

EXAMPLE

(This form is a template for tenants to develop their own specific plan)

Shelter-in-Place Checklist:

_____ Responsible Employee Checklist current as of:

_____ Alternate Employee _____ (date)

When a shelter in place advisory is issued, the responsible employee (e.g., receptionist) shall:

- Announce "All employees and visitors - A shelter in place advisory has been issued. All employees and visitors should leave your current area and proceed to the first floor break room. Employees should make sure office windows and doors are closed before leaving."
- Locate a cellular phone (from executive suite or sales office) and employee/visitor sign-in sheets and take them to the shelter in place room (break room).
- Determine from sign-in sheets whether all employees and visitors are accounted for. All employees and visitors should be in the shelter in place room within 3 minutes. If all signed in persons are not in the shelter room within 3 minutes, notify the President.
- When the "All Clear" is issued, take the sign-in sheets and leave the shelter room. Proceed to the prearranged meeting area outside the building.
- Account for employees and visitors using sign-in sheets. Report any discrepancies to the President.
- When the building has been ventilated, return to the building and replace the cellular phone and sign-in sheets.