

## Annex 2 - Shelter-in-Place

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### Purpose

The purpose of Shelter-in-Place Annex (including “Lockdown”) is to ensure the safety of BHCC staff, faculty contractors, students, and visitors. The shelter-in-place procedure provides a defined sheltering and lockdown strategy for the Campus in situations where the external environment presents a hazard to life safety (such as during a weather event, hazardous release, or violent activity). All BHCC faculty and staff share in the responsibility of being aware of the shelter-in-place procedure and should be able to provide shelter-in-place support to onsite students and visitors.

**BHCC FACILITIES ARE NOT CONSTRUCTED TO BE - OR APPROVED AS – SHELTERS AND SHOULD BE USED AS A LAST RESORT OR AS A NECESSITY DUE TO THE PROXIMITY OF EXTERNAL THREATS.**

### Roles and Responsibilities

ALL BHCC Staff and Faculty	<ul style="list-style-type: none"> <li>• <u>MAINTAIN PERSONAL LIFE SAFETY</u></li> <li>• Receive shelter-in-place drills and trainings</li> <li>• Report possible incidents that may require shelter-in-place (tornado, violent activity, external hazardous release) to Campus Police (x2222)</li> <li>• Inform students and visitors of the shelter-in-place procedure when applicable</li> <li>• Assist students and visitors in following this shelter-in-place procedure</li> <li>• Know the BHCC Functional Annex regarding Active Shooter/Intruder (Functional Annex D - Active Shooter/Intruder)</li> <li>• Follow all instructions from the emergency notification, public address system, or security personnel during a sheltering event</li> <li>• Identify and assist persons with functional needs during a shelter or lockdown</li> </ul>
Emergency Management Team (EMT)	<ul style="list-style-type: none"> <li>• Maintain this Campus Shelter-In-Place Annex</li> <li>• Schedule and conduct regular exercises and trainings</li> <li>• Coordinate Campus shelter-in-place activities</li> <li>• Conduct incident After Action Reports (Functional Annex 6) following a shelter-in-place</li> </ul>
EMT Chair	<ul style="list-style-type: none"> <li>• Ensure awareness of the Campus Shelter-In-Place Annex</li> <li>• Make the decision to shelter-in-place (in situations without clear directive)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>During normal business hours the EMT Chair or the Chief of Police will make the decision to shelter-in-place</b></li> <li>• <b>After business hours, the BHCC Police/security personnel will make the decision to shelter-in-place</b></li> <li>• Make the decision to end shelter-in-place operations the building once all clear has been provided by first responders</li> <li>• Communicate all activities to the College President and Trustees</li> <li>• Manage the After Action Report and Improvement Plan process following an incident</li> </ul>
Public Safety	<ul style="list-style-type: none"> <li>• Know and understand all Public Safety operating procedures</li> <li>• Maintain coordination and communication with first responders on shelter procedures</li> <li>• Know and understand relevant state and municipal law enforcement Active Shooter tactics</li> <li>• Receive regular training on procedures</li> <li>• IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of vacated area (bathrooms, etc.)</li> <li>• Assist faculty, staff, students, and visitors during shelter or lockdown activation</li> <li>• Maintain perimeter and restrict unauthorized access to the campus and facilities</li> <li>• Maintain and monitor camera and CCTV system</li> <li>• Liaison to first responders</li> </ul>
Operations and Logistics	<ul style="list-style-type: none"> <li>• Maintain and test all alarm, communications, surveillance, and access systems</li> <li>• Maintain the emergency egress system including signage and lighting</li> <li>• Maintain and report regular monitoring of all relevant systems</li> <li>• Maintain emergency equipment inventory</li> <li>• Activate HVAC and/or lock-out system if directed by first responders, EMT Chair, Chief of Police, or designee</li> <li>• IF NOT A DIRECT THREAT TO LIFE SAFETY - Conduct sweep of vacated area (bathrooms, etc.)</li> <li>• Secure and cover doors and windows as directed by EMT Chair or designee</li> <li>• Identify and provide resources necessary for Shelter activities (food, blankets, medical supplies, etc.)</li> </ul>

<p>Planning and Finance</p>	<ul style="list-style-type: none"> <li>• Faculty should review shelter-in-place procedures with students at the beginning of each semester.</li> <li>• Maintain a regular headcount of persons being sheltered at BHCC</li> <li>• Establish short term shelter operations until relieved by Boston Office Of Emergency Management or The Red Cross</li> </ul>
<p>Public Information</p>	<ul style="list-style-type: none"> <li>• Coordinate all emergency communication platforms</li> <li>• Liaise with the media</li> <li>• Implement the EMT communications strategy</li> <li>• Evaluate communications and record for future reference.</li> </ul>

### Scope

The procedure applies to all BHCC faculty, staff, contractors, students and visitors onsite at the BHCC Campus. It should be activated in cases of imminent external threat to health and safety. Imminent external threat or risks could include natural hazard (Tornado), technical hazard (chemical or biological release or attack), or man-made threat (civil unrest, active shooter, act of terrorism). It may be activated, at the discretion of the EMT Chair, Chief of Police, or first responders.

### Requirements

The Campuses emergency notification and public address, HVAC and environmental, and access control systems must be fully operational and regularly tested and maintained. Maintain an inventory of onsite materials that can be used to cover windows and doors in the event the building envelope is damaged or breached and needs to be repaired to keep hazardous chemicals out of the Campus facilities. Materials such as poly sheeting, plywood and similar items can be used if needed and available. Conduct regular shelter-in-place drills.

### References

OSHA Standards 29 CFR 1910.38(a) – Emergency Action Plans  
 National Fire Protection Association – 101: Life Safety Code (2012)  
 National Fire Protection Association – Emergency Evacuation Planning Guide for People with Disabilities (June 2007)  
 Center for Disease Control and Prevention/American Red Cross – Shelter-in-Place Guidance  
 Federal Emergency Management Agency – Guide for Developing High Quality School Emergency Operations Plans (2013)

### Procedures

<i>Reporting, Assessment, and Notification</i>	<b>Who</b>
<p>1. Report all irregular activity that could lead to threats to life safety (sudden weather change, violent commotion outside the facility, suspicious smells, sudden sickness of more than one person, leaks,</p>	<p><b>All Staff and Faculty</b></p>

<i>Reporting, Assessment, and Notification</i>	<b>Who</b>
<p>etc.) to the Campus Police or Security (x2222)</p> <ol style="list-style-type: none"> <li>2. If an obvious external threat to life safety is observed:                             <ul style="list-style-type: none"> <li>• Alert others in the immediate area and proceed to interior of the building</li> <li>• Call 911 from a safe location                                     <ul style="list-style-type: none"> <li>○ Report the location and type of disruption and any other information requested by the 911 operator</li> </ul> </li> <li>• If feasible, report similar information from Step 1 and 2 to Campus Police of security (x2222)</li> </ul> </li> <li>3. If immediate violent threat exists follow procedure “Shelter-in-Place: Violence”</li> <li>4. Follow all instructions provided via the public address system or Campus Police, security, or EMT designee</li> <li>5. Use cell phones/send text messages for emergency communications only</li> <li>6. Remain calm and know that the emergency situation will be the central focus of first responders</li> <li>7. Remain in a shelter posture until given an “all-clear” by first responders</li> </ol>	
<ol style="list-style-type: none"> <li>1. Assess the situation and make the decision to shelter-in-place/close the facility (in situations without clear directive) or implement orders to do so given by the EMT Chair, Chief of Police, or first responders                             <ul style="list-style-type: none"> <li>• Notify first responders of the situation (if not already notified)</li> <li>• Broadcast shelter-in-place directions on the public address system                                     <ul style="list-style-type: none"> <li>○ Faculty and staff should close windows and doors</li> <li>○ Proceed to interior of the facility away from external doors and windows</li> <li>○ Avoid open areas</li> <li>○ Stay low to the ground and quiet</li> </ul> </li> </ul> </li> <li>2. Direct Public Safety to secure the Campus</li> <li>3. Direct EMT Personnel, Faculty and Staff to:                             <ul style="list-style-type: none"> <li>• Turn off lights and electrical equipment (in the event of a nearby hazmat incident or flammable vapor cloud)</li> <li>• Turn off HVAC and environmental controls (in the event of a hazmat incident or bioterrorism event using biological, chemical or radiological weapons)</li> <li>• If possible, identify the safest area with a hard-wired phone/landline to maintain communication with first responders</li> </ul> </li> </ol>	<b>EMT Members</b>
<i>Shelter-in-Place: Weather Emergency</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>4. Close and lock windows and doors, pull down blinds (if feasible)</li> <li>5. Turn off lights and electrical equipment (if feasible)</li> </ol>	<b>All Faculty and Staff</b>

<ol style="list-style-type: none"> <li>6. Proceed to interior of the facility away from external doors and windows             <ul style="list-style-type: none"> <li>• If possible, move to first floor</li> <li>• Stay low to the ground</li> <li>• If possible avoid open areas, shelter in small interior rooms</li> <li>• Establish location near solid interior walls or under furniture</li> <li>• Avoid areas with glass or objects that could fall or topple</li> </ul> </li> <li>7. Limit unnecessary talking or sound</li> <li>8. Avoid using cell phones/send text messages</li> <li>9. Continue to follow directions of Campus Police, security, and/or EMT personnel</li> <li>10. Help others, especially those with disabilities</li> <li>11. Remain calm and know that the emergency situation will be the central focus of first responders</li> <li>12. Remain in a shelter posture until given an “all-clear” by first responders</li> </ol>	
<ol style="list-style-type: none"> <li>1. When possible locate, identify, and assist other people</li> <li>2. Direct people in the shelter to first floor interior class rooms, offices, bathroom facilities, closets, or storage rooms</li> <li>3. Follow the directions of the first responders</li> <li>4. Monitor the situation with radio, television, or internet</li> <li>5. Maintain situational awareness</li> </ol>	<p><b>EMT Members</b></p>
<ol style="list-style-type: none"> <li>1. If it is safe to do so, secure the facility:             <ul style="list-style-type: none"> <li>• Close and lock doors and windows</li> <li>• Place barricades or obstructions between people in the shelter and the threat (including pulling blinds)</li> </ul> </li> <li>2. Communicate number of people, names, needs, and locations to first responders</li> </ol>	<p><b>Public Safety</b></p>
<ol style="list-style-type: none"> <li>1. If it is safe to do so, secure the facility:             <ul style="list-style-type: none"> <li>• Close and lock doors and windows</li> <li>• Place barricades or obstructions between people in the shelter and the threat (including pulling blinds)</li> </ul> </li> <li>2. If possible, conduct initial damage assessments of the facility and begin recovery process</li> <li>3. If necessary, identify and provide resources necessary for Shelter activities (food, blankets, medical supplies, etc)</li> </ol>	<p><b>Operations and Logistics</b></p>
<ol style="list-style-type: none"> <li>1. Take down the names and emergency contact information of people             <ul style="list-style-type: none"> <li>• Identify any medical or functional needs of people</li> <li>• Provide information to EMT Chair and Chief of Police</li> </ul> </li> <li>2. Establish short term shelter operations until relieved by Boston Office Of Emergency Management or The Red Cross</li> </ol>	<p><b>Planning and Finance</b></p>
<ol style="list-style-type: none"> <li>1. If it is safe to do so, update external communications to notify faculty, staff, students, and parents not on the campus of:             <ul style="list-style-type: none"> <li>• the situation</li> <li>• The need to avoid the campus until the incident is resolved</li> </ul> </li> </ol>	<p><b>Public Information</b></p>

<i>Shelter-in-Place: Hazardous Materials</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. <b>EVACUATE THE BUILDING IF RELEASE IS INSIDE THE FACILITY</b></li> <li>2. If the hazardous release is outside the facility:                             <ul style="list-style-type: none"> <li>• Close and lock windows and doors</li> <li>• Proceed to interior of the facility away from external doors and windows</li> <li>• If possible, move to first floor</li> <li>• Stay low to the ground</li> <li>• Proceed to small internal room that can be secured (bathroom, closet, etc.)                                     <ul style="list-style-type: none"> <li>○ Close door and seal the room as much as possible</li> </ul> </li> </ul> </li> <li>3. Limit unnecessary talking or sound</li> <li>4. Avoid using cell phones/send text messages</li> <li>5. Continue to follow directions of Campus Police, security, and/or EMT personnel</li> <li>6. Help others, especially those with disabilities</li> <li>7. Remain calm and know that the emergency situation will be the central focus of first responders</li> <li>8. Remain in a shelter posture until given an “all-clear” by first responders</li> </ol>	<p><b>All Faculty and Staff</b></p>
<ol style="list-style-type: none"> <li>1. When possible locate, identify, and assist other people</li> <li>2. Direct people in the shelter to first floor interior class rooms, offices, bathroom facilities, closets, or storage rooms</li> <li>3. Follow the directions of the first responders</li> <li>4. Monitor the situation with radio, television, or internet</li> <li>5. Maintain situational awareness</li> </ol>	<p><b>EMT Members</b></p>
<ol style="list-style-type: none"> <li>1. If it is safe to do so, secure the facility</li> <li>2. If possible re-establish and maintain communications with first responders</li> <li>3. Communicate number of people, names, needs, and locations to first responders</li> </ol>	<p><b>Public Safety</b></p>
<ol style="list-style-type: none"> <li>1. If it is safe to do so, secure the facility:                             <ul style="list-style-type: none"> <li>• Closing and locking doors and windows</li> <li>• Sealing windows and doors, including pulling shades (if feasible)</li> <li>• Shut down HVAC systems to prevent pulling outside air that may contain hazardous materials into the facilities</li> <li>• If hazardous materials are potentially flammable or explosive, shut down all electrical systems</li> </ul> </li> <li>2. If necessary, identify and provide resources necessary for Shelter activities (food, blankets, medical supplies, etc)</li> </ol>	<p><b>Operations and Logistics</b></p>
<ol style="list-style-type: none"> <li>1. Take down the names and emergency contact information of people                             <ul style="list-style-type: none"> <li>• Identify any medical or functional needs of people</li> <li>• Provide information to EMT Chair and Chief of Police</li> </ul> </li> <li>2. Establish short term shelter operations until relieved by Boston Office Of Emergency Management or The Red Cross</li> </ol>	<p><b>Planning and Finance</b></p>

<ol style="list-style-type: none"> <li>1. If it is safe to do so, update external communications to notify faculty, staff, students, and parents not on the campus of:             <ul style="list-style-type: none"> <li>• the situation</li> <li>• The need to avoid the campus until the incident is resolved</li> </ul> </li> </ol>	<b>Public Information</b>
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<i>Shelter-in-Place: Violence</i>		Who
<ol style="list-style-type: none"> <li>1. If Possible, evacuate area in the opposite direction of the identified threat</li> <li>2. Lie flat, get behind an obstruction, put distance between you and the danger</li> <li>3. If possible avoid open areas and windows, shelter in rooms and closets</li> <li>4. Close and lock doors and windows</li> <li>5. Blockade the door(s) if possible with large/heavy furniture, or other heavy objects</li> <li>6. Remain quiet, silence cell phones, and any other noise producing objects</li> <li>7. Take cover behind concrete walls, under furniture, or other large objects placing as many items as possible between you and the threat.</li> <li>8. Do not peek out windows or doors to see what may be occurring</li> <li>9. Do not evacuate if fire alarm is activated unless you are positive a fire is occurring</li> <li>10. Help others, especially those with disabilities or functional needs</li> <li>11. Remain calm and know that the emergency situation will be the central focus of first responders</li> <li>12. If safe to do so provide notification and situational awareness to police via cell phone or wall mounted phone system (911)</li> <li>13. If an armed intruder comes into your office or classroom:             <ul style="list-style-type: none"> <li>• If possible, identify an escape route behind you.</li> <li>• If flight or escape is impossible and there are no other options, make a personal choice to negotiate with or overpower the armed intruder.</li> </ul> </li> <li>14. When police arrive do not run at them, or make sudden movements. Do not hold anything in your hand that could be mistaken for a weapon</li> <li>15. If directly engaged by <u>VERIFIED</u> law enforcement officers, provide all requested situational awareness information</li> <li>16. Remain in a shelter posture until given an “all-clear” by first responders</li> </ol>	<b>All Staff and Faculty</b>	
<b>FOR OFFICIAL USE ONLY</b>	<b>Public Safety</b>	

<i>Demobilization of Emergency Shelter</i>		Who
<ol style="list-style-type: none"> <li>1. Follow directions of first responders, EMT Chair, and/or Chief of Police</li> </ol>	<b>All Staff and Faculty</b>	

<ol style="list-style-type: none"> <li>1. Support first responders in assessing the safety of the facility</li> <li>2. Following all clear from first responders, decide if the facility should be re-opened</li> <li>3. Manage facility re-open</li> </ol>	<p><b>EMT Personnel</b></p>
<ol style="list-style-type: none"> <li>1. Evaluate and initiate all facility systems</li> <li>2. Conduct damage assessments</li> <li>3. Initiate recovery operations</li> </ol>	<p><b>Operations and Logistics</b></p>
<ol style="list-style-type: none"> <li>1. Initiate emergency recovery purchasing</li> <li>2. Initiate reimbursement processes</li> </ol>	<p><b>Planning and Finance</b></p>

<i>Follow-up and Review</i>	<b>Who</b>
<ol style="list-style-type: none"> <li>1. Report any irregular, suspicious, or abnormal occurrences before, during, or after the shelter-in-place</li> <li>2. Participate, as needed in any follow-up or review</li> </ol>	<p><b>All Staff and Faculty</b></p>
<ol style="list-style-type: none"> <li>1. Oversee a full After Action review of the incident and identify any lessons learned or improvement or mitigation actions</li> <li>2. Support first responders during any public review</li> </ol>	<p><b>EMT Chair</b></p>
<ol style="list-style-type: none"> <li>1. Provide a full report on the incident using the Incident Reporting System</li> <li>2. Participate in After Action Reporting and Improvement Plan</li> </ol>	<p><b>EMT Members</b></p>
<ol style="list-style-type: none"> <li>1. Conduct a full After Action review of the incident and identify any lessons learned or improvement or mitigation actions</li> </ol>	<p><b>Planning and Finance</b></p>

## Public Guidance

The term, shelter-in-place, means to immediately seek shelter and remain there during an emergency rather than evacuate. Shelter-in-place should **only** be used when evacuation is not safe. The decision to shelter-in-place will be announced by College officials. In making such decisions the College consults with appropriate entities such as state and local officials and the National Weather Service. There are only a few emergency situations requiring that we shelter-in-place. These include such incidents as a tornado warning, a radiation or air born chemical release, a hazardous material spill, or a violent person. While similar in concept, each incident type does have unique shelter-in-place considerations. Familiarization with these concepts will help with personal protection decision making.

When it is understood that an eminently dangerous situation exists and evacuation is inadvisable, notification will be given to shelter-in-place. This announcement will be made using the College's emergency notification protocols as soon as it is feasible in order to provide the campus community as much time as possible to take protective actions.

## Attachments

- City of Boston Office of Emergency Management Shelter Registration Form
- City of Boston Office of Emergency Management Shelter Facility Resource (SFR) for The Health and Wellness Center



