“Sheltering in place” is an emergency response practice in which your current, indoor location becomes your shelter.7

Expect a “shelter in place” order when there is a “code red” or “severe” terror alert. Listen to the radio and television for orders to shelter in place during an emergency. Pay attention to local officials for appropriate guidance, as every emergency situation is different.

What to Do When A Shelter in Place Order is Announced

Go inside immediately and take the following steps to ensure your safety:

- Shut and lock all windows and doors.
- Turn off the furnace, air conditioner, and fans.
- Close fire damper and any other openings.
- Pick the highest room inside the building with as few windows and doors as possible. This room will preferably have a water supply.
- If you’re at home, bring the following into your shelter room:
  - First aid kit
  - Flashlight, battery-operated radio, extra batteries
  - Telephone
  - Food and bottled water
    - One gallon of water per person (do not drink from the tap)
    - Packaged foods that do not require preparation or refrigeration
  - Duct tape, scissors, plastic sheeting
- Shut the door.
- Turn on the radio and listen for updates.
- Place plastic over any windows and doors and seal with duct tape (see picture to right).
- Tape over any vents, outlets, or other openings.
- Do not go outside until local officials advise you it is safe.
EVACUATION DUE TO A CHEMICAL RELEASE

Government and local officials will notify you if an evacuation is ordered. Listen closely to the radio and television.

If an evacuation is ordered:

- Leave immediately for a shelter and follow the evacuation route determined by emergency officials.
- Bring a disaster emergency kit (see next page). Most supplies will be provided at the shelter.
- If your children are at school, do not pick them up unless notified to do so.
- Notify a relative or friend in another state of your plans and location, as local phone lines may be busy.
- If you do not have a means of transportation, secure transportation to a shelter prior to an emergency.

Assemble a Disaster Emergency Kit

- Three day supply of water (one gallon of water per person, per day)
- Three day supply of non-perishable food (and can opener)
- Battery-operated radio and extra batteries
- Cell phone and charger
- Flashlight and batteries
- First aid kit (bandages, gauze, tweezers, disinfectant, gloves, pain relievers, thermometer, etc.)
- Whistle to signal for help
- Dust mask
- Survival blanket (also known as a space blanket)
- Extra cash (about $50)
- Pocket knife
- Wrench to turn off utilities
- Medications, hand sanitizer, moist towelettes, plastic ties, and garbage bags
- Local maps for evacuation
- Change of clothes (including rain jacket, gloves, hat, etc.)
WHAT TO DO IF YOU ARE OUTSIDE DURING A CHEMICAL RELEASE

In a Vehicle

- Find the nearest building and go inside. Cover your mouth with a cloth while traveling from your car to the building.  
- If there are no buildings around, close windows and vents and shut off the air conditioner and heater.

In the Open

- Stay upstream, uphill, and upwind.
- Stay at least one-half mile from the location of release.
- Avoid all contact with gases, fumes, vapors, liquids, and solids that could be contaminated.
- Avoid contaminated victims until contamination source has been identified.

How to Dispose of Contaminated Clothing

- Quickly remove clothing that has come into direct contact with a chemical. Cut off clothing rather than pulling it over your head.
- Put clothes into a plastic bag, while avoiding contaminated areas of the clothing. Use tongs or other appliances to handle contaminated clothing.
- Any appliance used to dispose of clothing should also be placed inside the plastic bag. Seal the first plastic bag inside a second.
- Alert local officials of your “contamination bag” for proper disposal.