



## **In An Emergency, Safely Shelter In Place at 740 15<sup>th</sup> Street, NW**

PD 550-02 of June 26, 2002 provided guidance on evacuating OIG facilities in an emergency. Subsequent events and developing guidance and practice indicate that "sheltering in place" (remaining in the office building) may make more sense in some emergency situations than going outside.

### **What is sheltering in place?**

Where circumstances, such as radiological, biological, chemical contamination or civil unrest make evacuation dangerous, we may direct you to stay in the building. Building management will shut down the heating and cooling system to stop any bad air from coming into the building. Rooms offering the most possible protection, generally away from any windowed offices, will serve as refuges. We will equip these rooms with first aid kits, defibrillators, radios, lanterns, water, and other necessary supplies. We will mark these rooms and their locations and let you know where they are.

### **How will I learn of an emergency requiring action?**

The building's emergency warning system, consisting of strobe lights and public address announcements, may alert you. Also, you may learn through public alarms, advisories from your floor wardens, building or OIG management, or media announcements.

### **How will the decision to direct evacuation, or sheltering in place, be made and disseminated?**

A senior manager will make the decision based on information provided by the Office of Management in consultation with Departmental and building management to direct evacuation, or shelter in place. Managers, floor wardens, and/or the lobby security staff will inform you of the decision.

### **If sheltering in place is directed, what should I do?**

Turn off your computer and other equipment, close but don't lock your office door, and bring any personal items – clothes, medications, etc., to the shelter in place room designated for your office.

### **In preparation for sheltering in place, what will you provide? What should I provide?**

The OIG will provide information, protective hoods, bottled water, first aid training and equipment, flashlights, radios, and whistles. You should keep in your office 2-3 days of non-perishable food, medications, clothing, and any other personal comfort items you want, such as a blanket and pillow.

### **If we direct you to shelter in place, can I leave the building?**

No. If we have directed you to shelter in place, we have already determined that it is not safe to leave or that leaving will compromise the safety of others by letting in contaminants or dangerous people. However, if you do manage to leave, you may not be allowed back in during the emergency situation. Additionally, if you do not shelter in place after being told to shelter in place by a manager or floor warden, the OIG may take disciplinary action against you for not following this directive.

### **What else do I need to know?**

Please stay calm, follow the directions of management, and cooperate on the use of shared supplies.

**What safeguards exist for persons with disabilities?**

Managers will:

- Ask for input from all employees to determine what type or if any assistance is needed to comply with a directive to shelter in place.
- Make sure employees are promptly and appropriately notified and are able to get to and use all designated refuge rooms and safety-related equipment.

**Who should I ask for further information?**

Please ask your supervisor or contact in the Office of Management at (202) 927-5200 or send an email to [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).

As we develop further detailed information regarding the shelter in place policy, we will provide it to all OIG employees.