

SHELTER IN PLACE

An incident may occur which dictates you remain inside a building during an emergency. A decision to shelter in place may or may not be obvious based on information known to you at the time. Your decision to shelter in place may come from first responders' instructions, or may be made on your own initially. This decision should be made based on what gives you the best chance of remaining safe and avoiding putting yourself in a more harmful situation.

Factors to consider when deciding whether to evacuate or shelter in place include:

- Where is the threat now and where is it likely going?
- Where will I be safest now, and in the near future?
- Will I be more likely to get help for myself and others by evacuating or staying in place?
- Does this space provide adequate safe shelter for the emergency at hand: i.e., locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting and rescue, phone/ internet/e-mail available?

WHEN TO SHELTER IN PLACE

- When a tornado warning is sounded (proceed to safe location per building plan).
- During an active shooter situation if escape/ evacuation cannot be attempted safely.
- During a power failure.
- If you cannot leave due to being trapped by a fire or hazardous materials release.
- Any other situation where it is apparent that leaving will put you in a potentially more harmful situation than staying in place.
- When instructed to do so by the College Administration, by campus police, or by local first responders/emergency personnel.

WHEN NOT TO SHELTER IN PLACE (EVACUATE)

- Anytime you hear a fire alarm sounding.
- If you smell smoke or know there is an actual fire or hazardous material release and you have a safe evacuation route away from danger.
- Any other situation where it is apparent that staying in place will put you in a potentially more harmful situation than leaving.
- When instructed to do so by the College Administration, by campus police, or by local first responders/emergency personnel.

WHAT TO DO IF YOU MUST SHELTER IN PLACE

- If it is safe to do so, move to an area furthest away from the incident/hazard.
- As soon as possible, if it is safe to do so, notify campus police at (216) 373-5212 on campus or 9-1-1, and keep responders informed of changes in your situation.
- Be aware of your surroundings and be ready to move quickly if needed.

- In case of an active shooter or gunman in the building, lock doors and plan for a secondary escape route. See lockdown procedures for additional information.
- Leave only if told to do so by responders, or the situation changes allowing safe escape or evacuation.

See the Hazardous Materials Emergency Procedures section of this handbook for additional shelter in place actions during a release.