United States Army Garrison Stuttgart

Shelter-In-Place Guide

07 Jun 2011

FOREWORD

This guide contains information on what to do if you are directed to “Shelter-In-Place” in the event of a natural disaster, active shooter, or a hazardous materials/ toxic industrial material spill.

USAG Stuttgart Directorates and Tenant Unit Emergency Management (EM) Representatives should include this pamphlet as part of their training programs and ensure unit members are familiar with the specific shelter in place procedures for their work center.

The guide is presented in three parts:

Part I: Natural Disaster

Part II: Active Shooter

Part III: Hazardous Materials / Toxic Industrial Materials

A. Hazardous Materials Emergencies

- Before An Emergency Occurs
- During an Emergency

NOTE: In this guide there are references made to “Giant Voice” and “Desk Top Alert” notification systems. These systems are in the planning process and/or are not yet fully activated. Presently Military Police using vehicle Public Address (PA) systems will substitute for the Giant Voice. The USAG Stuttgart Installation Operations Center (IOC) sending out a blast email to the community will substitute for the Desk Top Alert system.

PART I

NATURAL DISASTERS

USAG Stuttgart installations and facilities are susceptible to a variety of weather phenomenon which may warrant sheltering of personnel. Weather incidents may include, but are not limited to, severe snow storms, tornadoes, thunderstorms, and hail.

Notification should come from redundant means ranging from email alerts, phone calls, sirens (3 – 5 minute steady tone), Giant Voice, Desk Top Alert, etc.

When a natural disaster is announced, all personnel should seek shelter in the nearest available facility.

WATCH: means weather conditions are favorable for the development of severe weather. Use caution when outside and personnel should be watchful for the development of hazardous weather.

WARNING: indicates the hazard is present. Limit your time outside to only essential movement.

TORNADOES

A tornado is a vertical funnel of rapidly spinning air. The winds may exceed 250 mph and can clear-cut a path a mile wide and 50 miles long.

A tornado forms when changes in wind speed and direction create a horizontal spinning effect within a storm cell. This effect is then tipped vertical by rising air moving up through the thunderclouds. Tornado forecasters can't provide the same kind of warning that hurricane watchers can, but their warnings do save lives. **Today the average warning time for a tornado alert is 13 minutes.** Tornadoes can also be identified by warning signs including a dark, greenish sky, large hail, and a powerful train-like roar.

FUJITA SCALE			
Scale	Wind Speed	Damage	Frequency
F-0	40 – 72 mph	Chimney damage, tree branches broken.	29%
F-1	73 – 112 mph	Mobile homes off foundation or overturned	40%
F-2	113 – 157 mph	Considerable damage, mobile homes demolished, trees up-rooted	24%
F-3	158 – 205 mph	Roofs and walls torn down, trains overturned, cars thrown	6%
F-4	206 – 260 mph	Well constructed walls leveled	2%
F-5	261 – 318 mph	Homes lifted off foundations and carried considerable distances, cars thrown 300 ft.	<1%

Tornadoes, once thought to be only a small threat to some areas have been found to be quite common with the improvement in severe storm detection in recent decades. Tornadoes are relatively rare in the mountains and western valleys, but do occur. In most years, more tornadoes are confirmed with the improvements of technology. Most of these tornadoes are small and short lived, usually classified in intensity as F0 or F1. However, occasional strong tornadoes have been reported. The number of tornado fatalities is determinant upon the population density of most areas where tornadoes are confirmed.

Safety Tips

• Prepare for tornadoes by gathering emergency supplies including food, water, medications, batteries, flashlights, important documents, road maps, and a full tank of gasoline.

• When a tornado approaches, anyone in its path should take shelter indoors—preferably in a basement or an interior first-floor room or hallway.

• Avoid windows and seek additional protection by getting underneath large, solid pieces of furniture.

• Avoid automobiles and mobile homes which provide almost no protection from tornadoes.

• Those caught outside should lie flat in a depression or on other low ground and wait for the storm to pass.

THUNDERSTORMS & HAIL STORMS

Thunderstorms are quite prevalent in plains regions and along the slopes of the mountainous regions during the spring and summer. These often become quite severe, and the frequency of hail damage.

Lightning is a greater hazard than once thought. Each year there are typically several fatalities and injuries. Unlike tornadoes that are most common in selected areas, lightning can and does occur everywhere.

Here are some hail facts:

- Hail season is normally March through October.
  - June tends to be the highest timeframe for hail on a yearly basis with the vast majority of hail storms occurring May through August.
- Hail is primarily an afternoon or evening phenomenon.
  - Most severe hailstorms occur between 1:00 p.m. and 9:00 p.m.
- Hailstorms rarely last more than 15 minutes at any given location.
- Hailstones normally are ¾ inch diameter or greater to qualify a hailstorm as severe.
  - This is the size at which hail becomes capable of more extensive property damage.
  - The most common size range for *damaging* hail is 1 to 1½ inches in diameter.
- Hail is normally a regional problem.

Safety Tips:

- When a thunderstorm threatens, get inside a large building, or inside an all-metal (not convertible) vehicle.
- If outside with no time to reach a safe building or an automobile, follow these rules:
  - Do not stand underneath a natural lightning rod such as a tall isolated tree in an open area.
  - In open areas, do not be the tallest object; i.e. standing on a hilltop, in an open field, or fishing from a small boat.
  - Get out of and away from open water.
  - Get away from tractors and other metal farm equipment.
  - Get off of and away from motorcycles, scooters, golf carts and bicycles. Put down golf clubs, bags or metal framed backpacks.
  - Stay away from wire fences, clotheslines, metal pipes, rails, downed power lines and other metallic paths which could carry the electrical current to you from some distance away.
  - Avoid standing in small isolated sheds or other small structures in open areas.
  - In a forest, seek shelter in a low area under a thick growth of trees. In open areas, go to a low place such as a ravine or valley. **Be alert for flash floods.**
  - If you are in a level field or prairie in an active thunderstorm and cannot get to shelter **do not lie flat on the ground**. Minimize your risk to lightning by dropping to a crouching position with your feet on the ground and close together.

PART II

Profile of an Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

How to respond when an Active Shooter is in your vicinity

1. Evacuate	2. Hide Out	3. Take Action
a. Have an escape route and plan in mind. b. Leave your belongings behind. c. Keep your hands visible	a. Hide in an area out of the active shooters view. b. Block entry to your hiding place and lock the doors.	a. As a last resort and only when your life is in iminent danger. b. Attempt to incapacitate the active shooter c. Act with physical aggression and throw items at the active shooter
CALL 114 WHEN IT IS SAFE TO DO SO		

How to respond when Law Enforcement arrives on the scene

1. How you should react when Law Enforcement arrives:	
a. Remain Calm and follow officers instructions b. Immediately raise hands and spread fingers c. Avoid making quick movements towards officers such as attempting to hold on to them for safety	d. Avoid pointing, screaming, and/or yelling e. Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which officers are entering the premises
2. Information you should provide to Law Enforcement or 114 operator:	
a. Location of the active shooter b. Number of shooters, if more than one c. Physical description of shooter/s	d. Number and type of weapons held by shooter/s e. Number of potential victims at the location

Recognizing signs of potential workplace violence

An Active Shooter may be a current or former employee. Alert your supervisors and/or Military Police if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include on or more of the following:
a. Increased use of alcohol and/or illegal drugs. b. Unexplained increase in absenteeism, and/or vague physical complaints c. Increased severe mood swings, and noticeably unstable or emotional responses d. Increasingly talks of problems at home e. Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

PART III

GENERAL INFORMATION ON SHELTERING IN PLACE

A. Hazardous Materials Emergencies and CBRNE

USAG Stuttgart installations and facilities are vulnerable to the health and safety impacts of a hazardous material (HAZMAT) emergency. These types of emergencies can result from accidents or sabotage that occur at a wide variety of places, and from terrorist use of CBRNE materials. When these events occur, emergency response officials have two basic tools to protect personnel. One is to evacuate out of the area affected by the toxic cloud. The other is to direct "shelter-in-place"; go indoors, close all windows and doors to the building, and remain sheltered until the danger has past. Either way, you must follow directions exactly, use good common sense, and act quickly to ensure your safety and the safety of others.

Evacuation has long been used to move the public away from danger during emergency situations. However, evacuations can take a very long time to complete and can actually expose some people to more danger than if shelter in place. For chemical releases of limited duration, it is faster and usually safer to shelter in place than to evacuate. **In every HAZMAT emergency case studied by the National Institute for Chemical Studies, there were no fatalities associated with sheltering-in-place.**

Sheltering-in-place is used if a migrating toxic vapor cloud could quickly overtake unprotected or evacuating citizens, or evacuation would create problems that would outweigh its usefulness. The amount of protection from sheltering in place can vary depending mainly on how air tight the building is and the length of time the building is exposed to a hazardous plume. Modern, energy efficient and weatherized homes and workplaces provide the most effective air movement barrier. However, even the most weather-tight structure will slowly allow contaminated air to enter. Sealing windows, doors, and vents with plastic sheeting and duct tape can further reduce infiltration of contaminated air into a building. Other factors that affect the level of protection provided by sheltering-in-place are weather conditions and behavior of the threatened population.

The most important factors, however, are the actions of the people (military and civilian) at risk from a chemical release.

To maximize the protective value of sheltering-in-place, threatened people must know how to shelter quickly and effectively. Therefore, unit EM Representatives must include this pamphlet in their education program.

It is extremely important to ventilate and/or leave a structure after a contaminated cloud has passed. With tight buildings, any vapors that may have entered the structure during its exposure to hazardous vapors will leave the building very slowly. Chemicals that have sorbed onto building surfaces will also gradually desorb. If an occupant remains in the building without radically increasing the air exchange rate, exposure to the hazardous chemical will continue and dosage of that chemical will increase. By opening windows and turning on air moving equipment, the air exchange rate of the building will be substantially increased, and hazardous vapors will be removed at a greater rate.

Before an emergency occurs:

- ☑ Ensure all assigned personnel have had access to this guide and are at least familiar with the concept of sheltering-in-place.
- ☑ Select a room or rooms to serve as shelter rooms during chemical emergencies. The rooms should be large enough to provide at least 10 square feet per person sheltered. A shelter room should have as few windows, vents and doors as possible. A windowless room is best.
- ☑ Break rooms or conference rooms with few or no windows can be used for shelters. Hallways are sometimes used in institutional settings.
- ☑ Store required supplies so they are easily accessible in or very near the selected shelter area.
- ☑ The shelter room should have a telephone (either regular or cellular).
- ☑ The shelter room should have a fire extinguisher.

Recommended facility shelter kit should include the following:

Item	Unit of Issue	NSN	Price
Plastic Sheeting	RL (roll)	8135-00-579-6489	$52.56
Duct tape	RL	7510-00-266-5016	$10.39
AM/FM Radio	EA (each)	*N/A	
Batteries	PG (package)	*N/A	
Cloth Towels	EA	*N/A	
Bottled Water	BX (box)	*N/A	
First Aid Kit	EA	6545-01-433-8399	$30.48
Flashlight	EA	6230-01-291-7531	$15.05
Scissors	EA	5110-00-161-6912	$7.48
MRE	EA	*N/A	
Trash Bag	BX	*N/A	
*Note: Items not purchased through Supply system.		**Total Price**	**$115.96**

- ☑ Pre-cut plastic sheeting to fit over any windows or vents in the sheltering area.
- ☑ Rolls of duct tape to be used to secure the plastic over windows/vents and to seal doors.
- ☑ Battery operated radio with fresh batteries.
- ☑ Flashlight and fresh batteries.
- ☑ Enough towels to block the bottoms of each door in the room.
- ☑ Bottled water to wet the towels for sealing door bottoms and for drinking.
- ☑ First aid kit.

Check your shelter kit on a regular basis. Duct tape and first aid supplies are sometimes used for non-SIP reasons and are not readily replaced. Batteries for the radio and flashlight should be kept fresh.

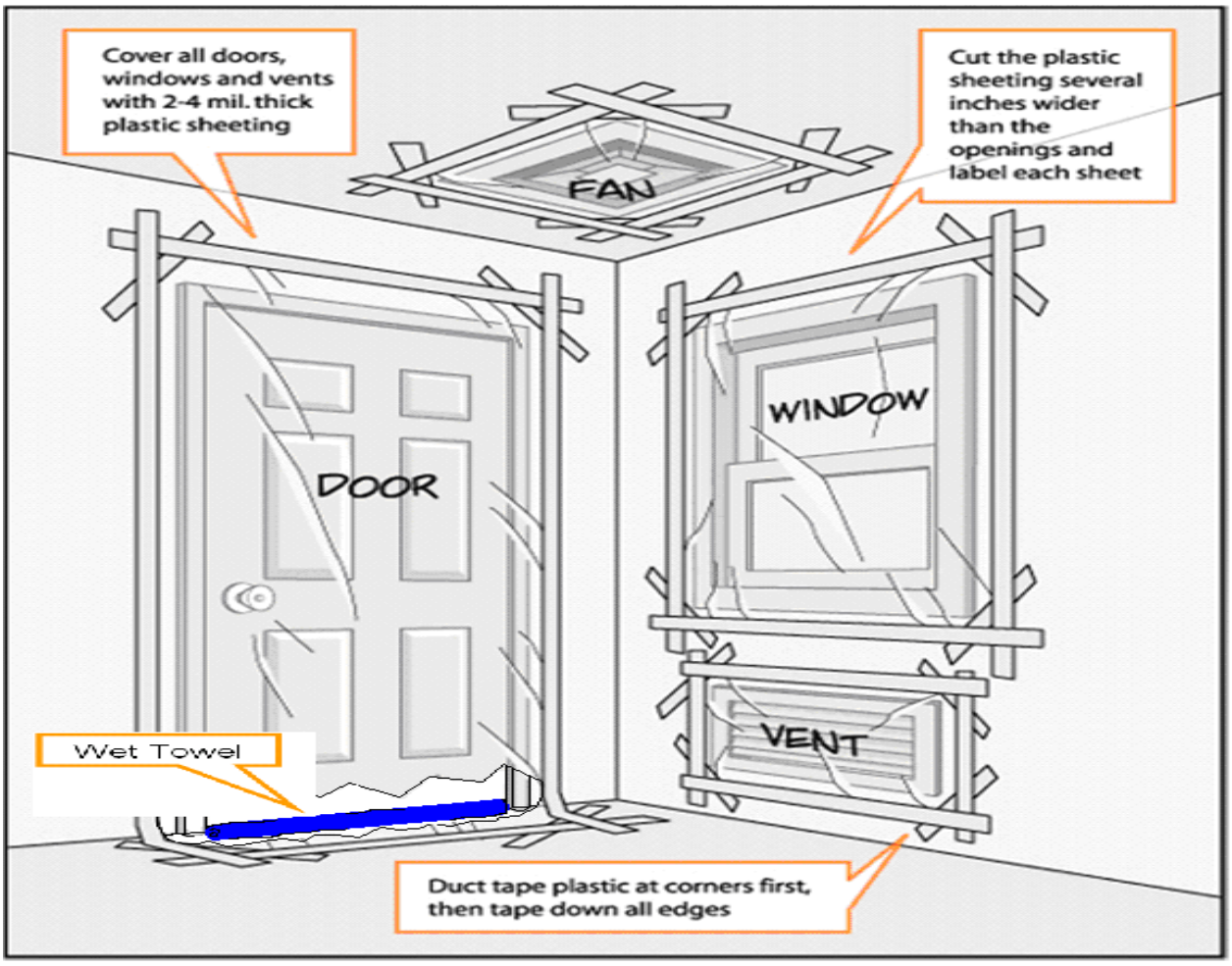
During an emergency:

- ☑ Make sure everyone gets the warning. If you are outside, seek shelter indoors immediately.
- ☑ Unless you have an emergency in your shelter, stay off the phone, including personal cell phones. It is critical to keep lines free for fire, police, medical, and other responders, for people reporting emergencies, and for other official communications.

These are the basic steps that must be taken to make a building an effective shelter. Use the checklist for your work-center during an actual emergency:

- ☑ Shut and latch all windows and doors
- ☑ Turn off all air handling equipment (heating, ventilation, and/or air conditioning)
- ☑ Go to a pre-determined sheltering room (or rooms)
- ☑ Seal windows and vents with sheets of plastic and duct tape
- ☑ Seal the door(s) place a wet towel at the bottom of the door(s) and seal with plastic and duct tape around the top and sides
- ☑ Place a sign (page 18) on the outermost door and on the SIP room. This sign will assist first responders in assessing the overall situation and planning for building evacuations.
- ☑ Turn on a TV or radio and listen for further instructions. **Radios should be tuned to the Armed Forces Network (AFN) FM 102.3.**
- ☑ When the "all clear" is announced, open windows and doors, turn on ventilation systems and go outside until the building's air has been exchanged with the now clean outdoor air.

Example: How to properly seal the room.



B. Bomb Threats

Personnel may also use bombs or improvised explosive devices (IEDs), particularly vehicle bombs. If an explosive device is identified before it is detonated, emergency response officials will use two basic tools to protect personnel: evacuation and shelter in place. The procedures for sheltering in place from blast and fragmentation hazards from an explosive are somewhat different from those for hazardous chemicals. Basically, the idea is to put as much of the building (or buildings) between you and the suspected explosive, and stay away from the windows. Even when evacuating from a suspected explosive, you should always try to keep a building between you and the explosive device, to reduce the chance of being hit by fragments. Sheltering-in-place from explosives is not as complicated as sheltering-in-place from hazardous chemicals. You may be told that you are far enough away from the explosive that you only need to stay away from the windows on the side of the building facing toward the bomb. Follow instructions from emergency officials and your chain of command, and use common sense. Officials will consider several factors to decide whom to evacuate and who should shelter-in-place, including the size of the explosive, how close your building is to the device, and how strong the building is. For example, people in mobile homes, modular, and temporary buildings will not get much protection from the "buildings" they are in. However, personnel in a hardened command post may be safe even if the device is very close to their facility. Protecting yourself from an explosive is not that different from seeking cover from a tornado.

If you are told to shelter-in-place from an explosive, follow these steps:

- ☑ Stay away from windows. If you can see the device, it can hurt you.
- ☑ Try to get as much of your building's structure (and other buildings) between you and the device.
- ☑ If you are in a mobile home, modular, or temporary building, you may be directed to seek shelter in a stronger building nearby.
- ☑ Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- ☑ Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

Take Protective Measures

If you receive a telephoned bomb threat, you should do the following:

- ☑ Get as much information from the caller as possible.
- ☑ Keep the caller on the line and record everything that is said.
- ☑ Notify the police and the building management.

Developing Shelter-In-Place Plans and Checklists for Hazardous Materials Emergencies

USAG Stuttgart EM Representatives will assist Directorates and tenant units to develop shelter-in-place plans and checklists. All USAG Stuttgart Direcortates and Tenant Unit Commanders must develop specific procedures to implement shelter-in-place protection within their facilities. All heads of households should develop specific procedures for their homes or government quarters. Use the **sample** plan and checklist, below, as a template. Additional information as well as case studies of hazardous materials incidents where "shelter-in-place" was used to protect the public can be found on the National Institute for Chemical Studies web site at http://www.nicsinfo.org/SIP%20Center.htm

Directorates and Tenant Unit Commanders must carefully review the floor plan of their building and identify an area or areas that will serve as temporary shelter(s) for personnel working within the facility. See "Before an emergency occurs" in Part I of this guide for more information.

Additional considerations:

1. Identify how the facility will be notified of an emergency situation and how to warn all occupants. *All personnel must know and understand how the warning will be passed within the facility.*

2. This plan will not work unless the personnel assigned to your facility are familiar with it and participate in "shelter-in-place" exercises.

3. Plan and execute drills on a regular basis and at different times of the year. Conduct some drills when people have opened windows and doors for ventilation (normally spring or fall). If the facility operates at night or on weekends, conduct drills at those times as well. Get feedback from the participants and incorporate the lessons learned into your plan. Modify procedures for different shifts, if needed.

4. Develop an accountability system. You should know who is in your building and where they are during the emergency. Designate one shelter area as the facility control center.

5. Assign key duties to specific individuals and designate backups for each position, especially HVAC and ventilation system shut down.

6. Consider marking or labeling the windows, doors, vents etc. that must be covered or sealed with plastic and tape.

SAMPLE PLAN

This is a simplified example of a plan that you could use for shelter-in-place actions. Modify it as necessary to make it work in your facility. Your plan should be more detailed, especially for large buildings. Include maps or diagrams showing shelter areas, HVAC shut offs, etc. Include checklists for shutting down HVAC systems.

SAMPLE Shelter in Place Plan for Building #*9999*.

1. Any person receiving the warning will immediately notify the IOC/EOC in room xx, ext -xxxx. If the IOC/EOC is not manned, notify the Operations section in room xx ext –xxxx.

2. The IOC/EOC (or Operations section) will pass the warning over the building's intercom system as well as send a runner to each individual office to confirm notification.

3. All personnel that hear the intercom announcement will spread the warning to the others in their work area. Personnel in room xx will warn anyone in the male and female restrooms in the hallway adjacent to room 23. The Operations section will pass the warning to the workshops in building 8888. Building 9999 is not suitable for shelter in place; all 9999 personnel will shelter in building 8888.

4. The Facility Manager or designated alternates will shutdown HVAC systems in building 8888 and then report to their shelter area.

5. Personnel in rooms 11, 19, and 22 will secure the facility entrances in or adjacent to their areas. Ensure all personnel in the parking lot seek shelter, and then close the doors. Lock the doors near rooms 11 and 19. At the main facility entrance (north, near room 22), close both outer and inner doors but do not lock them unless you are in FPCON Delta. This will allow emergency responders to access the building. Post the "Shelter-in-Place in Effect" sign and the "Building 9999 Shelter Areas" diagram on the outer door.

6. All personnel will secure their work area (close windows and doors, secure classified material), report to their assigned shelter area (see appendix A, Designated Shelter Areas (*ADDED BY TENANT UNIT*)), and initiate ventilation shutdown and room sealing procedures. They will remain in that area until the "all clear" is given.

7. The main conference room will serve as the facility control center. All Shelter Area Monitors will report shelter area status and names of shelterees to the facility control center NLT 10 minutes after shelter in place is initiated. Report your shelter area status by calling the IOC/EOC xxx-xxxx, report shelterees names by updating the appropriate "Shelter Area ## Roster.doc" file in the "G:\Conference room\Shelter\" directory on the G drive. If the LAN is not available, do not report names; call the IOC/EOC to report total number of shelterees, only.

8. Minimize phone traffic. No unofficial phone calls (including on personal cell phones) are allowed. The facility control center will maintain contact every 15 minutes with each shelter area.

9. Report medical, fire, or security emergencies via 116 or 110. Report these emergencies to the facility control center ASAP, but do not delay emergency 116 or 110 calls to do so.

10. If evacuation is ordered, follow directions given by emergency officials exactly. Provide them with a copy of the diagram showing all the shelter areas in the building. Do not delay or interrupt the evacuation to coordinate with or contact the facility control center, unless directed to by emergency officials.

11. When All Clear is announced, ensure all classified material is secure, then ventilate building (open doors, windows, turn on HVAC) then exit the building. Do not reenter building until cleared to by emergency officials.

SAMPLE Shelter In Place Procedures (HAZMAT Emergency)

Procedure	Responsible Individual	Needed Supplies/Equipment/ Rules
Receive announcement via Giant Voice, radio, TV, PC, phone, or from an Emergency Responder	First person notified, All assigned	Phone, Giant Voice speaker, TV, PC
Initiate facility warning procedures and advise all personnel to report to designated shelter area	Facility Manager, designated personnel, all assigned	Facility intercom, bull horns, air horns, runners, phone, as necessary
Turn off ventilation systems in the shelter area	Designated shelter area monitors	Checklist, diagram, flashlight
Turn off all main air handling equipment switches	Facility Manager or designated personnel	Checklist, instructions for shutdown, flashlight, keys to utility room
Make sure all doors and windows to the shelter area are closed	Designated shelter area monitors	Checklist, diagram, flashlight, signs
Seal windows, doors, vents and electrical outlets using plastic and duct tape.	Designated shelter area monitors	Checklist, precut plastic sheeting and duct tape
Place moistened towels at bottom of doors.	Designated shelter area monitors	Towels & Water
Have all personnel in the area sign in.	Designated shelter area monitors	Clipboard, sign-in roster pen/pencil
All Clear is Given: Open all windows and doors and then leave the facility and report to pre-designated assembly area. Follow directions of emergency response personnel.		

SAMPLE Shelter In Place Checklist

SHELTER AREA MONITOR

Primary Monitor _____

Alternate Monitor _____

When a shelter in place advisory is issued:

- ☑ Announce, “A shelter-in-place advisory has been issued. All personnel should leave your current area and proceed to the _____, which is our shelter area. Ensure all windows and doors are closed before leaving.”
- ☑ Locate a cellular phone and employee/visitor sign-in sheets and take them to the shelter-in-place room. Complete SIP sign and post on exterior door and on SIP room door.
- ☑ Secure ventilation systems and seal room as much as possible.
- ☑ When the “All Clear” is issued, take the sign-in sheets and leave the shelter room. Proceed to the pre-arranged meeting area outside the building.
- ☑ Account for all personnel using sign-in sheets. Report any discrepancies to emergency response personnel.
- ☑ When the building has been ventilated, return to the building and replace the cellular phone and sign-in sheets.

SAMPLE Shelter-In-Place Checklist

FACILITY MANAGER

Primary _____
Alternate_____

When a shelter in place advisory is issued:

- ☑ Immediately proceed to the mechanicals room and turn off all air handling equipment (HVAC).
- ☑ Proceed to the shelter area for the remainder of the shelter in place.
- ☑ At the "All Clear", leave the break room and proceed to the mechanicals room. Turn all ventilation equipment on.
- ☑ Leave the building and go to the pre-arranged meeting area outside.

SAMPLE Shelter-In-Place Checklist
FOR ALL PERSONNEL IN BUILDING #####

When a shelter-in-place advisory is issued:

- ☑ Upon hearing the shelter-in-place announcement, close and latch all office windows.
- ☑ Immediately go to your shelter area and ensure any visitors accompany you. Close your office door when you leave.
- ☑ Remain in the shelter area until the "All Clear" is announced. Immediately go outside to the pre-arranged assembly area. Make sure any visitors are escorted to the meeting area as well.
- ☑ After the building is thoroughly ventilated and upon instruction from emergency response personnel return to your office.

SAMPLE Shelter-In-Place Checklist
FOR SEALING WINDOWS AND DOORS

When a shelter-in-place advisory is issued:

- ☑ Close and latch office windows and close doors on the way to the shelter area.
- ☑ Remove plastic sheets and duct tape from shelter kit.
- ☑ Place plastic over window and seal edges with long strips of duct tape. Be sure tape securely overlaps all edges of the plastic.
- ☑ Place plastic over all vents and seal with long strips of duct tape. Be sure tape securely overlaps all edges of the plastic.
- ☑ Close door to room and seal edges with long strips of duct tape. Be sure tape securely overlaps all edges of the door.
- ☑ Wet the towel with bottled water and place it at the bottom of the door
- ☑ When the "All Clear" is announced, immediately remove the plastic from the windows and vents. Open the windows, if operable.
- ☑ Go outside to the pre-arranged assembly area.
- ☑ When the building is thoroughly ventilated and you are instructed to return by emergency response personnel return to your office area.

As you can see from the information above these requirements are basic, require minimum equipment and supplies, and are easily implemented. Yet taking these few steps may make the difference between living and dying. These same procedures should also be implemented in your home. Just these few simple supplies and some very basic procedures will provide a "safe" area in any home.

Building Assessment For Sheltering-In-Place

Building Number: _____
Unit: _____
Date: _____

Building Custodian:_____
Phone: _____

Assessment Conducted by: _____
Phone: _____

Total Building Square Footage: _____
Current Building Use: _____

Line	Information or Assessment Area	Remarks
1	Type of construction (block, cast-in-place concrete, wood, mixed)	
2	Number of floors/number of floors to protect.	
3	Number of rooms/number of rooms to protect.	
4	Total square footage of the floors or rooms to protect.	
5	Total volume of the building or protected portion.	
6	Estimated number of occupants that can/will be sheltered in the building or its protective envelope	
7	Number of stairwells inside the protected area.	
8	Are stairwells isolated by fire doors?	
9	Type ceiling(s) in the building (drywall, concrete, suspended ceiling).	
10	Condition of hard ceiling above drop ceiling (lift sections of drop ceiling to assess condition/presence of hard ceiling--holes, open access panels, untaped drywall).	
11	Penetrations/intentional openings (other than doors/windows).	
	a. Number that require permanent sealing or repair.	
	b. Number that require expedient sealing or repair.	
12	Exterior windows (or those on protected envelope boundary).	
	a. Number of each size.	
	b. Number of each size.	
	c. Most prevalent type (sliders, sealed, double hung).	
	d. Subjective general assessment of window leakage.	
13	Exterior doors (or those on the envelope boundary).	
	a. Number of single doors.	
	b. Number of double doors.	
	c. Number of each likely to require weather striping.	
	d. Number of each likely to need replacement (warped, damaged)	
14	Outside-air vents.	
	a. Number.	
	b. Approximate size.	
	c. Locations.	

15	Air dampers for outside air vents (indicate general type and condition).	
	a. At exterior wall.	
	b. At air-handler unit.	
16	Exhaust fans.	
	a. Number.	
	b. Locations at which they penetrate the envelope.	
	c. Equipped with closable vents or dampers?	
	d. Are closable vents or dampers operable?	
17	Number of window-type air conditioners.	
18	Number of attic access panels or doors (on the envelope boundary).	
19	Number of fireplaces or stove vents or flues	
20	Are there any peculiar building characteristics that may cause increased air leakage?	
21	HVAC System.	
	a. Number and location of each air handling unit: inside/outside the protective envelope (i.e. inside the hard ceiling).	
	b. If existing HVAC system ducts are outside the envelope (above a hard ceiling), what is the number of supply diffusers and return registers that would require covers or dampers?	
	c. Do the ducts of any of the air-handling units cross the boundary from the proposed protective envelope to an unprotected area?	
	d. Are closable vents and damper operable?	
	e. Are screens or covers present to prevent access to air intakes?	
	f. Are air intakes located at least 10 feet above ground level?	
22	**Entry/Exit.**	
	a. Probable location for single entry/exit point (airlock and CCA).	
	b. Is there space for an airlock inside or outside this entrance?	
	c. Number of other entry points that will require control/locking; will each of these doors require the addition of locking mechanisms?	
23	**Other considerations:**	
	a. Are there occupants with mobility problems that require special considerations?	
	b. Review proposed actions against force protection/security procedures. Select actions to complement or enhance these measures.	
	c. Review proposed actions and any building modifications to verify they do not conflict with existing evacuation plans or safety practices.	
	d. Number of toilets in the building or the proposed envelope. Consider use of chemical toilets, if needed.	
	e. Drinking water availability (substitute bottled water if not available) for planned occupants.	
	f. Telephone and/or E-Mail access in the protected area. Consider using wireless phones.	
	g. Is there television or radio access in the proposed envelope?	

	h. Review proposed actions against fire protection and safety requirements. Consider special requirements for child care centers, schools, and medical facilities.	
24	Prepare appropriate Work Request to implement shelter in-place enhancements.	

EMERGENCY CONTACT NUMBERS

AGENCY	***DSN***	***COMMERCIAL***
POLIZEI	**114 (US)**	**110 (GERMAN)**
AMBULANCE	**116 (US)**	**112 (GERMAN)**
FIRE	**117 (US)**	**112 (GERMAN)**
MP DESK - PATCH	**430-5262**	**0711-680-5262**
POISON CONTROL	**486-7070**	**001-800-222-1222**
AMERICAN RED CROSS	**431-2812**	**07031-15-2812**
ON-CALL CHAPLAIN	**431-3079**	**07031-15-3079**
SOCIAL WORK SERVICES	**431-2676/7**	**07031-15-2676/7**
INSTALLATION OPS CTR (IOC)	**431-3742**	**07031-15-3742**
ROAD CONDITION HOTLINE	**431-3744**	**07031-15-3744**
ARMY CMTY SERVICES (ACS)	**431-3362**	**07031-15-3362**
MILITARY ONESOURCE	**NO DSN**	**001-800-342-9647**
MEDICAL CLINIC (Patch)	**430-8610**	**0711-680-8610**
PATIENT LIAISON	**430-5262**	**0711-680-5262**
TRICARE	**430-4381**	**0711-680-4381**
DENTAL CLINIC (Patch)	**430-8626**	**0711-680-8626**
IN AN EMERGENCY, REMAIN CALM! REPORT THE FOLLOWING: **CALLER NAME AND PHONE NUMBER** **LOCATION - BUILDING, APARTMENT, STREET, INSTALLATION** **NATURE OF EMERGENCY** **VICTIM'S APPERANCE - CONSCIOUS, UNCONSCIOUS, BREATHING, CRYING** **TYPE OF INJURY (S)** **STAY ON THE LINE - PROVIDE FOLLOW UP INFORMATION**		
Patch	**Civ prefix**	**0711-680-xxxx**
Panzer	**Civ prefix**	**07031-15-xxxx**
Kelley	**Civ prefix**	**0711-729-xxxx**
Robinson	**Civ prefix**	**0711-819-xxxx**
SAAF	**Civ prefix**	**0711-729-xxxx**

SHELTER-IN-PLACE

SIP Commander: _____

SIP Room Phone#: _____

SIP Room #: _____

Number of Persons: _____

Number of Injured: _____

Types of Injuries: _____

Additional Info: _____

USAG STUTTGART
EMERGENCY MANAGEMENT

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For more information about Emergency Action Planning please contact the USAG Stuttgart Installation Emergency Manager / Emergency Disaster Planning Officer at DSN 431-2035 or email at Ronald.kirkemo@us.army.mil