**Shelter-In-Place**

**What does it mean to “Shelter-In-Place”?**

Shelter-In-Place means finding a safe location indoors and staying there until authorities tell you it is safe to leave. Instances requiring you to Shelter-In-Place may include smoke or a fire outside your area, a chemical hazard, an active shooter, or severe weather.

**How will I know to Shelter-in-Place?**

A Shelter-In-Place notification may come from several sources including the CCSU Police Department, New Britain Fire Department, Facilities Management, Residence Life, or other University employees. A CCSU ALERT will be sent through the external loudspeakers (Whelen System) and through the SMS Text/Voice messaging system (Everbridge).

**How do I Shelter-In-Place?**

No matter where you are, the basic steps of Shelter-In-Place will generally remain the same.

* *Classroom/Office*: Faculty and staff should immediately close doors, confine students and themselves inside the classroom/office, and lock the doors if possible. Any windows or openings that have a direct line-of-sight into the hallway or from the outside should be covered.
* *Residence Hall:*  Resident students should immediately close doors and confine themselves inside their dorm room. If possible, lock yourself in your room or join others in a room that can be locked. Do not stay in an open hall or lounge area.
* *Area of Assembly:* Move away from the entrance and windows. Move to areas that can limit visibility from entrances. If possible, lock or move obstructions in front of doors.
	+ Lock/Barricade yourself using desks, beds, or items of furniture you can push against the door.
	+ Lock windows, close curtains/blinds, and stay away from the windows.
	+ Turn off all lights and audio equipment.
	+ Silence cell phones.
	+ Try to stay calm and be as quiet as possible.
	+ Remain in place until police arrive and provide directions.
	+ DO NOT sound the fire alarm.

**How can I plan for a Shelter-In-Place?**

* In finding a safe location: Does the door lock? Does it open in or out? Is there furniture nearby that can be used to barricade the door? Can you close and block the windows?
* Verify my emergency contact information is correct ([*click here for the link*](https://www.ccsu.edu/ens/index.html)).
* Watch the Run, Hide, Fight video ([*click here for the link*](https://www.youtube.com/watch?v=5VcSwejU2D0)).
* Come up with a plan as a Department.