No matter where you are, the basic steps of shelter-in-place will generally remain the same. Examples of shelter-in-place might arise during a weather emergency, or a chemical spill/release. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - Ground level or below during a Storm
  - Ideally above ground level for a hazardous material incident
  - An interior room. Without windows or away from glass.
  - Seek protection under heavy furniture during a storm.
  - If there is a large group of people inside a particular building, several rooms maybe necessary
- 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 as quickly as possible if circulating air is a threat.)
- Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to the Public Safety office so they know where you are sheltering. If only students are present, one of the students should call in the list.
- If possible turn a radio on to WGRE or a Television to D3TV and listen for further updates and instructions.
- Make yourself comfortable. Sometimes sheltering in place can be a drawn out process until Public Safety Officials help evacuate you, or issue an all clear to any threats or immediate danger.