



The term, **Shelter-in-Place**, means to seek immediate shelter and remain there during an emergency rather than evacuate the area. **It is always preferred to evacuate. Shelter-in-Place should only be used WHEN AN EVACUATION IS NOT SAFE.** Certain events may necessitate the initiation of Brightlife Enhancement Services Shelter-in-Place Protocol. The decision to Shelter-in-Place will be made by Local Police in consultation with a member of the Brightlife Enhancement Services Management Team, if available.

Once the decision has been made, Local Police will instruct the community to Shelter-in-Place. This notification will be made using all means of communication available.

Examples of instances when the Shelter-in-Place protocol may be used are:

Shelter-in-Place (hazardous incident) Recommendations

In the event of a critical incident where hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to Shelter-in-Place may be the preferred method of safely waiting out the release. The following recommendations should be considered:

- Move to rooms with no windows that can open or are open
- Rooms that have little or no ventilation are preferred
- Close any open windows and doors if you cannot move
- Only come out when you are told that it is safe by Local Police

Shelter-in-Place (violent person) Procedures

In the event of the presence of a person or persons deemed by Local Police to be a threat to the community (such as someone that has a gun and may be an active shooter), a decision to Shelter-in-Place would be made by Local Police in consultation with the Brightlife Enhancement Services, Corp. Program Director, if available. This is the preferred method of keeping people out of harm's way, controlling pedestrian traffic in the immediate area, and controlling access to buildings.

Upon receiving notification to Shelter-in-Place:

- Stay in your rooms/ offices.



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- Notify those around you and encourage others to remain in their room/ office rather than to try to leave the building.
- Lock the doors, cover the door window, pull down the blinds, turn off the lights and stay calm.
- Stay away from the windows.
- Check your email or visit the local website for information; if a television is available, turn it on, but turn the volume off; turn on “Closed Captioning” for information by text
- Report any suspicious activity, sounds or smells to Local Police.
- Only come out when you recognize the authority directing you to do so.

Shelter-in-Place (weather) Recommendation

A severe weather event such as a tornado or wind event during normal operating hours of Brightlife Enhancement Services, Inc. may necessitate you to Shelter-in-Place until the threat of bad weather has passed. Relocate from your normal office or work area to an area that has no windows or to a lower floor may increase your chances of survival. It is recommended that you:

- Move to the conference area of the building at the PRP Office
- Move to an interior room with no windows, or a hallway
- Move to an interior stairwell if all rooms have windows.
- Stay in the center of the room away from doors and windows.
- Stay in place until the danger has passed.

Note: The Heating and Ventilation system may be shut down or changed to recirculate air to prevent drawing in outside air.