

# SHELTER-IN-PLACE CHECKLIST

If instructed to, if you hear Alerting and Warning Sirens, or if you become aware of a hazardous material release, you can shelter in place to stay as safe as possible. Follow these ten simple steps:



- 1) **SHELTER – Go inside the nearest building.** You are looking for enclosed protection from the outside.



- 2) **SHUT – Close all doors and windows.** The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible. Close curtains and then stay away from the windows.



- 3) **LISTEN – to radio, TV or for public announcements.** Critical instructions and important information will be broadcast.

- 4) **Cover mouth and nose with a damp cloth or handkerchief.** The damp cloth will help filter airborne hazards and keep you cool.
- 5) **Close all vents and turn off ventilation systems.** You want to keep the inside air in and the outside air out.
- 6) **When possible, select rooms above ground level (avoid basements!).** Many hazardous materials are heavier than air, and will settle on lower levels.
- 7) **Select an internal room or a room with as few windows as possible.** Think of each wall as a filter or barrier. Put as much space and as many walls and closed doors as possible between you and the outside. Seal any cracks, gaps or spaces with damp towels, duct tape, or other barriers. If an internal room is not possible, choose a room facing away from the hazard.
- 8) **When possible, choose a room with bathroom facilities and water.** Bring your emergency supplies - you may need to shelter in place for several hours.
- 9) **Turn off all motors and fans.** Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.
- 10) **Remain sheltered until the “all-clear” signal is given.**



**Remember: Each step you take adds to your safety!**



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