

Shelter-in-Place

GENERAL INFORMATION

The Shelter-in-place procedure is performed in the event of an outside threat such as chemical, biological, or radiological contaminants-if students are outside they, are to return indoors immediately. The classroom and building heating, ventilation, and air conditioning (HVAC) systems are to be shut down. Once the Shelter-in-Place is implemented every precaution should be taken to avoid exposure to the outside air.

Responsibilities

Principal/Designee

- Make the announcement for either a *soft or hard lockdown* depending on the magnitude and urgency of the emergency.
- Notify local law enforcement/fire department (911) and SUSD Police.
- Ensure all air conditioner(s) or ventilation (HVAC) systems are turned off
- Ensure all windows and doors are closed
- If possible seal all vents

Staff

- Lock all doors and windows
- Move away from windows
- If possible seal door gaps
- Take attendance (report any missing students)
- If you have the capability inside your classroom turn off all air conditioning and ventilation systems
- Remain in your classroom, office, or building until the “All Clear” is given

NOTE: The principal working with the site custodian and facilities manager should coordinate the shutting down of the classroom and building heating, ventilation, and air conditioning (HVAC) systems.