

Shelter in Place Procedures

Depending on the type of emergency situation, directions to shelter in place may be sent using a variety of notification methods, including: MoBull Text, E-mail, and USFSP Cisco Unity voicemail system which can instantly send a voicemail message to all office phones with voicemail. If directed to shelter in place:

1. Stay inside the building or find a safe place.
2. If you are in a room with a door, make sure the door is closed.
3. Due to the varying age of campus buildings, doors may lock manually, remotely or not at all.
If it is applicable and time permits, lock the doors.
4. If you are in a room with a window that opens, make sure the window is closed.
5. Remain where you are until further direction from emergency personnel.

For chemical, biological or radioactive material releases, additional directions will be given.