

UNIVERSITY *of* HOUSTON  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION: Safety**  
**AREA: Emergency Preparedness**

**Number 06.01.01**

<b>SUBJECT: Emergency Management Plan</b>
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**Addendum E**  
**Shelter-in-Place Procedures**

Sheltering in place is a precaution that is taken when hazardous events make going outdoors dangerous. Events that may trigger university or emergency officials to order students, staff and/or faculty to shelter in place include instances involving:

- Biological contaminants
- Chemical contaminants
- Radioactive contaminants
- Pipeline ruptures
- Train derailments
- Terrorist attacks
- Inclement weather

**Who May Shelter In Place**

An order to shelter in place may be given for specific individuals or the entire university. Those individuals who shelter in place on campus will be asked to do so until the danger has passed. For longer events, the university shall develop protocols for food availability for those individuals who have been instructed to shelter in place. Individuals who may be asked to shelter in place include:

- Ride out teams (when the university is closed to all students, staff and faculty)
- Student residents (when the university is closed to all other students, staff and faculty)
- All students, staff and faculty (when the emergency is so sudden that the university cannot be closed or evacuated prior to the event)

The decision to allow family members of ride out teams to shelter in place shall be made by supervisors. Family members of ride out team members are expected to bring their own supplies.

Animals, other than research and service animals, will not be allowed to shelter in place. Research animals should be kept indoors and in cages. The care of service animals will be determined on an individual basis. Food, water, plastic bags, newspapers, cleaning supplies should be kept on hand for dealing with research and service animals on those occasions that necessitate long term sheltering in place.

**Addendum E (page 2)**

The university may be a last resort for students, staff and faculty who have not been instructed to shelter in place on campus. This means that other shelters and places of refuge are not available or accessible. The university shall designate buildings for this purpose. Those individuals who fit into this category of “last resort” shall be responsible for their own supplies.

### **Actions to Take**

The nature of the emergency will dictate the steps necessary to protect individuals who are authorized to shelter in place. Those individuals should listen to local radio stations and watch local television stations for disaster-specific information. Individuals should also visit [www.uh.edu/emergency](http://www.uh.edu/emergency) for disaster-specific guidance.

It is generally advisable for individuals who have been asked to shelter in place to:

- Call their personal emergency contacts to notify them of their location
- Forward business calls that cannot be monitored to the answering system. It may be advisable to leave a recording on the voicemail system indicating that the office is closed and that individuals are sheltering in place until emergency officials advise that it is safe to leave
- Make a list of names and affiliations (employee, student, visitor, etc.) of individuals who are sheltering in place. This list should be forwarded to the Emergency Management Plan Leader.
- Access disaster supplies for long term shelter in place situations. This may include items such as bottled water, nonperishable food items, batteries, first aid supplies, battery powered radios, televisions and flashlights

If a contaminant is released into the air it may be advisable to:

- Instruct appropriate employees to turn off all fans, heating and air conditioning systems
- Close and lock all windows and exterior doors
- Seal the room by using duct tape and plastic sheeting (such as heavy duty garbage bags) to seal cracks and spaces around windows and doors.
- Cover windows with plastic
- Tape closed all vents, electrical outlets and other openings

If the university is threatened with inclement weather resulting in heavy winds and flooding, it may be advisable to:

- Move individuals to interior rooms above the ground floor with few or no windows
- Board or tape windows if a room with no windows is unavailable

### **Addendum E (page 3)**

When the university and/or emergency officials notify those who have sheltered in place that the emergency has passed and it is safe to leave buildings, individuals should be careful to avoid potentially dangerous materials and conditions. Individuals should follow special instructions given by emergency authorities.