

RTLCL Shelter in Place Policy

Description:

Shelter in place may be ordered when conditions outside of the building are hazardous and it is safer to stay inside. Staff may be asked to Shelter-in-Place for many reasons.

For example:

- Atmospheric release of materials (including smoke and other hazardous materials) considered dangerous to public health, where evacuation is NOT a viable option.
- Situations where staff and visitors would be safer inside rather than outside a building such as tornado and severe weather events

Roles & Responsibilities:

Leadership

1. Alert staff and visitors to the shelter-in-place situation
2. Update staff and visitors as conditions change
3. Direct closure of windows, doors and HVAC system if conditions warrant these actions

Staff

1. LISTEN: To Emergency Alert System (EAS), local Emergency Reverse Notification Systems, and/or NOAA Radio alerts will explain the situation and direct staff and visitors to appropriate actions
2. SHELTER: Go inside to the designated shelter area, the nearest building or office. An inside room (minimum doors and windows) is best. Locate your emergency supplies.
3. SHUT: Close all doors, windows and accessible vents. In some situations it may be prudent to lock all doors (i.e., active shooter) and silence electronic devices.

MONITOR:

Email, voice mail, local news stations, and www.coemergency.com

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