



## Shelter in Place Frequently Asked Questions

### Staff are unfamiliar with where to shelter in place. Where do we go?

The Facility Emergency Coordinator and respective floor wardens in your building are responsible for training staff and designating shelter in place locations. The protocol for shelter in place is go to an interior room and away from windows, preferably a room with a door you can lock.

### Why can't you use the PA system to announce the shelter in place?

This is difficult to achieve on many levels. Only specific individuals have authorization to use the PA system, and during an actual emergency all individuals should be sheltering in place, not putting themselves at risk to unlock and use a PA system. Do not expect an announcement over the PA system during a shelter in place event or drill.

### How will we know the shelter in place is over?

Please bring your phone and if possible, laptop with you to the shelter in place location. Additionally, if the shelter in place is weather related, there will be an expiration time on the alert.

### How else can we be alerted of a shelter in place if we don't have our phone or check our e-mail?

During a real-world event, you may be alerted via television or radio, but it is more than likely you will become aware of the shelter in place by word of mouth.

### We don't have supplies in our shelter in place location. What should we have? How can we procure it?

Necessary supplies in a shelter in place location may include bottled water, snacks, emergency radio, flashlights, and phone chargers. A "grab and go" bag is another option. Procurement of these items should be pursued through your department management.

### My shelter in place location was completely full. Where else could I go?

One option is a bathroom. If the bathroom is an interior room, without windows, this is a safe location. The same can be said about stairwells.

### I have an interior office without exterior windows, but my office does have windows to the hallway. Is this a risk during an active shooter event?

The short answer is yes, this would be a risk. One possible solution is purchasing blinds or shades to put on the windows.

### Should we place “Shelter in Place” signs next to our shelter in place location?

This isn't recommended. Although it will make it easier for staff to locate, it will also make it easier for an assailant to locate during an active assailant event. The best method is to make sure employees are trained and participate in drills.

### Should we mute our cell phones during an active assailant event?

Yes

### Why would we shelter in place on the top floor of our building during a tornado?

You may not have spare time to evacuate to a lower floor. Use of an elevator during a shelter in place is not recommended. You are putting yourself at higher risk by trying to run to a different floor. Furthermore, most are usually not as familiar with other floors. Please shelter in place on your floor at the designated shelter in place location.

### Customers entered our building and did not know where to shelter in place.

It is the responsibility of employees to take customers with them to the respective shelter in place location during an actual emergency or inform customers where they can safely shelter in place.