

Shelter-In-Place Guidelines

Sheltering in Place is a protective action taken inside a building to protect the building occupants from external hazards, minimize the chance of injury and/or provide the time necessary to allow for a safe evacuation. Circumstances that may warrant a shelter-in-place activity could include:

Severe weather Biological incident Active Shooter
Civil unrest Radiological incident Accidental chemical exposure

Practice general safety precautions at all times. If you observe any suspicious activity on campus, immediately contact University Police at 9-1-1 or (909) 869-3070 if you are using a cellular telephone.

The notice to Shelter-In-Place will be issued by emergency personnel from University Police or the Emergency Operations Center and can be received in many ways. Building emergency personnel may receive notice to Shelter-In-Place or notice may be sent using our campus wide Safety Alert.

In the event of an active shooter,

- If you can leave the area safely, do so
- Notify anyone you encounter as you are leaving that they must exit immediately as well
- Do not signal the building occupants by activating a fire alarm
- Take shelter in another university building if possible
- Contact University Police to advise them of what is happening

If you cannot leave the area,

- Close and lock the door
- Move furniture to barricade the door if possible
- Turn off the lights. Block any windows that provide a view of the room to the outside
- Stay away from the windows and doors if at all possible
- Seek protective cover of some kind under or behind furniture
- Take a moment to switch all cell phones in the room to vibrate mode so that they will not alert anyone to your presence
- Do not answer the door under any circumstance
- Do not leave the room until directed to do so by emergency personnel
- Work to remain calm and develop a plan to escape should it become necessary
- If police enter the room, follow their instructions

For severe weather and civil unrest that pose a physical threat,

- Stay inside and move away from windows to the inner corridors
- Be sure to close all doors connecting exterior offices to the corridor
- For extreme weather, relocate to lower levels in the building

For external chemical, biological or radiological incident,

- Stay inside and move to an inner corridor or office
- Close windows and turn off air conditioners and fans
- Move to higher levels of the building if possible to reduce the transfer of contaminated air from outside to inside
- Move higher in the building since many chemical agents are heavier than air and tend to hug the ground