

# Shelter-In-Place Checklist

**If you are told to stay where you are, use this checklist to be sure that you follow the correct procedure:**

- Stay in the building or go inside right away.
- Close windows and doors.
- Turn off the following:
  - Air conditioners
  - Heating system blowers
- Extinguish any open flames
- Close fireplace dampers if you do not have a fire in your fireplace.
- Locate your already prepared Emergency Supply Kit.
- Seal all cracks and openings with the duct tape and plastic, and put towels under the door to provide added protection.
- If you think you are being exposed to fumes, put a wet cloth over your nose and mouth. Call 911.
- Stay where you are and listen to a local radio or TV station for further instructions.