

## UNIVERSITY SHELTER-IN-PLACE PROCEDURES

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Category:	Emergency Conditions
Title:	Disaster Plan: <i>Shelter-in-Place Emergency Plan Scott Building</i>
Applicability:	Thomas Jefferson University

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### **PURPOSE**

The purpose of this plan is to provide for the safety of the occupants of all Thomas Jefferson University buildings in the event of an outdoor hazardous material, biological or other emergency outside the building. The plan will shelter occupants of the buildings in place (inside the building) in order to minimize the occupant's exposure to the outdoor contaminants or protect them from a security-related emergency outside the building such as a bomb scare, terrorist attack or riot on campus.

### **MITIGATION**

The components of the plan define measures, which will minimize or prevent exposures of outside hazardous contaminants to the internal occupants of the University buildings. The following activities are required for successful prevention of inside exposure:

1. Identification of suitable pre-determined shelter areas or rooms with as few windows, vents and doors as possible and with drinking and toilet facilities.
2. A process for the shutdown of all air handling equipment (heating, ventilation, and air conditioning systems) to the designated shelter areas and a process to close all doors and windows.
3. Designation of a specific exit door for personnel who may be required to leave the facility during the emergency. This exit area will be chosen to prevent potential contamination to the inside occupants.

### **RESPONSE**

In the event that TJU receives notification from local, state, or federal officials that an outdoor hazardous materials or biological emergency exists in the Philadelphia area that makes it unsafe for occupants to leave building(s), there will be a verbal communication to all building occupants of a code Operation SHELTER-IN-PLACE by Security or other designated personnel.

Additionally, a code Operation SHELTER-IN-PLACE will be communicated to building occupants in the event of a security-related emergency outside the building which would threaten their safety upon exiting the building (i.e. bomb threat, riot, terrorist attack.)

JeffALERT (an emergency notification system) will also be used to notify personnel and students to Shelter-in-Place through text messaging, voicemail and e-mail.

In the event of a security-related emergency outside the building or upon notification from authorities that an outdoor hazardous materials or biological emergency exists having the potential to affect our facilities, the plan may be initiated by the following:

1. TJU President or Designee
2. Director of Public Safety
3. Emergency Management Coordinator

#### Communication of a code Operation SHELTER-IN-PLACE

“The code Operation Shelter-in-Place Plan” is now in effect. All entrances and exits for this building are restricted.”

Direction will be given to employees, students and visitors verbally by Security or other designated personnel to close and lock windows and doors and proceed to designated areas.

The JeffALERT System will also be activated to notify personnel and students to Shelter-in-Place.

Designated areas for sheltering in place:

- Interior areas that do not have windows
- Basement

In addition, the notification of key personnel will be implemented.

#### Facility

1. Facilities/Plant Operations service engineers will immediately implement their plan to secure building ventilation systems and other components of the facility plan, if an outdoor hazardous material or biological emergency exists.
2. Security management will immediately implement their plan to secure all entry points to the building.

#### Command Center/Incident Management

The Command Center will open and be staffed and managed by designated personnel.

The Command Center team is responsible for making decisions, which will ensure the proper and adequate response of the University. Decisions include but are not limited to the following:

- Deploy staffing to designated shelter in place areas
- Designate the specific entrances for incoming staff and employees
- Designate a specific emergency exit door for emergency exiting of staff/visitors
- Assure that Security personnel are posted at all lock down and designated entry points
- Monitor radio/web/TV broadcasts for emergency messages

### Emergency Requests to Leave the Facility

No person is permitted to leave the facility during the implementation of the Operation Shelter-in-Place Plan. However, it is recognized that an internal/external “personal emergency” may require that one or more persons leave the facility, i.e. medical emergency (personal or family member).

Any and all requests to exit the building during an Operation Shelter in Place must be approved by the incident commander or designee.

The alternate exit will be determined at the time of the event.

### “All Clear” Announcement

There will be a verbal communication to all building occupants that the code Operation SHELTER-IN-PLACE has been cleared. Security or other designated personnel will communicate the “ALL CLEAR.”

The JeffALERT System will be activated to notify personnel and students of an “ALL CLEAR.”

Once an external situation involving an outdoor hazardous material or biological agent has been declared “ALL CLEAR”, the following will occur:

- Occupants of the facility shall be instructed to proceed to exit the building and to open all windows and doors once the outside environment has been determined to be safe
- The facility engineers will take measures to begin circulating fresh air throughout the building
- The incident commander will determine when the occupants can return to the building

### **RECOVERY**

At the conclusion of any significant event involving the need to implement the Operation Shelter in Place Plan, everyone who had direct responsibilities in any aspect of the event will:

1. Identify any facility malfunction
2. Identify any segment of the plan or procedures that may require revision

### **ANNUAL TEST OF THE PLAN**

There will be an annual test of the plan that will be reviewed and critiqued by the Jefferson Safety Steering Committee.

### **EDUCATION PLAN**

All employees required to assist in carrying out the plan shall receive training on an annual basis.

A copy of the Shelter-in-Place Plan will be accessible on the University’s JeffALERT Emergency Notification Internet site.

**Original Issue Date:** July 2009

**Revision Date(s):** September 2013, September 2014

**Review Date(s):**

**Responsibility for maintenance of procedure:** Director of Public Safety