

Shelter in Place

Shelter-in-place means to seek immediate shelter and remain there during an emergency rather than evacuate the area. It is always preferred to evacuate. Shelter-in-place should only be used when an evacuation is not safe.

Certain events may necessitate the initiation of the College's shelter-in-place protocol. The decision to shelter-in-place will be made by the president or his designee. Once the decision has been made, the director of real estate operations will instruct the campus community to shelter-in-place. This notification will be made using the CBS Watchman Alert System.

Shelter-in-place procedures are outlined under each emergency where appropriate. General shelter-in-place procedures are as follows:

Upon receiving notification to shelter-in-place:

- ◁ Stay in your office/classroom.
- ◁ Notify those around you and encourage others to remain in their office/classroom rather than to try to leave the building.
- ◁ Lock the doors, cover the door window, close the blinds, turn off the lights, and stay calm.
- ◁ Stay away from the windows.
- ◁x Check your phone messages, email, and the College website. If a TV is