

## Shelter-in-Place

Shelter-in-place is a precaution used in an emergency aimed to keep you safe while remaining indoors. Chemical, biological, or radiological contaminants may be released into the environment or CMA may encounter an active shooter incident or a criminal incident. Should any of these occur, you may be directed to shelter-in-place.

## Why Shelter-in-Place

When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors. If you are told to shelter-in-place, follow the instructions below.

### How to Shelter-in-Place:

#### At CMA:

- A.** Close facility-bring **everyone** into a room-shut and lock the door.
- B.** Close and lock all windows, exterior doors, and openings to the outside.
- C.** Take roll of all present-make list available when asked.
- D.** Listen for announcement notification from Local Authorities.
- E.** Ask everyone to shelter-in-place and not drive or walk outdoors.
- F.** Unless there is an imminent threat, ask all to notify their emergency contact they are safe.
- G.** In the event of possible explosion, close all shades, blinds, curtains.
- H.** Use cell phones to notify parents of status.
- I.** Use the school-wide emergency notification.

#### If Chemical/Hazardous Materials

- A.** Select interior room(s) with the few windows or vents.
- B.** Turn off all fans, heating and air conditioning systems.
- C.** Avoid selecting a room with equipment like ventilation blowers or pipes.
- D.** Bring everyone into the room. Shut and lock the door.
- E.** Select a room with hard-wired telephone for emergency contacts.
- F.** Seal all cracks around door(s) vents with duct tape or plastic if **Hazardous Chemical**.
- G.** Stay where you are until you are told by Emergency Officials that all is safe or you are told to evacuate.

<b>Police/Fire</b>	<b>911</b>
<b>Chemical Spill/Hazardous Spill/Exposure</b>	<b>911</b>
<b>Public Safety Emergency</b>	<b>1111</b>

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