

## UNIVERSITY SHELTER-IN-PLACE PROCEDURES

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Category:	Emergency Conditions
Title:	Disaster Plan: <i>Shelter in Place Plan Emergency Plan – Orlowitz Residence Hall (PA System)</i>
Applicability:	Thomas Jefferson University: Department of Housing & Residence Life

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### **PURPOSE**

The purpose of this plan is to provide for the safety of the occupants of the Orlowitz Residence Hall in the event of an outdoor hazardous material, biological or other emergency outside the building. The plan will shelter occupants of the buildings in place (inside the building) in order to minimize the occupant's exposure to the outdoor contaminants or protect them from a security-related emergency outside the building such as a bomb scare, terrorist attack or riot on campus.

### **RESPONSE**

In the event that TJU receives notification from local, state, or federal officials that an outdoor hazardous materials or biological emergency exists in the Philadelphia area that makes it unsafe for occupants to leave building(s), there will be a communication to all building occupants via an overhead announcement of a code Operation SHELTER IN PLACE PLAN.

JeffALERT (a notification system) will be used to notify all employees and students about the SHELTER IN PLACE.

Additionally, a code Operation SHELTER IN PLACE PLAN will be communicated to building occupants in the event of a security-related emergency outside the building which would threaten their safety upon exiting the building (i.e. bomb threat, riot, terrorist attack.)

In the event of a security-related emergency outside the building or upon notification from authorities that an outdoor hazardous materials or biological emergency exists having the potential to affect our facilities, the plan may be initiated by the following:

1. TJU President or Designee
2. Director of Public Safety or Designee
3. Director of Housing and Residence Life or Designee
4. Emergency Management Coordinator

### Announcement

Upon implementation of the Shelter in Place Plan, Desk staff (and available professional staff) personnel will immediately make the following announcement three (3) times over the Public Address System:

- “The Operation Shelter in Place Plan” is now in effect. All entrances and exits for this building are restricted. Residents should close all windows and doors. Updates will be broadcasted as information becomes available.”

Direction will be given to employees, students and visitors via overhead announcement to proceed to designated areas (Residence Hall apartments.)

Updated announcements will be repeated as necessary throughout the time the emergency is in effect.

In addition, the notification of key personnel will be implemented.

### **PROCEDURE**

The components of the plan define measures, which will minimize or prevent exposures of outside hazardous contaminants to the internal occupants of the University buildings. The following activities are required for successful prevention of inside exposure:

1. Desk staff (and available professional staff) will lock the front door and place signage on the door indicating that a Shelter in Place Plan is in action.
2. Desk staff (and available professional staff) will visit the basement:
  - a. Alert residents of the Shelter in Place emergency
  - b. Properly label the designated specific exit door (see “Designated Exit”)
  - c. Shut down the air handling systems

Facility:

1. Desk staff (and available professional staff) will immediately implement their plan to secure all entry points to the building on the first floor. This includes procedure to lock and cover front door areas, lounge area, and fitness room.
2. Desk staff (and available professional staff) will use the elevator to access the basement area and shutdown the air handling equipment (heating, ventilation, and air conditioning systems.)
  - a. Shelter in place protocol requires that there is a specific exit door designated for personnel who may be required to leave the facility during the emergency. The southwest stairwell accessible from the basement and/or the first floor will be marked for designated personnel to enter and exit.
3. If an outdoor hazardous material or biological emergency exists building residents will go to (or remain) in their individual apartments. Residents will be responsible for closing and covering windows and HVAC units within their apartments. In addition, all vents will also be covered by residents.

4. Guests and employees should remain in the 1<sup>st</sup> floor lobby.

#### Command Center/Incident Management

The Command Center will open and be staffed and managed by designated personnel.

- The Command Center team is responsible for making decisions, which will ensure the proper and adequate response of the University.

#### Emergency Requests to Leave the Facility

No person is permitted to leave the facility during the implementation of the Operation Shelter in Place Plan. However, it is recognized that an internal/external “personal emergency” may require that one or more persons leave the facility, i.e. medical emergency (personal or family member).

Any and all requests to exit the building during an Operation Shelter in Place Plan must be approved by the incident commander or designee.

The alternate exit will be determined at the time of the event.

#### “All Clear” Announcement

An “ALL CLEAR” announcement will be announced three (3) times over the Public Address System. “The Operation Shelter in Place Plan has been cleared.”

JeffALERT will be used to communicate the ALL CLEAR as well.

Once the external situation involving an outdoor hazardous material or biological agent has been declared “ALL CLEAR” the following will occur:

- Occupants of the facility shall be instructed to proceed to exit the building and to open all windows and doors once the outside environment has been determined to be safe
- The facility engineers will take measures to begin circulating fresh air throughout the building
- The incident commander will determine when the occupants can return to the building

### **RECOVERY**

At the conclusion of any significant event involving the need to implement the Operation Shelter in Place Plan, everyone who had direct responsibilities in any aspect of the event will:

1. Identify any facility malfunction
2. Identify any segment of the plan or procedures that may require revision

## **ANNUAL TEST OF THE PLAN**

There will be an annual test of the plan that will be reviewed and critiqued by the Jefferson Safety Steering Committee.

## **EDUCATION PLAN**

All employees required to assist in carrying out the plan shall receive training on an annual basis.

A copy of the Shelter-in-Place Plan will be accessible on the Intranet under the Department of Housing and Residence Life, Residence Hall Information.

**Original Issue Date:** July 2009

**Revision Date(s):** September 2013, September 2014

**Review Date(s):**

**Responsibility for maintenance of procedure:** Director of Environmental Health and Safety