

# SHELTER IN PLACE

Sheltering provides refuge for students, staff, and public within school buildings during an emergency such as chemical gas, spills, etc., when VAPORs are generated. Safe areas may change depending on the emergency and environmental conditions (e.g., wind direction).

STAFF	RESPONSIBILITIES
PRINCIPAL	1. Issue shelter alert (school wide PA and landline to café)
	2. Calls 911, CAS 243-1161
	3. Ensures everyone remains in safe area until "all clear" is given by emergency responders
ALL STAFF	1. Direct students and visitors to Library/Computer Lab
TEACHERS	1. Account for your students after arriving in Library/Computer Lab <ul style="list-style-type: none"> <li>• K-3 in Library</li> <li>• 4-6 in Computer Lab</li> </ul>
SASA / OA	1. Account for all staff members and visitors
CUSTODIANS/HEALTHAIDE	1. Close all windows and doors 2. Use plastic sheeting, wet cloths and duct tape to seal windows, cracks, etc. to minimize indoor air contaminations 3. Prevent outside air from mixing with inside air 4. Remove all plastic sheet, wet cloths and duct tape used to seal rooms and dispose