**Purpose**

Shelter in Place alerts and notifies staff of the need to reduce the movement of air into and out of the building when there are air quality concerns, potentially from a release of a toxic or hazardous substance in the environment.

**Shelter in Place** has been demonstrated to be the most effective response during the first few hours of an air quality concern.

The Site Leadership may request a Shelter in Place based on an analysis of an emergency event, such as a fire, motor vehicle crash, train derailment, industrial accident or natural disaster that may cause a substance release.

**Policy**

[Organization name] is committed to preparing for all types of foreseeable emergencies. All staff are required to follow Code Grey signalling sheltering in place in response to an environmental issue.

**Definitions**

**Responsibilities**

Shelter in Place / Air Exclusion Emergency Response applies to all personnel.

**Procedure**

1. **ACTIVATION**

Shelter in Place can be initiated by any staff member who is notified of an air quality concern by immediately:

* Notifying the Supervisor / Manager/ person in charge of their area
* Notifying the Site Director/Designate (on-call or on-site)
* Notifying, to announce Shelter in Place / Air Exclusion three times

The order in which notification occurs will depend on the degree of danger and the particular circumstances of the situation.

Site Director/Designate (on-call or on-site) will activate Air Exclusion procedures, based on an assessment of the risks, in consultation with Facilities Staff and other designated personnel (Safety advisors, Medical staff, Maintenance etc.)

1. **POST INCIDENT ACTIONS**

For a facility impacted by an Air Exclusion / Shelter in Place Emergency Response, the manager in charge:

* Assess for injuries and facility damage.
* Implement subsequent emergency response plans as appropriate.
* Complete Incident Documentation:
	+ Reportable Incident Form
	+ Site-Specific documentation as appropriate

**Forms/Appendixes**

**References**

**Cross Reference:**

Evacuation - ERP

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| **SHELTER IN PLACE ALGORITHM** |
| **Supervisor or Person In Charge receiving notice** | Notify Site Administration / Designate On-Call Notice received from Emergency Personnel of hazardous air quality and advised to **Shelter In Place** |
| **Site Administration /****Site Specific Leadership Role** | In consultation with engaged parties determine when the event has concluded:* Advise Switchboard / Designate to announce **“EMERGENCY, All Clear”** (three times)
* Site specific variations to overhead announcements and internal activations
* Determine the need to establish a Site Command Post to coordinate actions and communications to staff / site

Upon receipt of notification of an incident:Consult with Site Lead and Facilities to determine actions, based on risk, considering:* Measures to minimize / prevent air movement into and out of the building
* Should recommended measures include taking actions to restrict or prevent access into the site,
* Ensure notification to Site Specific Manager On-Call (**Insert**

 **Zone Specific Contact**)* Issues to be addressed may include direction to be given to arriving staff, also persons arriving from the community seeking shelter or care.
* Preparation for possible Evacuation (**Code Green**)
* Notify Supervisor to activate site Shelter in Place response
* Complete all other incident documentation, and that a debrief of the incident is being scheduled
* In consultation with Site Leadership, arrange for staff support as needed (EFAP, etc.)
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| **SHELTER IN PLACE ALGORITHM** |
| **Supervisor or Person In Charge** | When directed by Site Admin / Designate On-Call, announce:* **“Shelter in Place, All Clear”** (three times)

Upon receiving notification, advise all staff:* **“Shelter in Place”** (three times)
* Site specific variations to overhead announcements and internal activations
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| **Facilities Staff**  | Site specific actions may include:* Identifying alternate sources / alternatives to medical air
* Supporting air quality monitoring

In consultation with engaged parties determine when the event has concluded:* Prepare for phased start-up of HVAC and HEPA filter systems

In consultation with Site Administration / Designate On-Call determine actions, based on risk including measures to minimize / prevent air movement into and out of the building |
| **Supervisor or Person In Charge** | In consultation with Site Administration / Designate On-Call assign staff to ensure the following actions are taken: * Assist staff to implement Air Exclusion procedures (see Staff Actions below)
* Unit / Program specific actions may include
* Identifying alternative therapies for those involving medical air
* Determine staffing plan for future shifts

**If specifically instructed by Site Administration / Designate**: post available staff at building access locations to restrict or prevent access into the site, direct arriving staff, patients and others as instructed by the Site Administration / Designate.* Remain engaged with Site Administration / Designate, requesting additional resources / personnel, if needed.
* Determine staffing plan for future shifts
* When **“All Clear”** announced determine supports required to patients and staff.
* Consult with Site Administration / Designate to convey recovery plan for the site
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| **SHELTER IN PLACE ALGORITHM** |
| **Staff Actions when Notified of Air Exclusion / Shelter in Place** | **UNDER THE EXPLICIT DIRECTION FROM SUPERVISOR or PERSON IN CHARGE****All Staff:*** Close all interior doors (including fire doors)
* Close and seal all windows, by any means available to the site
* Encourage other staff and patients to remain indoors until the “All Clear” is announced
* Exterior doors are to be made as airtight as possible (including attached bays), where practical. **Note:** doors leading to the outside cannot be secured to prevent egress from the building
* Unit / Program specific actions may include
* Identifying alternative therapies for those involving medical air
* Turn off all exhaust fans and equipment that extracts air out of the building or brings air into the building
* Listen for possible escalation to **“**Evacuation – Emergency Response”

**Nutrition and Food Services:*** Turn off cooking fans and exhaust hoods

**Nursing / Clinical / Physicians: insert if applicable*** Staff working in or near negative pressure rooms / areas must use appropriate infection control precautions and keep doors closed to negative pressure rooms / areas
* Do not start new procedures
* Patients using medical air will require alternate therapies
* Monitor patients at high risk for respiratory complications, and assist as required
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