

SHELTER-IN-PLACE CHECKLIST

Follow these ten simple steps



1) **SHELTER** – Go inside the nearest building or enclosed space.



2) **SHUT** – Close all doors and windows. Close as many windows and doors as possible



3) **LISTEN** – to radio, TV or for public announce-

4) Cover mouth and nose with a damp cloth or handkerchief.

5) Close all vents and turn off ventilation systems. You want to keep the inside air in and the outside air out.

6) When possible, select rooms above ground level. Avoid basements!

7) Select an internal room or a room with few or no windows.

8) When possible, choose a room with bathroom facilities and water.

9) Turn off all motors and fans. Still, non-moving air is best.

10) Remain sheltered until the “all-clear” signal is given.



**COLLABORATING
AGENCIES
RESPONDING TO
DISASTERS**

510- 451- 3140

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**Advance
preparations to
“Shelter-in-Place”**

Actions:

- Seal cracks around any windows, doors, or openings to the outside.
- Fix broken windows and doors.
- Know how to turn on & off all vents and ventilation systems.

Supplies:

- Towels and water, to close barriers and gaps
- Food and drinking water.
- Duct and/or masking tape to put over openings.
- Special supplies, medicines, activities for children
- Radio with extra batteries to monitor messages
- Cell phone, telephone access, walkie-talkie, or other means of communicating with others.
- Sanitation supplies.

REMEMBER!

- Your pre-packed emergency Go-kit is perfect for a shelter-in-place emergency.

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