

## **Shelter In Place Procedure for Cole Complex**

- 1. Shelter In Place Rooms have yellow signs on or near the doors.**
- 2. Upon notice of an alarm, all persons in and near Cole go to Shelter In Place Room 112 or Shelter In Place Satellite Rooms 219 or 312. A Faculty or Staff member will be designated as the Room Coordinator. In the absence of this person, a person will be selected by the occupants to act as Room Coordinator. The Room Coordinator opens the Emergency Communications Box and follows the procedures posted inside the box. Once Cole 112 is filled to capacity, arriving persons are directed to Shelter In Place Satellite Rooms 219 or 312.**
- 3. The Emergency Communications Box has a red campus telephone which is used to communicate emergency information to the Emergency Operations Center located in the Physical Facilities Building. The telephone automatically dials the Emergency Operations Center as soon as the handset is lifted. As a backup, 766-3181 (Emergency Operations Center) or 766-3353 (Security Department in Wallace Hall) can be used. There are red telephones in each Satellite Room.**
- 4. The Room Coordinator in each Shelter In Place Room calls in a headcount using the Student Accountability Form (stored in the Emergency Communications Box) and receives instructions and information. Disabled persons are noted on the headcount. Headcounts are used to determine transportation needs in the event of a campus evacuation. Stairway Evacuation Chairs are located on the 2<sup>nd</sup> and 3<sup>rd</sup> floor west stairwells to assist disabled persons.**
- 5. If the Emergency Operations Center advises that hazardous air emissions may be present, the Room Coordinators use duct tape stored in the Emergency Communications Boxes to seal the doors and movable windows. The Cole 112 Room Coordinator shuts off the building HVAC system. Cole 112 is the only location with HVAC controls. During a drill, do not shut off the HVAC system unless instructed by the Emergency Operations Center.**
- 6. If Cole rooms are locked, go to the ED NET Shelter In Place Room 115A or the ED NET Control Room for instructions.**
- 7. The Emergency Operations Center communicates to the Room Coordinators using the red telephone and notifies the Room Coordinators of the all clear signal or evacuation orders.**
- 8. Emergency Communications Boxes are not locked or car-sealed closed. There are no campus radios or AM/FM radios in the boxes.**
- 9. Curtis Square personnel will Shelter In Place in East Hall. If East Hall is closed, the alternate is Cole 112.**