



DOWNTOWNDC

# how2

## shelter in place



### OVERVIEW

Seeking shelter is necessary in many emergencies. To effectively shelter-in-place, you must first consider the threat and then choose a place that provides protection from that danger. An interior room, such as a board room, is an ideal location to shelter-in-place.

The length of time required to remain sheltered may be short, such as during a tornado warning, which might only last a few minutes, or for an extended period of time, such as during a chemical spill or terrorist attack which could require sheltering for hours or even days.

During any emergency, it is important to stay sheltered until local authorities say it is safe to leave.

### SHELTER-IN-PLACE: EXAMPLE SITUATIONS

- **A tornado:** all employees should immediately go inside and seek shelter in an interior room.
- **A chemical spill outside of a building:** stay inside the building, close doors and windows, turn off the ventilation system, and move to an interior room.
- **Citywide order:** stay inside to allow law enforcement officers to focus on finding potential suspects.

### WHAT PROPERTY MANAGERS CAN DO

**meet** with tenants to explain the importance of having individual shelter-in-place plans for each employee, office suite and company, and for the entire building.

**stock** appropriate emergency supplies for building staff, including those in security, maintenance and parking, and potential building visitors.

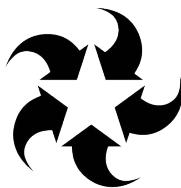
**drill** using sheltering-in-place annually and practice using the building's alert system, locking doors, turning off the ventilation system, moving employees to shelter-in-place locations, and inventory emergency supplies.

**It is critical to establish a communications plan to notify employees of the need to shelter-in-place.**

### FOR MORE INFORMATION:

Contact the DowntownDC BID  
Public Space Operations:

Email [publicspace@downtowndc.org](mailto:publicspace@downtowndc.org);  
Or call us at (202) 661-3232.



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### SHELTER-IN-PLACE: LOCATION

Each floor of a commercial office building should have a designated shelter-in-place location providing the following:

- An interior room without windows
- Adequate and accessible space for all floor occupants
- Emergency supplies stored in or near this room
- Signage which indicates the location

In addition, the shelter-in-place location should be designated in the building's emergency plan.

### SHELTER-IN-PLACE VS. STAY-IN-PLACE OR LOCK-DOWN

Situations can arise that do not require employees to fully shelter-in-place. Employees may be directed to stay-in-place within their office or the building might be locked-down, meaning employees should not leave the office suite or the building.

- **Stay-in-Place:** All employees should stay inside the building, but normal business can continue and employees can move between floors.

*Examples: Severe weather warning, minor security threat outside*

- **Lock-Down:** Lock office suite doors; employees should close office doors. All employees and visitors should remain in offices and not leave the building.

*Examples: Active shooter in a neighboring building, serious security threat near the building, violent protest outside*

### RESOURCES

**FEMA Ready Campaign**  
<http://www.ready.gov/shelter>

### BASIC EMERGENCY SUPPLIES

During an emergency requiring building occupants to shelter-in-place, the occupants may be required to stay inside the building and their designated shelter-in-place location for up to 72 hours. To prepare for this possibility, building occupants should have a "go-kit" of emergency supplies which includes:

- Identification, credit cards, cash
- 3 gallons of water (per person)
- Nonperishable food
- Batteries
- Flashlight (battery or hand operated)
- AM/FM radio (NOAA Weather Radio, if possible)
- 12-hour lightstick (3)
- First aid kit
- Emergency thermal blanket
- Emergency poncho
- Sanitary gloves
- Emergency whistle
- Multipurpose tool
- Rain gear, sturdy shoes, a change of clothes
- Sanitation and personal hygiene items
- Cell phone with charger
- Blankets, bedding, and/or sleeping bags.
- Prescription medications and first aid supplies
- Medication list
- Copies of personal documents
- Prepaid phone card

### DC HSEMA

<http://hsema.dc.gov/page/shelter-place>