



Sheltering-In-Place (SIP)

GENERAL. Chemical, biological, or radiological contaminants may be released into the environment in such quantity and/or proximity to your location that it is safer to remain indoors rather than to evacuate. Such releases may be either accidental or intentional. Examples of situations that might result in a decision by the installation to institute "Shelter-In-Place" include an explosion in an ammonia refrigeration facility near the installation, or a leaking container of chlorine on the installation. "Shelter-In-Place" means selecting an interior room or rooms within your facility, or residence, with no or few windows, and taking refuge there. In many cases, the installation will issue advice to shelter-in-place via Mass Notification System, Command Channel or in person.

1. Immediate protective actions require that an individual be capable of recognizing that a Chemical, Biological, Radiological or Nuclear (CBRN) incident has occurred, respond appropriately to avoid the material and isolate the area, and notify authorities. Speed is of the essence in limiting casualties. Unlike other emergencies, such as weather-related emergencies, little or no preparation time might be given. If not notified of an incident, your first indication could be due to you or others experiencing symptoms from exposure.

2. SIP provides personnel with partial protection in cases where evacuation is an unacceptable option. Sheltering in-place means acquiring some protection against toxic vapors by staying inside (building or car) when a vapor cloud passes by. Advising people to stay indoors and attempting to reduce the flow of air into a structure may be the most effective protection action strategy in some circumstances. A building, and to a lesser degree, a vehicle, acts to keep the peak concentration indoors below the peak concentration outdoors, especially when the cloud passage is relatively short.

a. People can increase the protection provided by a building by using whatever means are available to reduce the ventilation rate, including:

b. Turning off air conditioning systems, closing windows and doors, and sealing openings.

c. Using tape, weather stripping, and wet paper or cloth to seal cracks where air enters the building.

d. Changing floors in a multi-story building may also provide decreased exposure by moving above or below a cloud.

e. Elevators should not be used whenever possible because they act like giant air pistons moving air between the floors quickly.

3. Decontamination Procedures.

a. Priority locations for decontamination. Personnel believed to be exposed to CBRN should avoid departing the immediate area. Specialized teams will arrive and conduct decontamination operations on-site. However, individuals may depart the area before realizing they have been



exposed. In this case, they should contact the nearest medical facility or fire department for instructions and assistance.

b. If individuals were informed to shelter-in-place, they may need to conduct limited decontamination for some individuals. If someone is exposed during a CBRN event, including inside a building, there is a possibility that they were exposed and contaminated, but not yet affected. If they stay in their clothing, they will eventually receive a dose from their clothing and suffer effects of exposure. In addition, they place other people at risk from secondary contamination and exposure.

c. It is important to isolate people who have been potentially exposed and/or contaminated (isolate in an area such as a foyer or lobby), have them remove their outer clothing (at a minimum), placing all items in plastic bags, then shower if possible.

d. Seal contaminated clothing in plastic bags and move to an isolated area. Place valuables in separate plastic bags and isolate until checked for contamination.

e. If showers are not available, then they should wash those parts of the body not covered by their original clothing (head and hands).

f. Use extreme caution when helping others who have been exposed to chemical agents.

g. Report all potentially exposed and/or contaminated persons to the Military Police, your unit, directorate or agency to pass onto the Emergency Operation Center (EOC) for action.

Enclosures

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ENCLOSURE 1 (IMMEDIATE PROTECTIVE ACTIONS FOR PERSONNEL INSIDE BUILDINGS – INTERNAL HAZARDOUS MATERIAL RELEASE

(U) Immediate Protective Actions for Personnel Inside of Buildings – Internal Hazardous Material Release

ITEM #	TASK/ACTION
1.	Take temporary cover to protect yourself from fire, explosive hazards, or falling objects.
2.	Analyze the signs and symptoms to determine if a CBRN is involved.
3.	Notify other personnel in the vicinity and don available protective equipment.
4.	Report the incident to Military Police by dialing DSN 360-7555/CIV 046-443-7555 if emergency response forces are not at the scene. Tell them who you are, where you are, where the incident occurred, and what you saw.
5.	Turn off the building HVAC systems and exhaust fans.
6.	Perform self-aid and buddy care as needed.
7.	If possible, close doors and windows within the release area to contain the hazard.
8.	Lock up or secure classified material and funds if possible.
9.	On order, evacuate the building. Move upwind or in a crosswind direction away from the building to a pre-designated assembly area.
10.	Do not evacuate a facility, get in a vehicle, and attempt to drive away unless emergency response forces direct you to do so or you must use the vehicle to evacuate injured people or those that cannot walk.
11.	After evacuation, contact your organization and advise them of the location and situation.
12.	Remain at the assembly area until directed otherwise by emergency response personnel.

ENCLOSURE 2 (SHELTER-IN-PLACE PROCEDURES)

(U) Shelter In-place (SIP) Procedures

ITEM #	TASK/ACTION
1.	Notify all personnel in the facility to commence Shelter-In-Place (SIP) actions. If there are customers, clients, or visitors in the building, you will provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
2.	Quickly bring everyone inside. Remain alert for personnel seeking entry into the building to seek shelter from the incident. Allow entry if identification is confirmed and the situation does not present a high risk to others within the building. Personnel coming in from the outside may need to be decontaminated (see Appendix 4 for further information).
3.	Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
4.	Cease any eating/drinking/smoking. Unless absolutely necessary (diabetics, infants or the elderly may need to eat) this must be maintained until “All Clear” is sounded.
5.	Turn off all heating systems. All heating systems that burn heating oil or natural gas will start to produce carbon monoxide when you seal off air intake sources (doors, windows, vents, etc). Also, do not use any open flame items (candles, stoves, etc.).
6.	Turn off all air-conditioners and switch inlets to the "closed" positions.
7.	If a building’s ventilation systems can be set to 100 percent re-circulation (no outside air is drawn into the structure), do so. When this is not possible, ventilation systems should be turned off.
8.	Turn off all exhaust fans in kitchens, bathrooms, and other spaces. Close all fireplace dampers.
9.	Seal any gaps around window type air-conditioners with tape and plastic sheeting, wax paper, or aluminum wrap. Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
10.	Close as many internal doors as possible.
11.	Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
12.	Seal door(s) around the top, bottom and sides with duct tape if possible. Then place a plastic sheet (several inches larger than frame) over the entire door frame and tape in place to act as a double barrier. An airtight seal is the desired result. Wet towels placed around the door and the door forced closed will also work.
13.	Monitor the health and welfare of shelter occupants and perform self-aid and buddy care to the extent possible.
14.	Ensure all classified material/equipment and monetary funds are accounted for and secure.
15.	Gather essential Shelter in Place supplies, (e.g., duct tape, plastic sheeting, plastic garbage bags, battery-powered radios, first aid supplies, flashlights, and batteries) and move them to a pre-determined sheltering room (or rooms). Requirements for food and water will be coordinated through the EOC and incident commander. If no room has been designated for this purpose, consider room size, number of people,

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	and possible length of time in the room once sealed due to possible asphyxiation. In some cases many rooms will be needed due to the number of people needing shelter. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may can't be sealed from the outdoors.
16.	Chemical Incidents – Choose room(s) in the building as high in the structure as possible to avoid chemical vapors (gases) that sink. Rooms internal to the building with as few windows and doors as possible, with rooms along the outer perimeter to act as a buffer zone, with a phone and water supply are best. Most chemicals are heavy and will hug the ground in higher concentrations. Not all industrial chemicals will hug the ground, but a good rule of thumb is to move up off the ground as far as possible for all chemical incidents.
17.	Radiation Incidents – Choose internal rooms in the basement or down low in the middle of the facility as these are best. The more shielding (walls) the better.
18.	Biological Incidents – Most biological incidents will be detected after the fact by medical surveillance programs, but if personnel witness the incident, higher rooms are better. You will choose a room internal to the building, which is along the outer perimeter to act as a buffer zone, as these are best.
19.	Explosive Incidents – Stay away from outer walls and windows but if deemed safe to do so and you are told there is danger of explosion, close window shades, blinds, or curtains.
20.	Tune into the installation's Emergency Alerting System: Stuttgart Command Channel, AFN Radio 102.3 FM, Internet: http://www.stuttgart.army.mil/sites/local/ for further information and guidance.
21.	Do not call Military Police unless you have an actual illness or injury.
22.	Account for all personnel in the facility (write down all the names of employees, clients, and customers, their unit/business, installation personnel or visitor) and report this to your unit control center (via telephone, fax, or intranet). When available use employee/visitor sign-in sheets to track personnel.
23.	Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe, but do not allow the official communications capability (land line/cell phone/radio) of your facility to be used for this purpose. Ask personnel not to call all at once and to minimize time on the phone (to prevent cell tower overloads).
24.	If safe to do so you will turn on call-forwarding or alternative telephone answering systems or services. If the facility has voice mail or an automated attendant, and it is safe to do so change the recording to indicate that the facility is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
25.	Do not use fans to attempt to blow vapors away from your shelter.
26.	If you suspect that toxic vapors may have entered your building and you have no protective equipment, you will have all personnel in the facility place a wet towel over their mouth and nose. Non-life threatening symptoms are no reason to panic; related symptoms can mimic CBRN symptoms. Contact Military Police (DSN 360-7555/CIV 046-443-7555) to report this information.

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27.	You will warn all residents not to leave the shelter until an “All Clear” has been given over the public address systems or by an emergency responder (security force, fire department).
28.	Monitor a TV, radio, or internet, and listen for further crisis specific instructions.
29.	When “All Clear” is announced by the Mass Notification System, and you have been told it is safe to do so, open windows and doors, turn on ventilation systems and go outside, locking the facility door, until the building’s air has been exchanged with fresh air. Three air exchanges should occur before you will attempt to re-enter. Monitoring personnel are then able to enter and determine if contamination exists. When you evacuate the building you will move in an upwind or crosswind direction away from the point of release (if visible). Move everyone to a designated unit assembly point and account for all personnel who were in the building. Do not drive vehicles unless directed by emergency response forces or unless required to evacuate injured people or those that cannot walk.

ENCLOSURE 3 (PERSONNEL DECONTAMINATION FOR POTENTIALLY EXPOSED AND/OR CONTAMINATED PERSONS)

(U) Personnel Decontamination for Potentially Exposed and/or Contaminated Persons

ITEM #	TASK/ACTION
1.	Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put into a plastic bag if possible. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate (not necessary for those exposed to radioactive particles).
2.	Remove all items in contact with the body.
3.	Flush eyes with lots of water.
4.	Gently wash face and hair with soap and water; then thoroughly rinse with water (for those exposed to radioactive particles scrubbing is a more appropriate way to wash).
5.	Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
6.	Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
7.	Have the individual(s) proceed to a medical facility or other identified location for screening once it is safe to evacuate.
8.	If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance once it is safe evacuate.
Use extreme caution when helping others who have been exposed to chemical agents.	

ENCLOSURE 4 (REPORTING REQUIREMENTS)

(U) Reporting Requirements

ITEM #	TASK/ACTION
1.	Account for all personnel in the facility (write down all the names of employees, clients, and customers, their unit/business, installation personnel or visitor) and report this to your unit, directorate or agency (via telephone or intranet). When available use employee/visitor sign-in sheets to track personnel. Units, Directorates and Agencies will consolidate reports and forward to the EOC.
2.	<p>Two Reports are required. The first report should be collected and given within the first ten minutes of being told to shelter in-place or evacuate. This report consists of numbers only. The following information should be given:</p> <ul style="list-style-type: none"> SIP Commander SIP Room Number SIP Room Phone Number Number of personnel SIP Room Number of persons who might have been contaminated and/or exposed. Number of persons going through decontamination. Number of persons sick or injured. <p>NOTE: This information should be posted on the outermost door and the SIP room door for First Responders to see. A Shelter-In-Place sign can be found in the USAG Stuttgart Shelter-In-Place Guide for this purpose.</p>
3.	The second report should list all persons by name, organization, and status (well, exposed, sick, or injured) located in the facility. This report should be given within thirty minutes of being told to shelter in-place or evacuate. This report should be used to account for all personnel every thirty minutes and when personnel are required exit the building to a pre-designated assembly point.

ENCLOSURE 5 (GENERAL POPULACE SHELTER-IN-PLACE PROCEDURES)

(U) General Populace Shelter-In-place Procedures

ITEM #	TASK/ACTION
1.	Quickly bring everyone inside (including pets).
2.	Close all doors to the outside and close and lock all windows (windows sometimes seal better when locked).
3.	Turn off all heating systems. All heating systems that burn heating oil or natural gas will start to produce carbon monoxide when you seal off air intake sources (doors, windows, vents, etc).
4.	Turn off all air-conditioners and switch inlets to the "closed" positions.
5.	Seal any gaps around window type air-conditioners with tape and plastic sheeting, wax paper, or aluminum wrap.
6.	Turn off all exhaust fans in kitchens, bathrooms, and other spaces. Close all fireplace dampers.
7.	Close as many internal doors as possible in your home or other building.
8.	Use tape and plastic food wrapping, wax paper, or aluminum wrap to cover and seal bathroom exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible (including any obvious gaps around external windows and doors).
9.	If the gas or vapor is soluble or even partially soluble in water -- hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. For a higher degree of protection, go into the bathroom, close the door, and turn on the shower in a strong spray to "wash" the air. Seal any openings to the outside of the bathroom as best as you can. Don't worry about running out of air to breathe. That is highly unlikely in normal homes and buildings.
10.	If an explosion is possible outdoors -- close drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
11.	Tune into the installation's Emergency Alerting System: Stuttgart Command Channel, AFN Radio 102.3 fm, or internet: http://www.stuttgart.army.mil/sites/local/ for further information and guidance.
12.	Do not call Military Police unless you have an actual illness or injury.
13.	When directed by the installation's Mass Notification System or the Emergency Alerting System (when hazard has passed), open all doors and windows, turn on heating or air conditioning systems and exhaust fans, then leave the building and wait outside. Continue to listen to the Emergency Alerting System, if possible, to hear further instructions.
14.	Report the incident to Military Police at DSN 360-7555/CIV 046-443-7555 if emergency response forces are not at the scene. Tell them who you are, where you are, where the incident occurred, and what you saw.

ENCLOSURE 6 (IMMEDIATE PROTECTIVE ACTIONS FOR PERSONNEL OUTSIDE OF BUILDINGS) Immediate Protective Actions for Personnel Outside of Buildings

(U) Immediate Protective Actions for Personnel Outside of Buildings

ITEM #	TASK/ACTION
1.	Take temporary cover to protect yourself from fire, explosive hazards, or falling objects.
2.	Analyze the signs and symptoms to determine if a CBRN is involved.
3.	Notify other personnel in the vicinity, don available protective equipment, and evacuate the area. Move at least 1000 feet in an upwind or crosswind direction away from the incident site.
4.	Report the incident to Military Police at DSN 360-7555/CIV 046-443-7555 if emergency response forces are not at the scene. Tell them who you are, where you are, where the incident occurred, and what you saw.
5.	If you are in a vehicle, roll up the windows, turn-off the ventilation system, and attempt to drive safely at least 1000 feet in an upwind or crosswind direction away from the incident site. Stop if emergency response forces direct you to do so.
6.	If you cannot evacuate the area, go to the nearest building and take cover inside. Advise the occupants of the situation. Advise them that they should consider initiating Shelter-in-place procedures and notify Military Police DSN 360-7555/CIV 046-443-7555 of their condition.
7.	Perform self-aid and buddy care as needed.
8.	Remain in shelter or at the assembly area and continue to wear protective equipment (if available) until directed otherwise by unit or emergency response personnel.