PROCEDURE TITLE: Shelter in Place
RELATED POLICY: NC500 Imminent Threat

A. Definitions

College Notification Systems: The College has a variety of systems to communicate to the college community. These include, but are not limited to, NC Alert, the public address (PA) system, the College’s Mobile Safety App, social media, telephone and voicemail systems, the College website, and Wayfinder screens.

B. Procedure Purpose

A Shelter in Place alert is used when a dangerous or potentially dangerous environmental situation is present outdoors. These situations could be weather related or environmental (e.g. accidental or intentional release of chemicals or toxins).

This procedure, in conjunction with the Emergency Response Handbook, outlines the appropriate steps to take when a Shelter in Place has been called.

C. Procedure Statements

1. A Shelter in Place alert will be communicated using the most appropriate College Notification Systems, which should be monitored throughout the situation.

2. If involved with hazardous materials, machines, appliances, or completing a dangerous procedure, immediately shut down any operations that could create additional hazards if left unattended.

3. If outdoors when the Shelter in Place is called, enter the nearest college building immediately.

4. Individuals should encourage and support each other.

Shelter in Place due to Hazardous Materials Release:

5. Close all exterior doors and windows.

6. Regular college operations will continue inside the buildings, unless directed otherwise.

7. If directed, take refuge in an interior room, with no or few windows. In the case of chemical threats, a top floor location is preferable. If this direction has been given, all college operations will cease.
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8. Remain indoors until the all clear is given.

Shelter in Place due to Severe Weather
9. The nature of the severe weather will determine the specific safety precautions. Follow all direction from Campus Safety, first responders, and/or the College Notification Systems.

10. Remain indoors until the all clear is given.

D. Forms

None