

SHELTER-/SECURE-IN-PLACE

What Should I Do?

BUILDING ADMINISTRATORS AND STAFF

The term *Shelter-/Secure-in-Place* means to seek immediate shelter and remain there or to remain sheltered if you are already in a designated location, instead of evacuating the area during an emergency. This procedure is generally preferred to evacuation. *Shelter-/Secure-in-Place* is used whenever an evacuation is not safe or if it is unclear whether an evacuation is safe.

Remember, once this action has been initiated, it has already been determined that it is safer for you to remain in place rather than leave your building or the campus.

REMAIN CALM AT ALL TIMES AND FOLLOW THE DIRECTIONS OF COLLEGE OFFICIALS OR UNIFORMED EMERGENCY RESPONDERS.

Once you are notified that the college is recommending a *Shelter-/Secure-in-Place*, the building administrator should, when safety allows, take the following actions:

- Notify staff in the building of the need to *Shelter-/Secure-in-Place*.
- Remain calm and inform building occupants of the need to remain quiet and calm. Staying calm will facilitate communications and the gathering of necessary information.
- Take appropriate steps to inform the occupants of the building of the need to *Shelter-/Secure-in-Place*. These steps should include
 - turning off lights;
 - closing windows, blinds, and shades;
 - moving away from doors and windows;
 - securing doors by locking them, or when doors open inward, by blocking them with furniture.
- Check bathrooms to ensure that all persons are appropriately informed, and direct them to a secure room.
- If possible, lock entrances to the building.
- Secure handicap entrances.
- Move visitors, guests, and others from the hallways to previously identified secure rooms.
- As soon as these steps have been taken, notify Public Safety (311) or 911 from a college telephone that the building is secure. Provide Public Safety with your location and the number of occupants in your room. When possible, keep a list of names of all persons who are at your location.
- Keep Public Safety or 911 informed of any significant activity in your building, such as, loud noises, yelling, shots fired, etc.
- REMAIN CALM!
- Remain in place until you are contacted by either Public Safety or the police.
- DO NOT OPEN THE DOOR TO YOUR ROOM FOR ANYONE. Public Safety, police, or other college officials will have keys to enter your room.
- DO NOT LEAVE UNTIL YOU ARE GIVEN AN ALL CLEAR BY A UNIFORMED OFFICER OR COLLEGE OFFICIAL!
- The most important step you can take is to remain calm. After this process has been initiated, the Suffolk County Police, along with college Public Safety and other agencies, will take the necessary steps to ensure your safety.