



## SHELTER- IN- PLACE (SIP) CHECKLIST FOR BUSINESS

PLANNING ACTIVITIES (BEFORE A SHELTER-IN-PLACE EMERGENCY)	
<input type="checkbox"/>	<b>Pre-arrange an outside staff meeting area</b> _____ This could be the same as the Fire Plan meeting place.
<input type="checkbox"/>	<b>Pre-select an interior room(s)</b> with the fewest windows or vents <ul style="list-style-type: none"><li>• Conference rooms</li><li>• Storage rooms</li><li>• Hallways</li><li>• Avoid rooms with mechanical equipment like ventilation blowers or pipes</li><li>• Room(s) should have adequate space for everyone to be able to sit down</li><li>• Avoid overcrowding by selecting several rooms (consider #of <i>employees , possible # of visitors, clients etc</i>)</li><li>• Ideally a room with an adjoining bathroom.</li></ul>
<input type="checkbox"/>	<b>Prepare a Shelter-in-Place Kit</b> containing the following: <ul style="list-style-type: none"><li>• A battery-operated/hand cranked AM/FM radio and batteries</li><li>• Plastic sheeting (preferably, pre-cut to size to cover any windows &amp; doors and labelled)</li><li>• Duct tape for sealing cracks around doors and windows</li><li>• Alternate lighting ,in the event of a power outage.eg lantern(s) for overall lighting, flashlight(s), headlights(keeps your hands free), batteries and light-sticks</li><li>• Bottled water for drinking and to wet towels</li><li>• Ready to eat ,non perishable snack food and drinking water</li><li>• Enough towels to block the bottoms of each door in the room</li><li>• First-aid kit</li><li>• Paper, pens, list of important phone numbers</li><li>• Shelter-in-Place signage to post on all entrances of your business</li></ul> <b>Note:</b> Plan to account for all staff, visitors, and customers as you would in a fire drill.
<input type="checkbox"/>	<b>Ensure a hard-wired telephone</b> is in the room(s) you selected. If not, plan to bring in a cellular phone(s).
<input type="checkbox"/>	<b>Create a Shelter-in-Place announcement</b> for staff, customers /clients/visitors in the building. It is important to provide for their safety of everyone by asking them to stay-not leave. When authorities advise an SIP they want everybody to take those steps immediately, where they are and not walk outdoors or drive. In general, employees, clients/visitors cannot be forced to shelter.
<input type="checkbox"/>	<b>Pre-assign Shelter-in-Place duties</b> should be assigned to Facility Manger/specific employees.
<input type="checkbox"/>	<b>Conduct a Shelter-in-Place drill</b> twice a year.
<input type="checkbox"/>	<b>Check the supplies</b> of the Shelter-in-Place Kit every six months.



## SHELTER- IN- PLACE (SIP) CHECKLIST FOR BUSINESS

### RESPONSE ACTIVITIES (DURING SHELTER-IN-PLACE EMERGENCY)

- Announce to staff** there is a Shelter-in-Place emergency and inform staff to stay.
- Request visitors, clients, customers to stay** and not leave.
- Instruct everyone outside to come inside** immediately.
- Close all doors, windows** and any openings to the outside.
- Post Shelter-in-Place signage.**
- Shut down air handling equipment** (e.g. heating, ventilation/air-conditioning, etc.).
- Consider security** concerns (e.g. cash, inventory, etc.).
- Direct staff and all visitors** to the designated Shelter-in-Place Room(s).
- Retrieve the Shelter-in-Place Kit** once inside the Shelter-in-Place Room(s).
  - Seal any doors ,windows, vents with plastics sheeting and tape
  - Place wet towels at base of door(s)
  - Monitor media for updates (e.g. radio, cell phones, etc.)
- Account for all employees and visitors.**
- Remain in the Shelter-in-Place Room(s)** until an ALL Clear is given by emergency officials

**Note:** Remember that instructions to Shelter-in-Place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen.

### RECOVERY ACTIVITIES (AFTER THE SHELTER-IN-PLACE EMERGENCY)

- When the 'All Clear' is issued** have all staff/visitors/clients leave the Shelter-in-Place Rooms (s).
- Open all doors and windows** to ventilate.