

## 5.5 SHELTER-IN-PLACE

In emergency situations you may be directed to: (1) evacuate; (2) shelter-in-place in your office/current location; or (3) shelter-in-place in a pre-designated location. (Pre-designated shelter-in-place locations are identified in Attachment B: Emergency Evacuation Plan.)

Sheltering-in-place is used for hazardous materials incidents, sustained police action, active shooter events, or other situations where it is safer to remain indoors than to go outside. Sheltering-in-place actions means you should remain indoors until authorities tell you it is safe or you are told to evacuate.

### Actions (Pre-designated shelter-in-place locations)

- Close and lock your office windows.
- Close your office door.
- Go to your pre-designated “shelter-in-place area” as directed.
- Wait for further instructions or an “all-clear” message. Follow EMERGENCY EVACUATION procedures if instructed to do so.

NOTE: For certain situations, such as hazardous chemical spills, occupants may be notified to shelter-in-place in their pre-designated shelter-in-place location and “seal the room”. Three minutes after a shelter-in-place notification, all exterior doors will be locked, and will remain locked until an “all clear” announcement is made. Wardens will direct pre-designated trained personnel to lock windows/doors, seal windows/vents/doors, and turn off air conditioning/fans.

### Actions (Offices, other locations)

- Select a small, interior room, with no or few windows and a hard-wired telephone, if possible.
- Close and lock all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- Review your Employee Emergency Action Plan; inspect your workplace emergency kits.
- If instructed, use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- If you are in your car, close windows and turn off vents and air conditioning.
- Review your Employee Emergency Action Plan, inspect your workplace emergency kits, and listen to the radio (UCLA 1630 AM/other) or television for further instructions or an “all-clear” message.