

Illinois State University Police Department  
Emergency Response Procedure

Shelter-in-place

When a Shelter-in-place order has been issued it means that conditions are deemed to be safer inside of your office/classroom/room than anywhere else in the building. A shelter-in-place order may be given for a hazardous materials incident, sustained police action, or active shooter scenario.

A Shelter-in-place will be ordered by the University Police or other competent authority based on the nature of the crisis. You may be notified of a Shelter-in-place by various means including public address systems, paging notification systems, mass E-mails or other means available based on the circumstances of the incident.

When a Shelter-in-place order is issued you should .....

1. Remain calm
2. Select a small, interior room with no or few windows.
3. If not assigned to a room, go to the nearest room where you can secure yourself.
4. Close and lock windows and exterior doors
5. Barricade doors if possible.
6. Turn off all fans, heating and air conditioning units
7. Review the department's Emergency Action Plan
8. Remain out of view from any interior windows or block the view through the window.
9. Remain inside the rooms until the all clear signal is given by the police.
10. If so directed, use duct tape and plastic sheeting to seal all cracks around the door and any vents into the room.
11. Wait for further instructions from police or Environmental Health and Safety Office.

When a Shelter-in-place order is given remain in the room until you are directed by the University Police it is safe to exit. Only trust authenticated messages from credible sources.