

Shelter – In – Place

Is a directive to seek immediate shelter indoors following an announcement of a campus crisis condition. When an Alert is issued to Shelter in Place, seek immediate shelter within the building you are in or the closest building to you and remain there during the emergency.

- If your building is damaged take your personal belongings and follow the evacuation procedures for your building.
- Shelter in place in an interior room, above ground level and with the fewest windows.

Off Campus Housing

- Close and lock all windows and exterior doors.
- Close the blinds and stay away from the windows.
- Do not come to campus.
- Turn off all air conditioners, heaters, fans. Close vents to the ventilation system as you are able.
- Make a list of all people with you and prepare to present it to authorities when requested.
- Remain in-place until you receive an **“all-clear” or resume normal activity announcement on the HU Public Safety Alert System.**

Residence Halls

- Remain in your room with the door locked.
- Close and lock all windows.
- Close all exterior doors.
- Follow the instructions of your RA.
- Make a list of all people with you and prepare to present it to authorities when requested.
- Remain in place until you receive an **“all-clear” or resume normal activity announcement on the HU Department of Public Safety Alert System.**

Outdoors

- Immediately move away from the threat.
- Seek shelter in the closest building, be prepared to display your HU ID as you enter the building.
- If you are unable to locate an unlocked building, notify HUDPS at 202-806-1100.
- Make a list of all people with you and prepare to present it to authorities when requested.
- Find a secure space away from windows and doors if possible.
- Remain in place until you receive an **“all clear”.**

Classrooms / Office Buildings

- Remain in the room.
- Close and lock all windows.
- Lock or barricade the door (if the crisis is close to your building).
- Close all blinds and stay away from windows.
- Close all exterior doors.
- Make a list of all people with you and prepare to present it to authorities when requested.
- Follow the instructions of your classroom instructor/ or the director (supervisor).
- Remain in-place until you receive an **“all-clear” or “resume normal activity” announcement on the HU Public Safety Alert System.**

Keep the following on your person if in an academic facility:

- Identification.
- Medical ID card.
- Required Medication.
- Emergency Contact Information.



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SHELTER – IN – PLACE

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EMERGENCY PREPAREDNESS



The Purpose

This plan has been developed to assist Howard University students, faculty, staff, and visitors in responding to any emergency incident, which requires the evacuation of campus buildings or finding shelter inside the building. It complies with the requirements of the National Fire Protection Association (NFPA) Standards, 1 and 101, OSHA Regulations Standards 29 CFR, 1910.38 and the District of Columbia Fire Prevention Code.

This plan should be considered a guide for the use of all to familiarize themselves with basic emergency planning, response and evacuation.

- When the alarm sounds, the law requires complete evacuation of the building.
- Walk to the nearest stairway or exit door. Close doors behind you as you leave.
- Do not use elevators unless instructed to do so by the fire department.
- Leave the building and move away from it to the outside meeting place or Emergency Assembly Point.
- Leave sidewalks and driveways open to fire department. Standing too close to the building could result in injury from glass debris.
- **Do not return to the building until you are instructed to do so by authorities.**
- Persons trained to assist those with special needs should do so. Others should evacuate the building immediately.
- If you pass any persons with special needs on your way out, such as those in wheelchairs, you should pass the location of that person along to your Floor Warden once outside.

Duties & Responsibilities

The objective of Building Wardens, Building Warden Assistants, Floor Wardens, Floor Warden Assistants, and Buddies is to assist with the safe evacuation or shelter in place of all building occupants in the event of an emergency.

All, but especially Buddies should be familiar with the needs of the person(s) for whom they provide assistance, if possible. They should also know the location of stairwells on their floor as well as rooms or areas of refuge where persons with special needs can wait safely to be rescued. People who are ambulatory should be evacuated at the same time as other building occupants as- long- as they can do so without becoming an obstruction. Those who are mobility impaired or vision impaired should be sheltered in a room or area of refuge. They should be equipped with hearing protection and assured that the fire department or police will rescue them, if need be. They can communicate with the dispatcher by telephone, if possible (202-806-1100).

General Procedures

Pre-planning will provide the preparation necessary to increase the margin of safety in an emergency.

To evacuate successfully:

- Train employees in ways of assisting others.
- Inform employees how to effectively communicate in an emergency.
- Assign specific tasks.
- Identify employees with specific needs.
- Provide a plan that is building specific.
- Be familiar with at least two evacuation routes.
- Be familiar with the location of a fire alarm manual pull station.
- Be familiar with the location of two portable fire extinguishers.
- Be familiar with the two nearest areas of refuge.
- Be familiar with the tornado shelter area is located.
- Be familiar with the HU campus emergency phone numbers.
- Be familiar with how to communicate during and after an evacuation.
- Be familiar with how to assist person(s) who need help evacuating.
- Be familiar with the location of the meeting place outside the building.
- Be familiar with how to notify first responders of critical information such as the location of persons still inside or the location of a fire or other emergency.