



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) SHELTER-IN-PLACE

Shelter-in-place events are usually weather-related or hazardous material-related emergencies. When it is necessary to shelter-in-place, you will be safest by moving inside to a building space that protects you from the danger. **Do not lock** doors behind you as others may also need to shelter-in-place.

1. SHELTER-IN-PLACE: PROCEDURES FOR WEATHER-RELATED EMERGENCIES

If hazardous weather such as a tornado is approaching, HWS campus officials may issue a shelter-in-place order to protect all members of the campus community. If such an order is issued, you should immediately move inside the nearest structure. This structure should be of substantial construction (i.e. masonry, brick, etc.) with a solid foundation. Temporary structures such as tents, sheds, etc. should not be used as a shelter.

- Protect yourself from the approaching weather by taking the following steps:
 - Avoid windows.
 - Go to the lowest floor.
 - Go directly to an enclosed, windowless area in the center of the building — away from glass. Interior stairwells are usually good places to take shelter, and if not crowded, allow you to get to a lower level quickly.
 - Stay out of the elevators; you could be trapped in them if the power is lost.
- If your shelter is being impacted by dangerously high winds:
 - Crouch as low as possible to the floor, facing down.
 - Cover your head with your hands/arms.

Once the threat has passed, HWS officials will use all appropriate alerting methods to notify the campus community that it is safe to leave your shelter.

2. SHELTER-IN-PLACE (ENVIRONMENTAL): PROCEDURES FOR HAZARDOUS AIR QUALITY EMERGENCIES

Sheltering in place as a result of hazardous air quality is designed to isolate you from the hazard and to prevent the contaminated air from entering your space. The following steps should be followed:

- Go to an interior room. Based on the nature of the hazard, HWS officials may direct you to isolate yourself in a lower or upper floor of the building. This is due

EAP-Shelter-in-Place

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

to some chemicals being lighter or heavier than air and having a tendency to accumulate in either low or high places. HWS officials will provide this essential information as soon as it has been determined.

- If you are unable to isolate yourself in a room without windows, you should immediately close and lock all windows.
- Securely close and lock all doors.
- As soon as reasonably possible, HWS officials will shut down all heating, ventilation and air conditioning (HVAC) equipment. You may also call Buildings and Grounds at (315) 781-3660 to request this action if it has not already been accomplished.
- Monitor official HWS communications for further instructions.
- When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

Do not hesitate to contact Campus Safety if you need assistance.

- Emergency assistance (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333, off campus dial 911).
- For non-emergency assistance dial (315) 781-3000.

EAP-Shelter-in-Place

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911