



# DEPAUW UNIVERSITY

*Est. 1837*

## **Shelter In Place**

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Shelter-in-place might arise during a weather emergency, an outside chemical spill/release, electrical lines down, as part of an emergency lockdown, or another emergency. The basic steps of shelter-in-place are:

- Always move away from danger
- If you are outdoors, proceed into the closest building and seek shelter inside
- Locate a room to shelter inside.
- Make a list of those sheltering with you
- While sheltered, find information, updates or instructions (WGRE, DePauw Homepage, Emergency Alerts via texts, University social media, etc.)
- Emergency Responders will help evacuate you, or issue an all clear to any threats or immediate danger.
  - If during a severe storm:
    - Shelter on the lowest level, inside and interior room away from glass.
    - Seek protection under heavy furniture if available.
  - If during a Hazardous Chemical Release outside
    - Ideally stay above ground level for a hazardous material incident
    - Shut and lock all windows (tighter seal) and close exterior doors.
    - Turn off air conditioners, heaters and fans
    - Close vents to ventilation systems as you are able. (University staff will turn off ventilation if circulating air is a threat.)
    - See additional procedure for “Hazardous Materials / Spills Release”