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**All Hazards Emergency Plan  
Facility Action Cards (FACs)**

**FACs – Shelter-in-Place (SIP)**

1. The decision to Shelter-in-Place (SIP) is to be made by the Administrator or designee and/or appropriate authorities (fire, law enforcement, County Emergency Management Agency, etc.) or by the circumstances of a fast-moving crisis or disaster situation (severe weather, terror attack, nuclear accident, hazardous material incident outside of the facility, etc.) that requires immediate SIP to help ensure the safety of the residents, staff members, and visitors.
2. SIP may be dictated by other procedures previously initiated by the facility.
3. If not already activated, the facility's ICS shall be activated.
4. Close down the facility and suspend normal business operations.
5. If there are visitors, vendors, volunteers, or other people in the facility at the time that the SIP/Take Cover Plan is initiated, provide for their safety by asking them to stay – not leave.
6. Close and lock all windows, exterior doors, and any other openings to the outside.
7. Turn off all fans, heating and air conditioning systems.
8. Be prepared to access essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, plastic garbage bags, etc.
9. Ensure accountability and keep track of all residents who are relocated from their rooms.
10. Keep listening to the radio or television until advised that all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.
11. Ensure that all procedures defined in the facility's SIP Plan (Section IV) are utilized to internally manage the incident.
12. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident as needed.
13. Maintain all operations in accordance with the ICS until the incident is officially terminated.