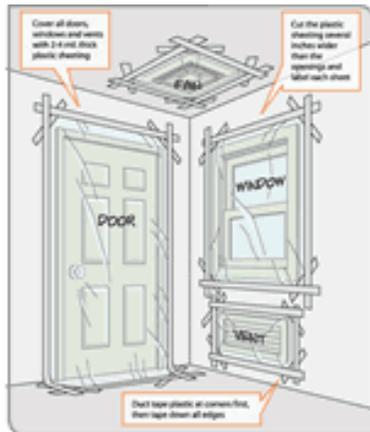


There may be situations when it's best to stay where you are to avoid any uncertainty outside. There are other circumstances, such as during a tornado or a chemical incident when specifically *how* and *where* you take shelter is a matter of survival. You should understand the different threats and plan for all possibilities.

If you are instructed by local authorities to take shelter, do so immediately.



Seal The Room diagram

[Click here](#) to view, download or print with graphics.

1. If feasible, develop a system for knowing who is in your building in case there is an emergency.
2. Establish a warning system.
 - o Test systems frequently.
 - o Plan to communicate with people with hearing impairments or other disabilities or who do not speak English.
3. Account for all workers, visitors and customers as people arrive in the shelter.
 - o Take a head count.
 - o Use a prepared roster or checklist.
 - o In general, employees cannot be forced to shelter, however there are circumstances when local officials will order that everyone stay put. It is important to speak with your co-workers in advance about sheltering to avoid confusion and allow for cooperation in the event you need to shelter-in-place.
4. Assign specific duties to employees in advance; create checklists for each specific responsibility. Designate and train employee alternates in case the assigned person is not there or is injured.
5. Get emergency supply kits and keep them in your shelter locations.
6. Practice your shelter-in-place plan on a regular basis.

"Seal the Room". If local authorities believe the air is badly contaminated with a chemical, you may be instructed to take shelter and "seal the room."

The process used to seal the room is considered a temporary protective measure to create a barrier between your people and potentially contaminated air outside. It is a type of sheltering that requires preplanning.

1. Identify a location to "seal the room" in advance.
 - If feasible, choose an interior room, such as a break room or conference room, with as few windows and doors as possible.
 - If your business is located on more than one floor or in more than one building, identify multiple shelter locations.
2. To "seal the room" effectively:
 - Close the business and bring everyone inside.
 - Lock doors, close windows, air vents and fireplace dampers.
 - Turn off fans, air conditioning and forced air heating systems.
 - Take your emergency supply kit unless you have reason to believe it has been contaminated.
 - Go into an interior room, such as a break room or conference room, with few windows, if possible.
 - Seal all windows, doors and air vents with plastic sheeting and duct tape. Measure and cut the sheeting in advance to save time.
 - Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
 - Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available.

For more information see <http://www.fema.gov/plan/prevent/saferoom/index.shtm>.

I certify that I have read this Fact Sheet.

Printed Name: _____

Signature: _____

Date: _____