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| **ALL PURPOSE CHECKLIST** | **PAGE 1 OF 1 PAGES** |
| **TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA****Generic Shelter in Place (SIP) Guidelines** | **OPR**CEX | **DATE**01 Jan 2017 |
| **NO.** | **ITEM***(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)* | **YES** | **NO** | **N/A** |
| **Shelter in Place Guidelines**1. Follow this guide as a checklist.
2. Upon notification, alert and direct all personnel in the building to Shelter in Place.
3. Shut and secure all window(s) and lock exterior door(s) & post the “Shelter in Place” sign facing out. (Exercise or Real World)
4. If not already located in your Shelter in Place room, take your SIP Kit, Fire Extingusher, & First Aid Kit and move to your designated Shelter In Place room.
5. Remove the plastic provided in the kit and unfold it carefully. Duct tape the plastic to the inside of the SIP room door(s), making sure that the plastic overlaps the door frame.
6. Pull out your second piece of plastic and cover all vents & windows that open.
7. In the fall/winter turn thermostats to the coldest setting and in the spring/summer turn it to the warmest setting to shut off the HVAC blower.
8. Tune SIP kit radio to 1650 am to listen for announcements and updates.
9. Notify your unit Control Center and/or Command Post (609-754-3935) and report your status & accountability.

**All Clear Guidelines**1. Once an All Clear is announced, confirm with Command Post (609-754-3935) and notify all personnel in your facility that an All Clear has been declared.
2. Prepare to dispose of tape and plastic by donning gloves and dust mask, & placing used plastic and tape in trash bags located in SIP kit.
3. Carefully, starting with an upper corner remove the duct tape and plastic from the top of the door /vents/windows. Roll the plastic inwards and down (away from your body) and place into trash bag.
4. Remove the Shelter In Place Sign and replace with facility sign.
5. Air out facility by opening all doors, windows and vents.
6. Notify your unit Control Center/Command Post (609-754-3935) and report your status.
7. Re-activate HVAC system as applicable and restore al thermostats to previous settings.
8. Wash your hands and face thoroughly.
9. Reconstitute your Shelter In Place kit with items needed to be replaced (gloves, trash bags, plastic, duct tape, etc).
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