



SHELTER-IN-PLACE EMERGENCY PLAN

(Name of Business)

(Address)

(Phone Number)

“Shelter, Shut & Listen”

Implement this plan for a chemical release, if outdoor Safety Sirens sound, or if advised to Shelter-In-Place by emergency officials.

1. Announce Shelter-In-Place to employees, customers, vendors, etc. (Sample message: “May I have your attention, please. Contra Costa County emergency authorities have advised us of a chemical emergency nearby. For your safety, everyone is requested to stay inside and Shelter-In-Place until we are notified that the emergency is over.” If you have a designated sheltering location with few windows and doors, ask people to move to that area.) ___ complete

2. Close and lock windows. Secure doors – a better seal is achieved by locking doors. Post sign “Shelter-In-Place in Effect – Controlled Entry” at main door or window. Location where sign is kept: _____ ___ complete

3. Shut off heating, air conditioning or other ventilation system so outside air is not drawn indoors. ___ complete
List locations where HVAC must be shut down and vents closed:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

4. Turn on AM radio and tune to KCBS 740 to listen for further instructions. Location of radio at this facility: _____ ___ complete

5. Seal cracks around doors and windows (and any vents that do not close) with damp towels, duct tape, plastic sheeting, etc. Location where sealing supplies are kept: _____ ___ complete

6. Stay off the phone. Keep phone lines open to receive the automated ringdown call from the County’s phone system with more information. Do not call 9-1-1 unless you have an emergency that requires an immediate response. Keep lines free for emergency communication. ___ complete

7. After the emergency is over and county officials announce an “all clear” via the news media, open doors and windows and air out the building. Have everyone leave the building, and account for all visitors. Turn heating, air conditioning and/or ventilation systems back on. Remove “Controlled Entry” sign. Replace/restock all emergency supplies, radio batteries, etc. ___ complete