

SAFTY TIP TO SHELTER IN PLACE

Shelter in Place Training in Personal Safety

If you need to shelter in Place, consider the following:

In your Office:

Shut and Lock your door (if you don't have a lock consider a wedge under the door)

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Turn off your lights

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Close any shades especially those off the hallway

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Conceal yourself in a place where you cannot easily be seen from the door or outside

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If possible, quietly notify other people in the building

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If possible, Call Capitol Police 828-2229 quietly or call 911

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Stay sheltered until you get an all-clear from Law Enforcement..

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Don't take any action that would put you in harm's way

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If you Away from your office:

Seek shelter in a nearby office or in an area that has been identified as secure, such as a supply room with a locking door.

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Avoid hallways or open area such as cubicles, lobbies or conference rooms

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Turn off the lights

SAFTY TIP TO SHELTER IN PLACE

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Conceal yourself so that you cannot be easily seen from the doorway

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If possible, quietly notify other people in the building of the event

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If possible, Call Capitol Police 828-2229 quietly or call 9- 911

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Stay sheltered until you get an all clear from Law Enforcement

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If you can safely shelter a client or visitor you should do so, but never leave a secure area if you are already sheltered

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You can practice sheltering by yourself or with a group....just work out a plan and practice regularly

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It is important to always wear your ID badge-responders to an incident are going to want to identify employees immediately

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If you are caught out in the open and you have no place to shelter, drop to the floor, turn your face towards a wall, and play dead