

SHELTER IN PLACE FACULTY INSTRUCTIONS



In some occurrences, it is safer to shelter in place and wait for further instructions. Shelter in Place orders are given to protect people from moving into a potentially dangerous area.

If you receive the order to shelter in place:

- Lock or barricade office/classroom doors and wait for a police officer or further instructions.
- Turn off lights.
- Close blinds / windows.
- Keep students / guests calm, quiet and out of sight.
- Keep yourself out of sight and take adequate protection/cover (i.e. desks, file cabinets, concrete walls.)
- Move away from windows and glass
- If available, take a radio with you to monitor the news.
- If available, check you Salem State University email regularly for messages giving you further instructions.
- Keep telephone lines free for emergency information.
- Don't leave your room until notified by police.

Examples of some events that would initiate a shelter in place:

Earthquake, health emergency, hazmat release, gas leak, fire (major), explosion, building collapse, threat (general), stabbing, shooting, disruption (major), bomb threat, assault, flooding (major), hurricane, tornado.