

Suffolk University Shelter in Place

Purpose

In some emergency situations, such as extreme weather or release of hazardous materials, emergency responders may order protective actions for persons who live or work on campus. Typically, these protective actions are to evacuate to a safer area or to shelter in place. This Plan describes the general procedures to be followed when Shelter in Place is required in response to a major campus emergency. Shelter in place is the action of seeking immediate shelter indoors at the location where you are when the policy is activated. When such actions are warranted, you will be appropriately advised by police, fire, safety or university officials via emergency notification messaging, university web site, local radio and television stations, door-to-door notifications, or other appropriate means.

Steps to Shelter in Place

1. Remain in the location where you are unless you are instructed to do otherwise. You may be instructed to move into an "interior safe location". Features of an interior safe area may include but not always be restricted too:
 - i. Above the ground floor
 - ii. Minimal windows and vents
 - iii. Adequate space for anticipated occupancy. Allow approximately 10 square feet per person
 - iv. Consider hallways, conference/meeting rooms, break areas or restrooms
2. Close all doors and windows
3. If possible, close or seal air vents
4. Close window shades, blinds or curtains
5. If possible, seal gaps around doors and windows with wet towels and tape
6. Turn off air handling (HVAC) equipment or set to 'Recirculation' to minimize introduction of outside air into building
7. Shut down all experiments/operations
8. Post sign at all entrances and exits, "Shelter in Place in effect. No Entry or Exit"
9. Remain indoors until 'all clear' message is received from incident commander or designee.
10. If radio or other communication receiver is available turn on listen for news on the event.
11. Following 'all clear' announcement, open doors and windows and turn on ventilation systems until indoor air has been exchanged with fresh air.

Providing Assistance to Persons with Disabilities

- When possible, Floor Wardens should identify persons with disabilities in advance of an emergency situation.
- Designate a person in the same or adjacent area and if you can do so safely provide assistance as requested or required by the special needs individual.
- During an evacuation, notify emergency response personnel of individuals with special needs and their safe place location. If you can do so safely move all persons with disabilities to stairwell and account for them as soon as possible.

Laboratory Shutdown Procedures

1. The Incident Commander, with the support of the Environmental Health and Safety Officer, will determine if laboratory shutdown procedures need to be implemented.
2. The Lab Manager is responsible for insuring the following:
 - Check all temperature, pressure, air sensitive materials and equipment. This includes glove boxes, distillations and all reactions in progress. Terminate all experiments in progress, if safe to do so.
 - Lower fume hood sashes all the way down. No work is allowed in fume hoods.
 - All non-essential electrical devices should be turned off. Leave on explosion proof refrigerators and freezers.
 - Ensure all chemical bottles and containers are capped off or sealed. Check disconnects of all lasers, generators, etc.
 - Turn off all gas cylinders at the tank valve. If a flow of inert gas is being used to blanket reactive compounds, leave the gas on. Follow any Standard Operating Procedures that have been developed to address these hazardous operations.
 - Close all doors to chemical storage locations.

Additional Information

- The typical duration for a shelter in place activity does not exceed several hours. The 'all clear' notice will be given as soon as possible.
- Students, faculty and staff cannot be forced to shelter in place. If individuals are adamant about leaving the building and risking exposure to contaminants, physical damage, floor wardens should record their name, time of leaving and destination.
- All Zone and Building Emergency/Evacuation plans should be modified to include Shelter in Place procedures.