



Shelter in Place Procedure

PURPOSE

The Shelter in Place procedure is used during an emergency when Officials deem that it's safer for individuals to remain indoors than exit into a potentially harmful environment. A hazardous chemical release or potential act of violence are examples of emergencies that may necessitate a Shelter In Place alert.

To help you remember what to do, the 4 S Procedure has been developed. The 4 S's are:

SEEK Shelter, **SECURE** your environment, **SILENCE** any sounds that may make your location known to an intruder, **STAY** where you are until you have been advised it's safe to leave.

SEEK & SHARE SHELTER

- Assess your environment. Certain situations may require immediate shelter but where possible:
 - Seek rooms that can be locked from the inside
 - Avoid large open areas, windows or areas that can't be secured
 - Look for alternative space outside of the lab. A lab is not an ideal place for sheltering.
- If you are outside and alerted to seek shelter indoors, enter the closest possible building.
- If it is safe to do so, share the building with those campus members seeking shelter. Look for Caltech ID's and/or uniforms but always use your judgment.
- Consider sheltering with others but avoid sheltering in large groups. Companionship can be helpful when dealing with the crisis.

SECURE

- Lock the building's exterior doors (manually or via Card Access)
- Secure the space that you are in. If there are no locks, consider barricading the door
- Close and lock any windows
- Pull blinds
- In some cases the ventilation system may be shut off
- Increase distance from the hazard. If the release is outside, move into the building's interior. Always move away from the highest area of concentration.

SILENCE

- Minimize noise
- Keep cell phones turned on but put them on vibrate
- Turn down ringers on desk phones
- Unplug speakers on computers or audio equipment
 - Example: Radios, MP3 players, fans, clock alarms
- Be aware of your surroundings and use your senses; listening for unusual sounds, look for hazards or smells
- Reduce or turn off lights to make yourself less visible in the building. Keep flashlights on hand

STAY

- Remain in a secure location and wait for instructions from emergency personnel or an official source such as the Caltech Emergency Notification system before exiting the building.

COMMUNICATIONS DURING A SHELTER IN PLACE EVENT

- Notification to shelter in place can come from various sources however the [Caltech Emergency Notification system](#) will be used as a primary communication tool.
- Always alert or share necessary safety information with other people in your building or location
- If you have pertinent information about the emergency or need assistance call ext 5000 or send an email or text message to 5000@caltech.edu. Please consider that by making a phone call you may be audible to a perpetrator.