

# PREPARE IN A YEAR PLAYBOOK



## PERSONAL PREPAREDNESS

### Estimated Completion Time

This presentation can be customized to fit your needs and time allowance. Ideally 30 minutes.

- 20 minutes of presentation and 10 minutes of questions
- 15 minutes of presentation and 15 minutes of questions

### OBJECTIVES

At the conclusion of this presentation the audience will be able to:

- Understand what shelter in place means
- How to prepare a safe room in advance

The topics that will be discussed in this unit are:

- Sheltering in place
- Preparing your safe room

### Setting the Stage

Whether you are at home, work or anywhere else you frequent regularly, there may be situations when it's best to stay where you are and avoid any uncertainty outside.

Here are some indicators and steps to take if the situation arises:


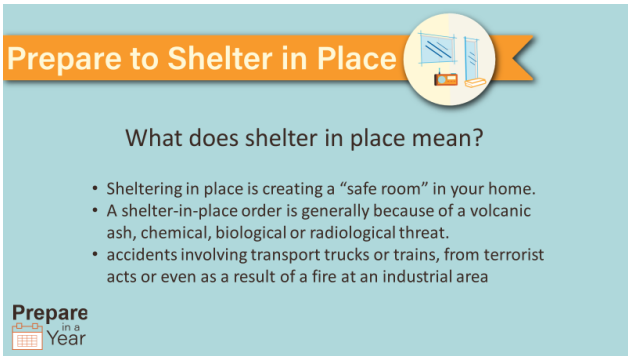

Use common sense and available information to assess the situation and determine if there is immediate danger.

If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated you may want to take this kind of action.

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<p style="text-align: center;">Prepare in a Year</p> 	<p style="text-align: center;">Slide 1</p> <p style="text-align: center;">Insert your Agency logo on the first slide</p>
 <p style="text-align: center;">What does shelter in place mean?</p> <ul style="list-style-type: none"><li>• Sheltering in place is creating a “safe room” in your home.</li><li>• A shelter-in-place order is generally because of a volcanic ash, chemical, biological or radiological threat.</li><li>• accidents involving transport trucks or trains, from terrorist acts or even as a result of a fire at an industrial area</li></ul> 	<p style="text-align: center;">Slide 2</p> <p>Ask the audience what they think shelter in place means.</p> <p>Shelter in place is not the same as “staying inside” a building.</p> <p>Sheltering in place is creating a “safe room” in your home.</p> <p>A true shelter-in-place order is because of a chemical, biological or radiological threat. If a chemical agent leak happens (i.e. ammonia, radiation, hazardous materials), authorities will instruct people to either shelter where they are and seal the premises (shelter in place) or evacuate immediately.</p> <p>A chemical release is an accidental release of harmful chemicals into the air.</p> <p>It can occur at manufacturing plants, from accidents involving transport trucks or trains, from</p>

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	<p>terrorist acts or even as a result of a fire at an industrial area.</p> <p>Generally, shelter where you are unless directed otherwise by response officials.</p> <p>It is only natural to want to be with your loved ones, but it is safer to stay where you are.</p> <p>Do not attempt to get your children from school or daycare. Instead, ask your school ahead of time what their plans are.</p>
An infographic titled "Prepare to Shelter in Place" on a light blue background. It features two numbered steps. Step 1: "1. Go inside immediately" with the subtext "Remember your kids and pets." and an illustration of a person entering a room. Step 2: "2. Tightly lock all doors and windows" with the subtext "The faster you do this, and the more tightly, the less likely contaminants will get inside." and illustrations of a door handle and a window being closed. The "Prepare in a Year" logo is in the bottom left corner of the infographic. <p>1. Go inside immediately <i>Remember your kids and pets.</i></p> <p>2. Tightly lock all doors and windows <i>The faster you do this, and the more tightly, the less likely contaminants will get inside.</i></p>	<p>“Sealing a room” is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. This type of sheltering in place requires pre-planning, by purchasing plastic sheeting and duct tape that you would keep in your emergency supply kit.</p> <p>Bring your family and pets inside.</p> <p>Lock doors, close windows, air vents and fireplace dampers.</p>

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<p><b>Prepare to Shelter in Place</b></p> <p>3. Shut off fans and devices that circulate air throughout your home.</p> <ul style="list-style-type: none"> <li>• Shut off fans.</li> <li>• If a fire is lit, put it out. Shut the vents and doors.</li> <li>• Tightly close wood stove and fireplace dampers.</li> <li>• Adjust thermostat or furnaces and air conditioners to shut off and stay off.</li> </ul> <p>Prepare in a Year</p>	<p><b>Slide 4</b></p> <p>Turn off fans, air conditioning and forced air heating systems.</p> <p>Take your emergency supply kit unless you have reason to believe it has been contaminated.</p>
<p><b>Prepare to Shelter in Place</b></p> <p>4. Get into your pre-selected room and seal it tightly</p> <ul style="list-style-type: none"> <li>• Tape plastic sheeting over windows, doors, vents, bathroom fans, electrical outlets. Remember, you are creating a tightly sealed room, so freely use tape.</li> <li>• Place dampened towels under door cracks to tightly seal them.</li> </ul> <p>A. Bathroom Fan. B. Pre-cut plastic sheeting over door frame. C. Dampened towels under door to tightly seal. D. Tape forced-air registers (on ceiling and floor). E. Pre-cut plastic sheeting over window frame. F. Tape outlets, TV cables, switches, landline jacks.</p> <p>Prepare in a Year</p>	<p><b>Slide 5</b></p> <p>Go into an interior room with few windows if possible.</p> <p>Seal all windows, doors and air vents with thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.</p> <p>Cut the plastic sheeting several inches wider than the openings and label each sheet.</p> <p>Duct tape plastic at corners first and then tape down all edges.</p> <p>Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.</p>

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<p><b>Prepare to Shelter in Place</b></p> <p>5. Listen to media for instructions. <i>Use radio, TV or social media to check for official instructions on when it's safe to come out or whether to evacuate. On social media, only follow trusted sources.</i></p> <p>6. Thoroughly air out your home once the emergency is over. <i>Open your doors and windows. This will allow small particles that may have gotten in to dissipate.</i></p> <p>Prepare in a Year</p>	<p>Slide 6</p> <p>Local authorities may not immediately be able to provide information on what is happening and what you should do.</p> <p>Watch TV and listen to the radio or check the Internet often for official news and instructions as they become available.</p>
<p><b>Prepare to Shelter in Place</b></p> <p>Use the Web</p> <p>Local Resources</p> <p>Prepare in a Year</p>	<p>Slide 7</p> <p>Talk about your local resources as well as resources that are available on the internet.</p>