnishings or structures. Stay down. Do not open doors unless instructed to do so by recognized staff members or positively identified public safety personnel.
- ❑ If possible, shut off building ventilation systems.
- ❑ If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (PPE - gloves, mask, clothing, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- ❑ Consider the possibility that injured persons may have been contaminated and take appropriate precautionary measures.
- ❑ When possible, authorized persons should alert the community utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, emergency alert systems, or, if it is safe to do so, by runner).
- ❑ Seal gaps in doors and windows with clothing, plastic, towels, or duct tape. Tune to KCBS radio (740 AM or 106.9 FM), KTVU-2 television, or access the District Home Page at www.4cd.edu for emergency information and updates. Additional information may be posted on the District's Risk Management webpage at <http://www.4cd.edu/hr/risk>. Follow all instructions provided by safety personnel and/or emergency response authorities.
- ❑ Remain sheltered until public safety personnel have determined that it is safe to leave.
- ❑ At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions.
- ❑ If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts using either the District's or the College's Emergency Operations Plan (EOP).

Preparedness and Mitigation Efforts

To minimize the risk and impact of a Shelter-In-Place incident within District facilities and/or buildings, it is critical to employ basic hazard mitigation practices. To assist in this effort:

- Remain alert to your surroundings at all times.
- Know how to quickly lock, unlock, and/or evacuate work areas.
- If work areas are not securable, pre-identify alternative relocation areas.
- Keep adequate emergency supplies on hand.