

JB MDL Office of Emergency Management (OEM)



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Helpful terms & when to use them

SHELTER IN-PLACE (SIP)

SIP procedures are used when airborne contaminants are located outdoors in your area and evacuation from your facility would be more hazardous to personnel.

EVACUATION

When time and resources allow for immediate and safe evacuation of members from a facility. This is based upon the situation and decisions of responders. Possible reasons to evacuate include fire, natural disasters, major accidents, bomb threat, HAZMAT or other incident.

LOCKDOWN/ACTIVE SHOOTER

Lockdown=Restrict movement on the installation due to armed gunman on the premises.

Active Shooter=Armed gunman in your immediate area/building.

Once you receive notification lock all facility doors, windows, turn off lights and disperse personnel behind locked doors throughout facility.

DO NOT HIDE IN LARGE GROUPS. Ensure personnel silence their cell phones and wait for the "all clear" announcement.

Shelter In-Place & Evacuation

When an emergency situation arises, knowing what actions to take is critical. When quickly responding, three easy steps will help you correctly SIP, Evacuate, or Lockdown due to an Active Shooter incident.

- Step 1: Know the terms used during an emergency.
- Step 2: Understand the procedures to take and more importantly, the actions NOT to take. Taking the incorrect actions could potentially place personnel at tremendous and unnecessary risk.
- Step 3: Ensure everyone assigned to your organization and family members PRACTICE the safety measures for SIP, Evacuation and Lockdown, at least semiannually.

Just in time training is not a feasible option when it comes to protecting yourself and others during an emergency situation. It is critical to know and understand the difference between response actions. Whether at home or at

work, training and preparedness is crucial to



enhancing the safety of all personnel.

Notification is given to shelter in-place by listing all facilities affected. This is by an individual block or entire sector of the installation. It is imperative that all personnel know what sector and block their facility is located in. Additionally, all facility occupants must know the location of the designated SIP room(s). A SIP kit must be located in or near every SIP room. The kit contains all needed supplies to shelter personnel for roughly 2 to 3 hours. Once sheltered, take accountability of all personnel in the SIP room, relay this information to first responders and control centers. Tune the radio in the SIP kit to AM 1650 for further instructions from JB MDL leadership.

Evacuation means you will need to leave your facility and probably the immediate area. Make every attempt to secure important or classified items prior to evacuation. Evacuate to the designated primary location. Ensure all personnel are scanning the area for suspicious items. If an item is found, relocate to your alternate site and report in. Act in a calm and organized manner and listen/follow all directions from emergency response personnel.

If you have questions about this or other preparedness information, please contact your unit Emergency Preparedness Liaison or JB MDL OEM.

What is inside your SIP kit

Below are some basic items that should be found in your kit.

- Facility Specific Checklist
- SIP Door Signs
- Precut/Marked Plastic
- Duct Tape
- Scissors
- Flashlight
- AM/FM Radio
- Extra Batteries
- Rubber Gloves
- Trash Bags
- Dust Mask

NOTE: If a first aid kit and fire extinguisher are not located inside the designated SIP room, ensure a member takes one when implementing SIP procedures.

Once the all-clear is announced, open up all windows and doors to replace the air inside with fresh air from the outside.

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