

- ✓ Close & lock windows and doors
- ✓ Turn off fans, heating, and air conditioning
- ✓ Close fireplace damper
- ✓ Get family emergency supplies kits
- ✓ Go to an interior room above ground level
- ✓ Bring pets with you (along with food and water for them)
- ✓ Use duct tape and plastic sheeting to seal doors, cracks, & vents
- ✓ Stay tuned to your radio or TV for further information

- ✓ Close the business
- ✓ If visitors present, invite them to stay
- ✓ Bring everyone to central room, avoiding a space with mechanical equipment
- ✓ Shut and lock all doors and windows
- ✓ Unless there's an imminent threat, have all present contact a loved one to inform of their condition
- ✓ Turn on call-forwarding services
- ✓ Turn off fans, heating and air conditioning
- ✓ Gather essential disaster supplies: nonperishable food, water, battery-powered radios, first aid supplies,

flashlights, batteries, duct tape, plastic sheeting,
garbage bags

- ✓ If a hard-wired phone is available, call emergency contacts in case of life-threatening conditions
- ✓ Record names of all present and your business' designated emergency contact
- ✓ Use duct tape and plastic sheeting to seal doors, cracks, vents
- ✓ Stay tuned to your radio or TV for further Information

- ✓ Close the school
- ✓ Activate school's emergency plan (follow reverse evacuation procedures)
- ✓ If visitors present, invite them to stay
- ✓ Have at least one phone accessible for inquiring parents to call the school
- ✓ Rooms should be sealed, yet there should be a way to communicate to all rooms
- ✓ If students have cell phones, allow them to contact their parent or guardian
- ✓ If the school has voicemail, change message to

indicate the closure (if possible)

- ✓ Provide directions to close & lock all doors, windows and other openings
- ✓ If an employee is familiar with mechanical systems, turn off all fans, heating & air conditioning
- ✓ Gather essential disaster supplies: nonperishable food, water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, garbage bags
- ✓ Gather into available interior rooms with fewest windows or vents, and lock the rooms

- ✓ If a hard-wired phone is available, call emergency contacts in case of life-threatening conditions
- ✓ Use duct tape and plastic sheeting to seal doors, cracks, vents
- ✓ Listen for any announcements from school officials to determine further courses of action

- ✓ If close to home or work, go there immediately and follow the shelter-in-place recommendations above
- ✓ If you are unable to get home or to a building, pull over & stop your vehicle in the safest place possible
- ✓ Turn off engine, & close windows and vents
- ✓ If possible, seal heating/air vents with duct tape
- ✓ Listen to radio regularly for updates and instructions
- ✓ Stay where you are until you're told it's safe to get back on the road
- ✓ Follow directions of law enforcement as road closures could be in effect

Creating a
SHELTER-IN-PLACE