Emergency Shelter-in-Place Kit Checklist

An emergency can happen at any time, it is important to prepare your kit in advance. Collect the following items and store them in your pre-selected room where you plan to shelter:

• Battery-powered (include batteries) or hand-crank AM/FM radio
• Battery-powered (include batteries) or hand-crank flashlight
• Plastic sheeting (pre-cut to size and labeled) to cover any windows & doors
• Duct tape for sealing cracks around doors and windows
• Scissors to cut duct tape
• Towels to block the bottoms of each door in room
• First-aid kit with medicines, etc.
• Multipurpose tool
• Sanitation/personal hygiene items
• 1 gallon of water per person, per day for a minimum of 3 days
• Healthy, non-perishable food for a minimum of 3 days
• Extra clothes and bedding
• Copies of personal documents
• Family and emergency contact information
• Extra cash
• All Hazard NOAA weather radio (include batteries)
• Games and books to pass the time
• Other necessities (for pets, etc.)

Check the supplies of your kit every 6 months.

Conduct a Shelter-in-Place drill with those living in the residence twice a year.

Emergency Preparedness Starts With You!

The preparedness information in this brochure is a precaution aimed to keep you safe while remaining indoors. (This is **NOT** the same thing as going to a shelter during a storm.) Following these steps could help save lives when a chemical release threatens your area.

Get a Kit, Make a Plan, Be Informed, Get Involved

A printable Family Emergency Plan is available at [oakgov.com/homelandsecurity](http://oakgov.com/homelandsecurity).
What is Sheltering-in-Place?
“Sheltering-In-Place” (SIP) means to take shelter where you are, remaining inside your home, workplace, or a nearby building due to dangerous air conditions outside.

When Should I Shelter-in-Place?
A multitude of hazards can require Sheltering-In-Place, but in general, sheltering-in-place is appropriate when conditions outside are unsafe and a higher degree of protection is available inside.

• For public health emergencies
• If the air is unsafe due to an incident involving hazardous chemicals or radiation
• There is not enough time to evacuate

How Will I Know When to Shelter-in-Place?
Emergency officials, local radio, television stations, and/or the OakAlert emergency notification system (register at no cost, oakgov.com/homelandsecurity) will inform you when to shelter-in-place.

A decision to shelter-in-place is made to save lives - do NOT ignore it!

Be Aware and Prepare!
Preparedness is the key to surviving any emergency, especially a hazardous materials accident. Toxic releases can come without warning allowing only minutes to respond. It is important that you have a plan for your home or business. Some steps in this plan are:

• Pre-select an interior room(s) with the least number of doors, windows or vents preferably with a water source (e.g. master bedroom with attached bathroom). The American Red Cross suggests that this room be above ground level to avoid vapors that sink
• Prepare an emergency supplies kit
• Conduct practice drills

When Sheltering-in-Place:
• Do not repeatedly call 9-1-1. Call ONLY if you have an emergency.
• Do not seal off the whole house or office building, as there will not be enough time. Focus on sealing one pre-selected room.
• Do not leave your shelter until given the “all clear” by authorities.
• Do not risk your life for your pets. If you can not get them into the shelter, go into the shelter without them.

What about children at school?
Schools have Shelter-in-Place plans to protect staff and students if a dangerous chemical agent was released in the community and posed a threat during the school day. The school would be secured, with no one being allowed to enter or leave the building, until local officials have given them clearance.

It is extremely important that you do not attempt to come to the school to remove your student. The shelter in place approach has proven to be much safer than evacuating students into potentially contaminated outdoor environments.

What Should I do When a Warning is Issued?
Preparedness is the key to surviving any emergency, especially a hazardous materials accident. Toxic releases can come without warning allowing only minutes to respond.

In a home:
• Get everyone inside immediately, including pets
• Lock all doors and windows
• Turn off furnace, air conditioner, and exhaust fans and vents
• Close fireplace dampers
• Gather your family and pets and go to your pre-selected room(s)
• Quickly retrieve your Shelter-In-Place kit, once inside the shelter-in-place room(s).
• Place wet towels at base of door(s)
• Seal any doors, windows, vents, electrical and phone outlets with pre-cut plastic sheeting and tape
• Monitor media for updates (e.g. radio, TV, weather radio, etc.)
• Remain in the pre-designated room until an “All Clear” message has been given by emergency authorities

In a building:
• Follow the building’s procedures for Shelter-in-Place

If you are outside:
• Seek shelter in a building. If there are no nearby buildings, then shelter in your car. Staying outside will only increase your exposure to the hazard

If you are in a car:
• Seek nearby shelter if possible
• If unavailable, close all windows and vents and turn off heat/air conditioning
• Listen to the radio for updates