

Procedures for Sheltering in Place

When you receive notification to shelter in place, follow the procedures in your OEP.



- Move away from windows and exterior walls, into the interior of the building as quickly as possible, and close doors.



- Follow additional instructions from the Occupant Emergency Team. Move to a different floor if directed.



- Provide any needed assistance to coworkers and visitors while maintaining your own safety.



- If you have prepared a personal emergency preparedness kit, take it with you.

