

Sample Shelter-in-Place Procedures

Shelter-in-Place Procedures (Sample)

Use this list to identify roles, responsibilities, and processes for sheltering-in-place at your childcare site.

Specify how each of the following procedures will be implemented.

Identify shelter locations (Who will identify? How will they be identified? Will there be multiple locations?):

Ensure shelter locations:

- Are clearly marked.
- Are free of items that may fall during sheltering.
- Have emergency lighting and sufficient ventilation.

The decision to shelter-in-place will be made by:

The decision to shelter will be based on (notification from local officials, weather forecasts, etc.):

911 will be called by:

Staff will be notified of sheltering and where to shelter by (announcement, phone call, etc.):

Staff will account for the children under their care, including:

- Bringing children inside.
- Taking attendance at appropriate points in the process (designate).
- Getting children to designated sheltering rooms.

Designated staff will bring to the shelter location(s):

- Emergency kits.
- First aid kits.
- Supplies for sealing rooms, if necessary.
- Activities for children.

Designated staff who will monitor the radio for instructions:

For contaminated air scenarios, designated staff will:

- Seal the room.
- Close curtains or blinds.
- Shut off HVAC systems.

List additional procedures for your site below:

