

**To:** All Staff, Residents, and Visitors

**From:** [Name/Department]

**Date:** [Insert Date]

**Subject:** Instructions for Shelter-in-Place Protocols

Dear All,

In the event of an emergency involving environmental hazards, severe weather, or external threats, a "Shelter-in-Place" order may be issued. This means you must seek immediate shelter inside the building rather than evacuating. Please follow these instructions carefully:

### **1. Immediate Actions**

- Stop all activities immediately.
- Stay inside the building. Do not attempt to leave or go to your vehicle.
- If you are outside, enter the nearest permanent building immediately.

### **2. Securing the Area**

- Close and lock all exterior doors and windows.
- Close blinds, curtains, or shades.
- Turn off HVAC systems (air conditioning/heating) and fans if instructed to do so.

### **3. Safe Zones**

- Move to an interior room without windows or with the fewest windows possible (e.g., conference rooms, hallways, or restrooms).
- Avoid large glass areas or rooms with glass doors.
- If possible, choose a room located on the [Insert Floor Level, e.g., Ground Floor or Basement].

### **4. Communication and Monitoring**

- Keep your mobile devices on and monitor [Insert Notification System Name] for updates.
- Remain quiet and silence your mobile phones if there is a security threat.
- Do not call emergency services unless you have a life-threatening emergency in your immediate location.

### **5. All-Clear Signal**

- Remain in your designated safe area until an official "All-Clear" announcement is made via [Insert Method, e.g., PA System or Text Alert].

- Do not leave the building until you are told it is safe to do so by emergency personnel or management.

Please familiarize yourself with the nearest safe locations in your area. Your safety is our primary concern.

Sincerely,

[Name]

[Title]

[Organization Name]