Subject: Safety Program - Shelter in Place  EFFECTIVE DATE: February 3, 2011
REVISION DATE: New Procedure

Procedure Statement
It is possible that extreme conditions may occur which individuals’ safety may be at risk. If conditions warrant, building occupants will remain indoors for their safety and protection. If outdoors, individuals may be directed to the nearest shelter or other safe areas.

Scope of Authority
The following Blinn personnel will have the authority to call for a Shelter in Place:

- Incident Management Team (as defined in Administrative Procedure: Safety Program - Emergency Response Plan), or
- Emergency Management/Safety Coordinator, or
- Police Department

Communication
All communications regarding status of event, building or occupants will be directed through the Building Monitor (as defined in Administrative Procedure: Safety Program - Building Monitors).

1. These communications will only be between the following Blinn personnel:
   - Emergency Management/Safety Coordinator, or
   - Police Department, or
   - Incident Management Team

2. Under NO circumstance will information be given out to any other group or individuals. Building occupants may be given status updates as they become available and necessary.

Accountability
Once a Shelter in Place has been initiated, the Building Monitor will obtain building accountability and will communicate this through the proper communication channel.

Procedure
1. Stay inside
2. Do not use elevators
3. Stay away from windows and doors
4. Shut and lock all windows
5. Close and lock all doors
6. Wait for further instructions
7. Under NO circumstances should you leave the building unless directed to do so by:
   a. Blinn Emergency Management/Safety Coordinator, or
   b. Blinn Police Department, or
   c. Blinn Incident Management Team, or
   d. Notice by Blinn Alert Notification System, or
   e. Other Identifiable Public Servant
   f. If shelter in place is initiated by the Building Monitor, immediately notify the Blinn Police Department.

BOARD POLICY REFERENCE
Section C – Business and Support Services, CGC (Legal), Safety Program – Emergency Plans
Section C – Business and Support Services, CGC (Local), Safety Program – Emergency Plans