

SHELTERING-IN-PLACE, LOCKDOWNS

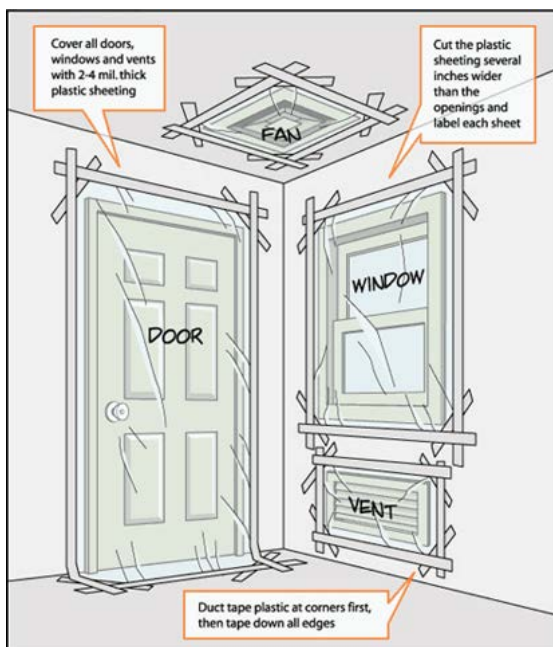
There are many hazards all around us that could become emergency situations. Evacuation may not be the best solution in some instances. In these situations, seeking shelter indoors provides the best protection from the threat. Once indoors, the actions you perform are based upon what protection is needed.



SHELTER-IN-PLACE

You may be advised to “shelter-in-place” rather than evacuate during emergency situations. Some examples are severe weather emergencies, hazardous material release, or civil unrest.

- Stay inside the building or go indoors as quickly as possible if you are working outside
- Select an interior room or rooms with few or no windows
- Close windows to provide tighter seal against chemical vapors, smoke and/or fumes
- Locate supplies you may need while being sheltered (food, water, radio, flashlights)
- In the event of a hazardous materials release, turn off fans, air conditioning or ventilation systems, if you have control of these systems
- Monitor official emergency notification systems for further instructions
- DO NOT evacuate the building until you receive an "all clear" from emergency personnel



At Home:

Select a room that is big enough to hold your family, but small enough that you can seal it (bathrooms usually work best).

Consider pre-cutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits. [American Red Cross](#)

Once you have sealed yourself in, leave only if you receive the “all clear” or if the useable air becomes stagnant and it is hard to breathe.





LOCKDOWN

A lockdown helps protect people from a threat, inside or outside of a building. A lockdown requires locking doors and windows, if possible, and barricading oneself to block entry. Personnel remain in lockdown until officials release them.

- LOCK OR BARRICADE classroom and office doors. Do not lock exterior doors unless told to do so. This will allow people still outside to enter the building and find shelter in empty rooms
- Close windows and window blinds/curtains
- Turn off the lights
- Instruct everyone to remain silent and to stay out of hallways or areas in sight of doors and windows
- Remain calm, and help others do the same
- If you are in hallways during the emergency, seek shelter immediately in the nearest classroom or office suite
- If you are in outdoor areas, you should immediately take cover
- Monitor official emergency notification systems for further instructions or an “all clear” signal

Do Not:

- DO NOT SOUND THE FIRE alarm in the building unless there is a fire
- Do not respond to anyone at the door until an "all clear" or official identification is shown
- Individuals should not attempt to leave the building until told to do so by police personnel



More Information

[CDC.gov](https://www.cdc.gov) — Learn how to shelter in place

[Ready.gov](https://www.ready.gov) — Shelter in place

[American Red Cross](#) — Shelter in place (pdf)



Emergency Management

POLICE DEPARTMENT

UNIVERSITY OF WISCONSIN-MADISON