

EMERGENCY SUPPORT FUNCTION (ESF) #13-1
SHELTER-IN-PLACE (ESF9)

I. PURPOSE

The purpose of this annex is to enhance the ability of the City of Pacific to better protect residents and other citizens when an incident has occurred with little or no warning and it is not safe for people to leave their current locations. In this context, shelter-in-place (SIP), aka “in-place protection”, means staying inside the immediate facility, often in a designated locale, until it is clear to resume normal activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Proper warning and immediate sheltering instructions, to include “in-place” sheltering are essential for providing protection to citizens during emergency situations.
2. “In-place” shelters will be used in situations that require citizens to be protected from the effects of an emergency/disaster when immediate evacuation is not an appropriate action. Examples of such situations are earthquakes, tornados, or chemical/biological attack incidents.
3. “In-place” shelter is defined as any structure that provides physical protection from the effects of an emergency or disaster. A particular structure may remain an “in-place” until the situation subsides or the occupants are moved to a mass-care facility.
4. Emergency shelters for displaced persons and evacuees have been identified in ESF#6 Mass Care, Temporary Housing and Human Services.

B. Assumptions

1. Many residential and commercial structures will withstand the effects of a disaster.
2. If inhabitable, most citizens will stay in structures that withstand the effects of a disaster.
3. Provided official warning and instructions, most people will respond as directed.
4. In an Emergency, most residents and businesses will allow displaced persons to enter their structures.

III. CONCEPT OF OPERATION

- A. “In-place” shelter information shall be periodically distributed to the residents and businesses of Pacific.

- B. If an emergency is imminent, the public will be warned to seek shelter, take appropriate protective action and to stay tuned to EAS station for further instructions.
- C. Should in-place shelter be required for an extended period, arrangements will be made to deliver any essential medications, food, etc. in a “best effort” intention.
- D. Actions to be Performed by Timeframe
 - 1. Mitigation:

Develop and distribute information related to in-place shelter to businesses and residences.
 - 2. Preparedness:

Consider alerting the public to take in-place shelter if disaster is imminent.
 - 3. Responses:

Alert public to take in-place shelter if that has not been done already.
 - 4. Recovery:

Inform public that it is permissible to leave in-place shelter when circumstances permit.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The responsibility for all major decisions pertaining to “ordered” Shelter-In-Place measures resides with the Pacific Chief Elected Official, i.e. Mayor or delegate.
- B. The Field Incident Commander, upon recognition of a localized, imminent dangerous situation requiring in-place protection, has the authority to issue a localized SIP order.
- C. The City Administrator, Emergency Management Director and Chief of Police shall provide relevant input to the Mayor such that an informed decision can be made if a broad SIP order is issued. Additionally, if the hazard warrants, the Pacific Fire Protection District Chief, or delegate, shall also be consulted.
- D. The Public Information Officer is responsible for providing regular updates and instructions regarding the state of the emergency to the general public via alerts, warnings, media relations or other pathways.

V. CONTINUITY OF GOVERNMENT

Support planning and implementation support for this ESF shall be provided by:

- A. Emergency Management Director
- B. Community Development Director

- C. Police Department Chaplain
- D. Communications Center Supervisor
- E. Pacific Police Department
- F. Pacific Fire Protection District

VI. APPENDICES

- 1. All-Hazard In-Place Shelter Guidance

Appendix 1 to ESF#13-1

ALL-HAZARD IN-PLACE SHELTER GUIDANCE

The following information should be formulated into public information brochures and distributed to all residents prior to an emergency situation requiring in-place shelter.

Warning for these hazards should be accomplished in accordance with Annex B Communications and Warning.

Information should be provided to local media for broadcast during an emergency and public awareness program should be developed to encourage residents to keep emergency supplies on hand and develop a family disaster plan. Pets and animals also need to be considered.

TORNADO

If a tornado WARNING is issued and time does not permit residents to travel to public shelters, the best protection during a tornado is to quickly go to the lowest level in the building. The following protective actions should be relayed to the public.

- **DURING A TORNADO, THE SAFEST PLACE TO BE IS IN THE BASEMENT UNDER SOMETHING STURDY.**

IF THERE IS NO BASEMENT, SEEK SHELTER IN A SMALL INTERIOR ROOM IN THE MIDDLE OF THE BUILDING, SUCH AS A CLOSET OR BATHROOM. IF IN THE BATHROOM YOU MAY GET INTO THE TUB AND PULL THE SHOWER CURTAIN OVER THE TOP OF YOU FOR SMALL GLASS PROTECTION.

STAY AWAY FROM OUTSIDE DOORS AND WINDOWS.

- **IF OUTDOORS WITH NO SHELTER, LIE FLAT IN A NEARBY DITCH OR DEPRESSION AND COVER YOUR HEAD WITH YOUR ARMS, A COAT OR A BLANKET TO PROTECT YOURSELF FROM FLYING DEBRIS. BE PREPARED TO MOVE QUICKLY IF THE DITCH FILLS WITH WATER.**
 - **DO NOT GET UNDER AN OVERPASS OR BRIDGE, DUE TO THE WIND TUNNEL EFFECT OF THE OVERPASS AND THE POSSIBLE COLLAPSING OF A BRIDGE.**
- **IF IN A VEHICLE, DO NOT TRY TO OUTFRAN A TORNADO IN URBAN CONGESTED AREAS. PULL COMPLETELY OFF THE ROADWAY. IF POSSIBLE, LEAVE THE VEHICLE FOR SAFE BUILDING SHELTER.**

- **REMAIN IN SHELTER UNTIL THE ALL CLEAR IS GIVEN FROM AUTHORITIES.**

EARTHQUAKE

Since earthquakes happen with no warning, residents should be prepared to take in-place shelter in their homes for the first 72 hours following a seismic event. These in-place protective actions should be relayed to the public:

- **WHEN THE SHAKING STARTS, STAY WHERE YOU ARE—IF INDOORS, STAY INDOORS; IF OUTSIDE, STAY OUTSIDE.**
- **IF YOU ARE INDOORS, GET UNDER A DESK, BED OR OTHER HEAVY PIECE OF FURNITURE. STAY AWAY FROM GLASS AND WINDOWS.**
- **IF YOU ARE OUTSIDE, GET AWAY FROM BUILDINGS AND UTILITY WIRES UNTIL THE SHAKING STOPS.**

What to do immediately after an earthquake:

- Check for injuries
- Be prepared for aftershocks.
- Wear sturdy shoes in areas covered with fallen debris and broken glass.
- If the electricity is out- use flashlights or battery operated lanterns. Check the main utility panel.
- If you smell gas or hear a hissing sound – open a window and leave the building, shut off the main gas valve outside the building.
- If water pipes are damaged- shut off the water supply at the main valve. \
- Check household appliances for damage.
- Clean up spilled medicines, bleaches, gasoline and other flammable liquids.
- Do not flush toilets until you know sewage lines are intact.
- Open cabinets cautiously because objects may fall off shelves.

- Use the phone only to report a life-threatening emergency.
- Listen to news reports for the latest emergency information.

HAZARDOUS MATERIALS INCIDENT

If evacuation cannot be accomplished prior to the formation/arrival of a toxic cloud, advising residents to stay indoors and reduce the air flow into these buildings may be the most effective protective action. The following protective action instructions should be relayed to the public:

- **TO REDUCE THE POSSIBILITY OF TOXIC VAPORS ENTERING YOUR HOME:**
 - Turn off all ventilation systems, including furnaces, air conditioners, fans and vents
 - Seal all entry routes as efficiently as possible. Close and lock windows and doors. Seal gaps under doors and windows with wet towels and thick tape.
 - Seal gaps around air conditioning units, bathroom and kitchen exhaust fans, stove and grill vents, and dryer vents with plastic sheeting and tape
 - Close all fireplaces dampers
 - Close as many internal doors as possible
- **IF AUTHORITIES WARN OF EXPLOSION, CLOSE ALL DRAPERIES, CURTAINS AND SHADE; STAY AWAY FROM WINDOWS.**
- **BUILDING SUPERINTENDENTS SHOULD SET ALL VENTILATION SYSTEMS AT 100% RECIRCULATING SO THAT NO OUTSIDE AIR IS DRAWN INTO THE STRUCTURE.**
- **IF YOU SUSPECT THAT GAS OR OTHER VAPORS HAVE ENTERED YOUR BUILDING, TAKE SHALLOW BREATHS THROUGH A PIECE OF CLOTH OR TOWEL.**
- **REMAIN IN PROTECTED, INTERIOR AREAS OF THE BUILDING WHERE TOXIC VAPORS ARE REDUCED UNTIL YOU ARE INSTRUCTED TO DO OTHERWISE.**

OTHER

Additional hazards which may require in-place shelter include flooding and winter storms. For more information on these hazards, as well as in-place sheltering, see “Are You Ready? - Your Guide to Disaster Preparedness”, #P-2064, September 2020, published by the Federal Emergency Management Agency (FEMA).