

UNIVERSITY SHELTER-IN-PLACE PROCEDURES

Category:	Emergency Conditions
Title:	Disaster Plan: <i>Shelter-in-Place Emergency Plan – Martin Residence Hall (Non-PA System)</i>
Applicability:	Thomas Jefferson University: Department of Housing & Residence Life

PURPOSE

The purpose of this plan is to provide for the safety of the occupants of all Thomas Jefferson University buildings in the event of an outdoor hazardous material, biological or other emergency outside the building. The plan will shelter occupants of the buildings in place (inside the building) in order to minimize the occupant's exposure to the outdoor contaminants or protect them from a security-related emergency outside the building such as a bomb scare, terrorist attack or riot on campus.

RESPONSE

In the event that TJU receives notification from local, state, or federal officials that an outdoor hazardous materials or biological emergency exists in the Philadelphia area that makes it unsafe for occupants to leave building(s), there will be a verbal communication to all building occupants of a code Operation SHELTER-IN-PLACE by desk clerks, housing staff or other designated personnel.

JeffALERT (an emergency notification system) would also be used to communicate to the entire student population and staff that a code Operation SHELTER-IN-PLACE has taken effect.

Additionally, a code Operation SHELTER-IN-PLACE will be communicated to building occupants in the event of a security-related emergency outside the building which would threaten their safety upon exiting the building (i.e. bomb threat, riot, terrorist attack.)

In the event of a security-related emergency outside the building or upon notification from authorities that an outdoor hazardous materials or biological emergency exists having the potential to affect our facilities, the plan may be initiated by the following:

1. TJU President or Designee
2. Director of Public Safety or Designee
3. Director of Housing and Residence Life or Designee
4. Emergency Management Coordinator

Communication of a code Operation SHELTER-IN-PLACE

“The code Operation Shelter-in-Place Plan” is now in effect. All entrances and exits for this building are restricted.”

Direction will be given to employees, students and visitors verbally by desk clerks or other designated personnel to proceed to designated areas.

JeffALERT will also communicate these Shelter in Place messages and instructions.

In addition, the notification of key personnel will be implemented.

PROCEDURE

The components of the plan define measures, which will minimize or prevent exposures of outside hazardous contaminants to the internal occupants of the University buildings. The following activities are required for successful prevention of inside exposure:

1. Desk staff (and available professional staff) will lock the front door and place signage on all first floor doors indicating that a Shelter-in-Place emergency is occurring.
2. Desk staff (and available professional staff) will immediately implement the plan to shut down the air handling equipment by way of an emergency stop, accessible at the front desk of the building (heating, ventilation, and air conditioning systems).
3. Desk staff (and available professional staff) will recruit residents in announcing a Shelter-in-Place emergency.
4. Residents will be instructed to close all windows and doors on each floor (including lounge space). Residents should remain in the hallways with their room doors closed. Residents will have access to water and rest room facilities in the hallways. Any overflow can proceed to designated pre-determined shelter area in the Martin basement lounge.
 - a. Specific exit door for personnel who may be required to leave the facility during the emergency will be the north fire tower stairwell accessible from floor 1-8.

Command Center/Incident Management

The Command Center will open and be staffed and managed by designated personnel.

The Command Center team is responsible for making decisions, which will ensure the proper and adequate response of the University. Decisions include but are not limited to the following:

- Deploy staffing to designated shelter in place areas
- Designate the specific entrances for incoming staff and employees
- Designate a specific emergency exit door for emergency exiting of staff/visitors
- Request that Security personnel are check all lock down entry points and at designated entry points
- Monitor radio/web/TV broadcasts for emergency messages

Emergency Requests to Leave the Facility

No person is permitted to leave the facility during the implementation of the Operation Shelter in Place Plan. However, it is recognized that an internal/external “personal emergency” may require that one or more persons leave the facility, i.e. medical emergency (personal or family

member).

Any and all requests to exit the building during an Operation Shelter in Place must be approved by the incident commander or designee.

The alternate exit will be determined at the time of the event.

“All Clear” Announcement

There will be a verbal communication to all building occupants that the code Operation SHELTER-IN-PLACE has been cleared. Desk clerks or other designated personnel will communicate the “ALL CLEAR.” JeffALERT will also communicate the all clear.

Once an external situation involving an outdoor hazardous material or biological agent has been declared “ALL CLEAR”, the following will occur:

- Occupants of the facility shall be instructed to proceed to exit the building and to open all windows and doors once the outside environment has been determined to be safe
- The facility engineers will take measures to begin circulating fresh air throughout the building
- The incident commander will determine when the occupants can return to the building

RECOVERY

At the conclusion of any significant event involving the need to implement the Operation Shelter in Place Plan, everyone who had direct responsibilities in any aspect of the event will:

1. Identify any facility malfunction
2. Identify any segment of the plan or procedures that may require revision

ANNUAL TEST OF THE PLAN

There will be an annual test of the plan that will be reviewed and critiqued by the Jefferson Safety Steering Committee.

EDUCATION PLAN

All employees required to assist in carrying out the plan shall receive training on an annual basis.

A copy of the Shelter-in-Place Plan will be accessible on the Intranet under the Department of Housing and Residence Life, Residence Hall Information.

Original Issue Date: July 2009
Revision Date(s): September 2013, September 2014
Review Date(s):

Responsibility for maintenance of procedure: Director of Public Safety