

# JB MDL Office of Emergency Management



## EMERGENCY MANAGEMENT MONTHLY

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Follow three easy steps to respond quickly and correctly to an incident:

**Step 1:** Know the terms used during an emergency.

**Step 2:** Understand the procedures to take. DO NOT Shelter-In-Place for a "Lock-down"/"Active Shooter", taking the wrong actions could possibly put more personnel in danger.

**Step 3:** Ensure everyone assigned to your unit / agency PRACTICES safety measures for "SIP" /"Evacuation and Lock-down"/ "Active Shooter" at least semiannually.

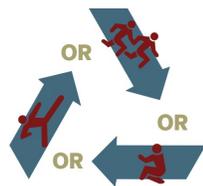
If you have any questions about these terms or when they're used, please contact your unit Emergency Preparedness Liaison (EPL) or The Joint Base Office of Emergency Management at 609-754-6208 or 609-754-3731.

## Shelter-In-Place & Evacuation

### **Do You Know The Following Terms & When To Use Them?**

When an emergency situation arises, knowing what actions to take is critical.

**STAY INSIDE:** Directs facility occupants to remain indoors and avoid all exterior doors and windows. It is issued by first responders primarily to protect occupants from possible fragmentation dangers associated with a threat in a near by area.



### **LOCKDOWN / ACTIVE SHOOTER:**

Restrict movement due to armed gunman on the premises. Once you receive notification, lock all facility doors, windows, turn off lights and if able disperse personnel behind locked doors throughout facility.

**SHELTER-IN-PLACE (SIP):** Used when airborne contaminants are located in your area and evacuation from your facility would be more hazardous to personnel. Upon notification, alert personnel to Shelter in Place. Secure your building. Cover SIP room doors, vents and windows with plastic and duct tape. Turn off HVAC, if able, and notify the Control Center of status.



**EVACUATION:** When an evacuation is initiated, notify all personnel. Secure classified material and remove mission critical assets, if time permits. Proceed to primary evacuation location and look for suspicious items. If any are found, proceed to alternate evacuation location. Notify Control Center of status. Don't transmit within 500 ft of suspicious item.

For more detailed information please review the JB MDL Evacuation & Shelter-In-Place Guide.

### Perform a SIP Kit inventory monthly

As a minimum, below are some basic items that your kit should contain.

Check for the following items in your SIP Kit:

- Facility Specific Checklist
- SIP Door Signs
- Precut/Marked Plastic
- Duct Tape
- Scissors
- Flashlight w/ batteries
- Radio w/ batteries
- Extra Batteries
- Rubber Gloves
- Trash Bags
- Dust Mask

Does everyone in your facility know where your SIP room is located in the facility?



**NOTE:** If a First Aid Kit and fire extinguisher are not located inside the designated SIP room, ensure a member takes one when implementing SIP procedures.

**JB MDL Office of  
Emergency Management**

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