

	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
	Title: SHELTER-IN-PLACE POLICY		Page: 1 of 3
			Policy No. ESS.11

1.0 PURPOSE

1.1 To seek immediate shelter indoors following when emergency conditions do not warrant or allow evacuation.

2.0 SCOPE

2.1 TCC campus community.

3.0 POLICY

Definition of Safe Area - An area of assembly for building occupants. Features of an interior safe area may include:

- On the ground floor (exception: if ground floor does not offer safe areas and / or not enough safe areas exist for large group of people).
- Minimal windows and vents.
- Adequate space for anticipated occupancy. (Approximately 10 square feet per person.)
- Consider hallways, conference / meeting rooms, break areas or restrooms, rooms without windows or outside doors.
- Consider having hard wired phones available in case radios or cell phone systems are compromised during the emergency.

Definition of Shelter-In-Place - The action of seeking immediate shelter indoors following the announcement of an emergency situation such as release of hazardous materials to the outside air or extreme weather conditions. (Hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc), or other harmful contaminant.)

- 3.1 This policy describes the general procedures to be followed when Shelter-in-Place is required in response to a news advisory by public safety officials.
- 3.2 The typical duration for a Shelter-In-Place activity is usually short term (minutes or hours). The 'All Clear' notice will be given as soon as possible.
- 3.3 Faculty, staff, students, visitors and patients cannot be forced to Shelter-In-Place. If individuals are adamant about leaving and risking exposure to contaminants, their names and time of departure and destination will be recorded as they leave the building.

4.0 RESPONSIBILITIES

4.1 TCC President and the Vice President of Student Affairs (Incident Commander) will be responsible for making the decision to implement Shelter-In-Place.

4.2 Incident Commander will:

- 4.2.1 Communicate order to Building Emergency Coordinators.
- 4.2.2 Communicate to Maintenance Director to shut off all HVAC systems.
- 4.2.3 Communicate 'All Clear' when conditions are safe to do so.

4.3 Building Emergency Coordinators will:

- 4.3.1 Implement Shelter-in-Place procedure following notification from Incident Commander.
- 4.3.3 Assure all occupants are moved to pre-determined building safe areas.
- 4.3.4 Post signage at all entrances and exits according to policy.
- 4.3.5 Keep occupants calm and informed regarding reason for Shelter-In-Place and possible duration.
- 4.3.6 Provide notification and status updates to Incident Commander.
- 4.3.7 Restore building to normal function following 'All Clear'.

4.4 Maintenance Director will:

- 4.4.1 Implement shutdown procedures and reactivate HVAC system upon 'All Clear' notice from Incident Commander.
- 4.4.2 Develop building specific shutdown procedures for buildings identified as 'Shelter-In-Place' locations.

5.0 PROCEDURES

- The following buildings / rooms are recognized as Shelter-in-Place locations:

SAFE AREAS FOR SHELTER-IN-PLACE	
Harris	Restrooms, Copyroom, Mailroom
Learning Resource Center	Computer Lab, Main Restrooms 2 nd Floor: L203, L204, L205, L206
Ligon	Restrooms
Moody Health Center	Breakroom, X-ray Rooms, Darkroom, patient rooms
Russell	Gym
Smith Building	Restrooms
Turley	Prep Room
Auditorium Building	Restrooms, Auditorium
Purchasing / Information Technology (IT)	Breakroom
Maintenance Building	Supervisor's Office

5.1 Steps to Shelter-In-Place upon notification from TCC President or Vice President of Student Services (Incident Commander):

- 5.1.1 Building Emergency Coordinators will move building occupants to pre-determined Shelter-in-Place safe areas listed above.
- 5.1.1 Close all doors and windows.
- 5.1.2 If possible, close or seal air vents.

- 5.1.3 Close window shades, blinds or curtains.
 - 5.1.4 If possible, seal gaps around doors and windows with wet towels and tape.
 - 5.1.5 Turn off air handling (HVAC) equipment. If the choice is available, set HVAC to 'Recirculation' to minimize introduction of outside air into building.
 - 5.1.6 Shut down all experiments (Labs) / operations.
 - 5.1.7 Post sign at all entrances and exits, **"Shelter-in-Place in Effect. No Entry or Exit"**.
 - 5.1.8 Remain indoors until 'All Clear' message is received from Incident Commander or designee.
 - 5.1.9 Following 'All Clear' announcement turn on ventilation systems until indoor air has been exchanged with fresh air.
- 5.2 Providing Assistance to Persons with Disabilities:
- 5.2.1 Building Emergency Coordinators will identify persons with disabilities in advance of an emergency situation.
 - 5.2.2 Designate a person in the same or adjacent area to provide assistance as requested or required by the individual.
 - 5.2.3 Assure the safe movement of all persons with disabilities and account for them as soon as possible.
- 5.3 Anyone showing obvious symptoms of exposure to a contaminant will be separated from others, conduct basic decontamination with soap / water and / or shower and bag contaminated clothing and dispose in hazardous waste container located in any of the laboratories. (See reference below.)
- 5.4 'All Clear' given, follow Incident Commander's orders to resume operations or other special orders.

6.0 REFERENCE

- 6.1 Community Awareness Emergency (CAER), an automated message center that carries up-to-date information on area industry chemical spills or releases plus "shelter-in-place" warnings. See emergency names and phone numbers.
- 6.2 For location of the three laboratories, see Chemical Spill Quick Reference in the Emergency Preparedness Policy, or Chemical Spill Policy.

NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in the Emergency Preparedness Plan.