



Shelter in Place Emergency Guide

When to Shelter in Place

- Chemical/hazardous material releases
(Chemical/Biological/Radiological/Nuclear/Explosive)
- Severe weather (tornado, hurricane)
- Active threat situations (Avoid-Deny-Defend)
- Air quality emergencies
- Pandemic situations

Immediate Actions

1. Get inside quickly (the closest building, if possible)
2. Close and lock all windows and exterior doors
3. Turn off all fans, heating/cooling systems, and air conditioners (Chemical Releases)
4. Close fireplace dampers (if applicable/Chemical Releases)

Select the Right Room

- Choose an interior room with few/no windows
- **For chemical threats:** select an above-ground room (chemicals can be heavier than air)
- **For severe weather:** select basement or lowest-level interior room
- Bathrooms, hallways, or small interior rooms are often good choices
- Ensure room has access to emergency supplies (if possible)

Create a Seal (for airborne hazards)

- Use duct tape and plastic sheeting to seal windows, doors, and vents
- Stuff wet towels under door cracks
- Cover air vents and electrical outlets
- Turn off window/wall air conditioning units



Essential Supplies

- Water (1 gallon per person per day) and non-perishable food
- Flashlight with extra batteries
- Battery-powered or hand-crank radio
- First aid kit
- Medications and medical items
- Personal hygiene items
- Cell phone with charger
- Emergency contact information

Communication

- Monitor emergency broadcasts via Rave, Babson homepage, Preparedness website, local TV/Radio
- Keep cell phone charged but limit use to conserve battery
- Have a backup communication plan if networks fail
- Only call Public Safety 781-239-5555 or 911 for **life-threatening emergencies**

Special Considerations

- College department heads/staff must ensure all contractors and vendors working on campus, sporting teams, and others are promptly informed of shelter-in-place procedures and other emergencies on campus.
- Children: Have activities/games to keep them calm (Summer camps)
- Elderly/disabled: Ensure medications and assistive devices are accessible
(External community members utilizing our property)

When to End Shelter in Place

- Wait for "all clear" from Public Safety officials via the College's Emergency Notification System (Rave)
- Do not leave until instructed by local authorities or Babson College Public Safety
- Open windows and doors to ventilate after chemical incidents