Stay or Go: Shelter or Secure-In-Place

In rare instances, immediate evacuation may not be the safest option. Examples could include security incidents in which individuals would be safest remaining in place or situations in which hazardous materials were released into the environment.

**Secure-in-Place (e.g., security incident)**
1. Move to an interior room and lock the door.
2. If the door cannot be locked, barricade the doors.
3. Turn off lights, close blinds and windows and silence phones to minimize light and noise.
4. Move away from doors and windows.
5. Stay secured-in-place until given all clear by UO Alert! or emergency personnel.

**Shelter-in-Place (e.g., hazardous material in the environment)**
1. Close windows and doors
2. Seal gaps under doorways and around windows with wet towels, duct tape, and plastic sheeting or other impervious materials.
3. Turn off local ventilation systems (if possible).
   **Do not** turn off fume hoods or hazardous-material ventilation systems unless instructed to do so.
4. Do not eat or drink anything that may have been contaminated.
5. Stay sheltered-in-place until given an all-clear notice by UO Alert! or emergency personnel.

**Seek Shelter (e.g., if you are outside)**
1. If you are outside and have been advised to seek shelter, enter the nearest unlocked building.
2. Find an interior room without exterior doors or windows and close the interior doors.
3. Stay sheltered until advised by UO Alert! or emergency personnel.
4. Alert emergency personnel if anyone needs additional assistance or is trapped outside.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.