



**JOINT BASE CHARLESTON
SHELTER IN PLACE GUIDE
April 2023**

OPR: 628 CES/CEX
Readiness and Emergency Management Flight

What Shelter-In-Place (SIP) Means:

The precaution to SIP is aimed to keep you safe while taking shelter indoors during an emergency. SIP means taking action and immediate shelter without moving to a new location. Although you can shelter-in-place during a natural disaster, we must also be aware of what it means to SIP during a chemical, biological, or radiological release.

This guide is tailored to SIP during a chemical, biological, radiological, or HazMat release/incident. In the event of a hurricane, follow organization specific procedures, whether you are told to evacuate or ride-out the storm. Any additional natural disaster, be sure to safely relocate to your SIP room for accountability while the event passes.

We will not be discussing active shooter procedures in this guide. For additional information regarding active shooter, please contact the Security Forces Squadron.

Why You Might Need to SIP:

Chemical (to include Toxic Industrial Chemicals/Toxic Industrial Materials), biological, or radiological contaminants may be released accidentally or intentionally into the environment. Accidents are also highly likely because of the natural gas storage areas and Petroleum, Oil, and Lubricants (POL) on the base. Should this occur, information will be provided by local authorities on television, radio stations and on Joint Base Charleston by giant voice and the AtHoc system (email, phone, text message, computer pop-up, etc.). The important thing is for you to follow instructions of local authorities and know what to do if they advise you to SIP.

Additional types of hazards which may lead to SIP:

- Destructive weather with little to no advance notice (for example, tornado)
- Seismic event (not a result of tsunami)
- Utility failure (not a prolonged outage)

“SIP also has the collateral benefits of allowing on-scene responders to focus on lifesaving actions for people who are outside when the hazard or threat strikes and of providing responders additional time to isolate damaged infrastructure” (AFTTP 3-2.83, pg. H-5).

Creating a SIP Plan for your Facility:

All Facility Managers on Joint Base Charleston must develop specific procedures to implement SIP protection within their facility. Use the sample checklist on page 3 of this guide as a template. Modify the checklist as necessary to make it work in your facility. Include maps or diagrams showing shelter areas, HVAC shut offs, etc. Include checklists for shutting down HVAC systems. Although the SIP program is the responsibility of the Facility Manager, the Unit Emergency Management (EM) Representatives will assist facility managers in developing SIP plans and checklists.

- Carefully review the floor plan of your building and identify an area or areas that will serve as temporary shelter(s) for personnel working within the facility (plan for 10 sq. ft. per person).
- Once a SIP area is identified, this area will be highlighted on the facility emergency evacuation charts, posted throughout the building using the full-color SIP signs (Attachment III). The SIP kit will have the SIP sign (Attachment II) on the outside of the container where the supplies are kept, and on the actual SIP room door(s).
- Identify how the facility will be notified of an emergency situation and how to warn all

occupants (ex. intercom, email, phone, word of mouth, etc.). All personnel must know and understand how the warning will be passed within the facility.

- Plan to maintain accountability for all personnel (to include visitors) during an emergency.
- Train all personnel on SIP procedures; especially Heating, Ventilation, and Air Condition (HVAC) system shutdown.

Accomplish quarterly inventories and annotate on-hand supplies by checking the corresponding boxes. These inspections are also noted on you EMQR (EM Quarterly Report). Your SIP kit will, at a minimum, include the following:

Materials	Quarter I	Quarter II	Quarter III	Quarter IV
Labeled, pre-cut plastic sheeting to fit over any windows or vents in the sheltering area # of Doors_____Windows_____Vents _____				
Enough towels to block the bottoms of each door in the room *				
Bottled water (for wetting towels) *				
SIP Binder/Folder (items listed below)				
First-aid kit (check expiration dates) *				
Rolls of duct tape to be used to secure the plastic over windows/vents and to seal doors				
Admin supplies (pen, paper, etc.) *				
Battery or crank powered radio and flashlight with extra batteries *				
Telephone (VOIP) or alternate communications				
Any unit specific items (ex. Ladder, step stool, ect.) as needed to complete SIP process				

Items marked with () are recommended and not mandatory. Keep in separate container in SIP location.*

A SIP Binder or Folder will be maintained as a hardcopy or electronically and must include the following, at a minimum:

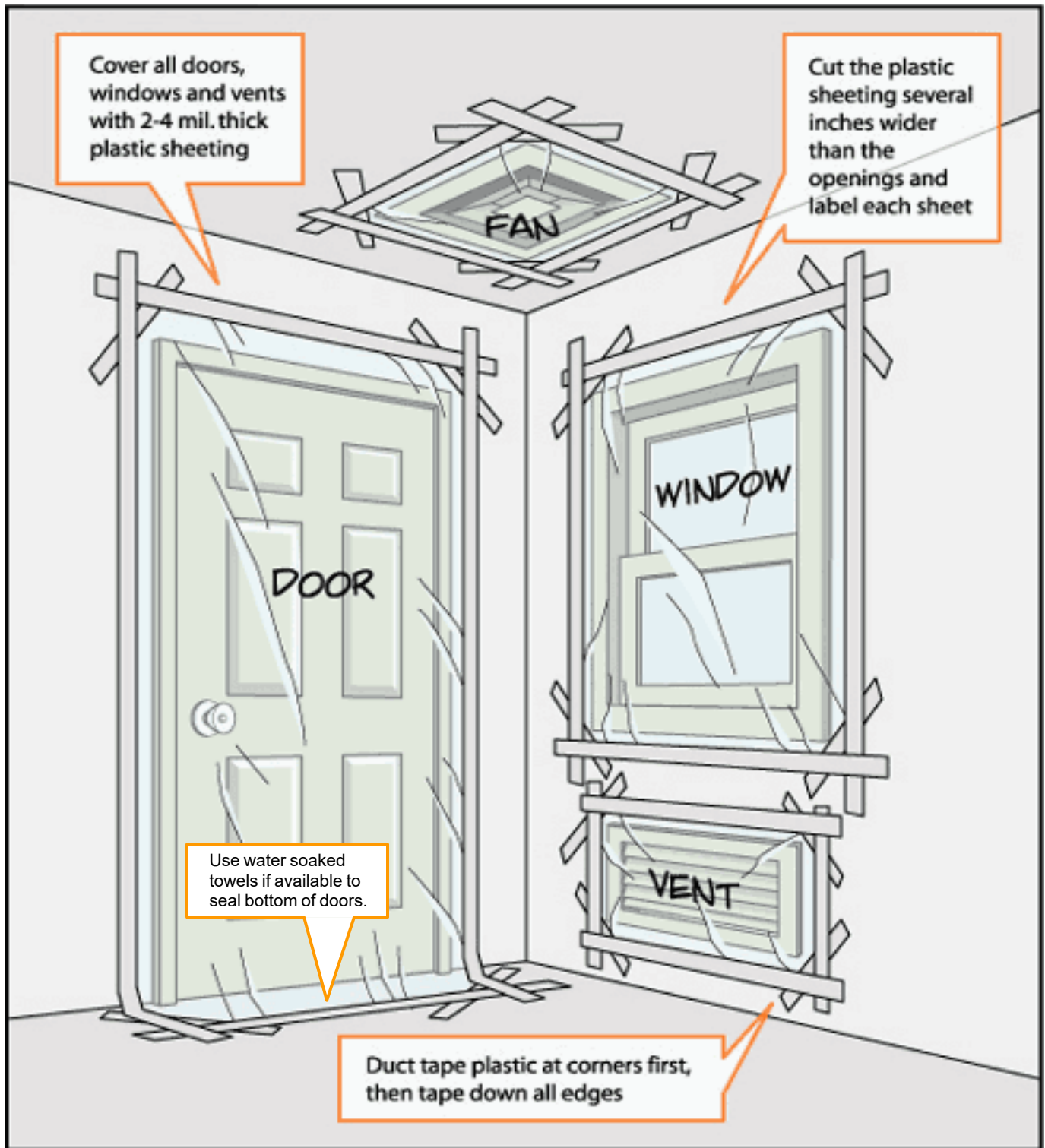
Materials	Quarter I	Quarter II	Quarter III	Quarter IV
Color SIP Signs (Exercise and Real World)				
Attachments IV and V				
Modified Checklist				
Sign in Roster				
SIP Facility Diagram				
SIP Guide				

SHELTER-IN-PLACE CHECKLIST

	Shelter in Place Checklist for Bldg.	
ITEM #	ACTION/TASK	COMPLETED
1.	Ranking person will take the role of SIP Chief to coordinate and control all SIP activities.	
2.	Any person receiving the warning will immediately notify all other personnel in or outside the facility, by_____.	
3.	Shutdown HVAC systems: Mechanical Room Key is located_____. HVAC Shut off is located_____. Steps for shutting down HVAC 1. _____ 2. _____ 3. _____	
4.	Ensure all customers, clients, or visitors stay in the building.	
5.	Place SIP (real world or exercise) signs on outside of facility. See Attachments IV and V. Close and lock all windows, exterior doors, and any other openings to the outside.	
6.	Secure classified material.	
7.	Minimize LMR traffic. No unofficial phone calls (including personal cell phones) are allowed.	
8.	Immediately go to your SIP area Room_____.	
9.	Shut and latch all SIP area windows and doors.	
10.	Locate SIP Kit.	
11.	Seal the window(s) and vent(s) with plastic using duct tape around the top, bottom, and sides. See Attachment I.	
12.	Seal the door(s) with plastic using duct tape around the top, bottom, and sides. Do NOT tape plastic to carpet (the tape will NOT stay); place wet towels at the bottom of the door if available. See Attachment I.	
13.	Account for all personnel using sign-in sheets. Report your status to UCC (Phone Number_____).	
14.	Turn on a TV, watch a computer for Direct Messenger, and/or turn on a radio and listen for further instructions.	
15.	When the "All Clear" is issued: Take the sign-in sheets and leave the shelter room. Remove the plastic from the windows and vents. Open the windows and doors.	
16.	Go outside and follow instructions from emergency response personnel on reentry. Ranking person will ensure that everyone goes to one meeting point for accountability.	

ATTACHMENT I

Sealing of Windows and Doors Example:



ATTACHMENT II



ATTACHMENT III



ATTACHMENT IV

**** EXERCISE ** EXERCISE ** EXERCISE ** EXERCISE ** EXERCISE ****

DOOR LOCKED

**Exercise
Shelter In-Place
In effect.**

If you are experiencing any unusual symptoms, leave the toxic area (upwind) and simulate calling 911.

To contact anyone in this facility, please call _____.

DOOR LOCKED

ATTACHMENT V

**** REAL-WORLD ** REAL-WORLD ** REAL-WORLD ** REAL-WORLD ****

DOOR LOCKED

**Real-World
Shelter In-Place
In effect.**

If you are experiencing any unusual symptoms, leave the toxic area (upwind) and call 911.

To contact anyone in this facility, please call _____.

DOOR LOCKED

References

“Evacuation & Shelter-in-Place.” *Occupational Safety and Health Administration*, UNITED STATES DEPARTMENT OF LABOR,
www.osha.gov/SLTC/emergencypreparedness/gettingstarted_evacuation.html.

Multi-Service Tactics, Techniques, and Procedures for Installation Emergency Management. Air Force E-Publishing, 13 June 2017, static.e-publishing.af.mil/production/1/af_a4/publication/aftp3-2.83/aftp3-2.83.pdf.