



SHELTERING-IN-PLACE AT ARMY INSTALLATIONS

In the event of an emergency, Army regional and installation emergency management organizations have plans and procedures to direct personnel to evacuate or take some form of shelter. For nonessential and nonemergency personnel, the preference is generally evacuation. In specific instances, evacuation or moving to a civilian shelter or designated place is more dangerous than remaining where you are, such as with short- or no-notice emergencies including hazardous materials events. In these instances, you may be directed to shelter-in-place.

Sheltering-in-place means to take temporary protection in a structure or vehicle—typically your workplace or residence—that is not certified, insured or staffed for emergency conditions. Installation procedures designate which responsible party or office will order personnel to shelter-in-place and for how long the order is expected to be in effect. Remember, preparing your residence is your own responsibility.

How to Prepare

- Have an emergency supply kit ready.
- Know how to turn off your heating, ventilation and air conditioning (HVAC) systems without damaging the components.
- Know how to close and secure doors, windows, vents and other exterior openings quickly.
- Identify potential interior space for sheltering-in-place.

How You Will Be Notified

Any of the following emergency warning procedures may alert you to shelter-in-place:

- A voice announcing system using exterior (Giant Voice) and interior speakers or sirens
- Automated Community Notification Systems for sending recorded voice messages or text
- Emergency Alert System (EAS) broadcasts on the radio or TV
- Residential route alerting—messages announced from vehicles with loudspeakers

Actions to Take When Temporarily Sheltering-in-Place

- Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside.
- There may be circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "sealing the room," is a matter of survival.
- Use common sense and available information to assess the situation and determine if there is immediate danger. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.
- The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires preplanning.
 - Bring your family and pets inside.
 - Lock doors, close windows, air vents and fireplace dampers.
 - Turn off fans, air conditioning and forced air heating systems.
 - Take your emergency supply kit unless you have reason to believe it has been contaminated.
 - Go into an interior room with few windows, if possible.
 - Seal all windows, doors and air vents with 2-4 mil.-thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.

- Cut the plastic sheeting several inches wider than the openings and label each sheet.
- Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

Where to Find Additional Information

- Federal Emergency Management Agency (FEMA): <https://www.ready.gov/shelter>
- Centers for Disease Control and Prevention (CDC): <https://www.cdc.gov/disability-emergency-preparedness/people-with-disabilities/sheltering-and-evacuating.html>
- Occupational Safety & Health Administration: <https://www.osha.gov/etools/evacuation-plans-procedures/eap/shelter-in-place>
- Ready Army: www.army.mil/ready

It's up to you. Prepare strong. Develop an emergency supply kit with enough supplies for at least three days, make an emergency plan with your family and be informed about what might happen. These fact sheets are intended to supplement predetermined plans and policies. Follow state, local, installation and command guidance related to threats and hazards.

