



Shelter In Place Residents & Commercial Tenants

The Philadelphia Fire Code (Section F-409) requires high rise buildings in the City to establish a plan to shelter occupants inside the building if an airborne chemical, radioactive, or biological hazardous material is released outside the building. The purpose of the shelter-in-place plan is to safeguard occupants during such an emergency by preventing or limiting the infiltration of hazardous materials into the building. This is done by closing windows and doors and shutting off air handling systems. Emergency situations may involve unique circumstances, and public safety officials will advise us how to react. A shelter-in-place drill must be conducted once annually. You will be notified in advance by Management of the day and time of the annual drill.

The following general information is a guide on preparation before, and actions during and after an emergency. If you are told to shelter in place, *go indoors immediately* and close all windows and balcony doors, and seal bathroom ceiling vents with plastic and tape. The following steps will guide you in responding to this potential threat.

Planning for an Emergency:

Residents and Commercial Tenants must prepare a shelter-in place kit appropriate for these type(s) of emergencies. Residents and Commercial Tenants are responsible for assembling the emergency kit. The kit should contain duct tape for sealing cracks around doors and windows; plastic (preferably, precut to size) to cover windows; battery-operated AM/FM radio; flashlight with fresh batteries; bottled water; towels and bathroom tissue; toys for your children; candles; matches; first-aid kit; medicine and other items essential for survival. Make sure it will meet the immediate needs of those who might shelter inside your space. It is your responsibility to check the kit every six months to make sure all supplies are still there and that they are fresh.

- For a place of shelter, select a room in your apartment or Commercial Space that has few windows. (If you are a customer or patient in a commercial space, you must remain in place.) The room should have a telephone.
- Compile a list of TV and radio stations that will broadcast emergency information (example - KYW News Radio – 1060 on the AM band).
- Review the attached Red Cross general information on Shelter-in-Place.
- Make sure all family members understand the shelter-in-place plan and instructions, whether they are at home, school, work or outdoors. Establish a contact person for each family member to call in the event of emergency.
- Review your plan at least twice a year.

During an Emergency:

- Building Management will announce when a shelter-in-place emergency is occurring.
- Shut and lock all doors and windows. Locking makes a better seal.

- Cover any windows and your bathroom ceiling vents with plastic sheeting and tape.
- Seal cracks around the door and windows with duct tape.
- Immediately move to the room you've chosen as a shelter.
- Turn on your radio or television to obtain emergency information. Stay tuned until the "all clear" message is broadcast.
- Stay off the phone unless it is an emergency call.
- Be prepared to evacuate if ordered to do so by public safety officials. Evacuation instructions will be announced over the Fire Protection System.
- Do not call the lobby desk. The staff will be following emergency procedures and notifying the entire building when information is available.

After an Emergency:

- When you hear the "all clear" message, you may emerge from your shelter, open doors and windows and resume normal living.

Hopkinson House Staff Members

Staff members will receive instructions and training from Department Heads. If the building is notified by Public Safety Officials that an emergency requires a shelter-in-place response, the following steps will be taken.

- The Manager, Assistant Manager, or designated Department Head in the building will be in control.
- The staff will be directed to their designated shelter areas:
Maintenance Staff – Maintenance Locker Room
Management, clerical, desk and door staff – Accounting Office
Housekeeping – Housekeeping Locker Room
- Building Engineer will shut down all components of the HVAC system for the building, elevators and hallways.
- Staff members will be provided with a list of residents who have special needs: the staff will provide assistance to these residents in sealing their spaces.
- Staff members not designated to assist others will remain in shelter area until Public Emergency response or other authorities advise it is safe to leave the area.
- A radio, water, and a first aid kit will be maintained in shelter area at all times.