

## **GO-KIT Item Checklist**

Store the following items in a small duffle or backpack:

- Emergency information listing contact person(s)
- Emergency health information card with medical and hospital information, etc.
- Well-labeled medications - enough for three days
- Copy of current prescriptions
- The model and serial number of medical devices such as pacemakers.
- Small first aid kit
- Water (16 ounces)
- Energy bar(s) or few food items
- Whistle or other noisemaker
- Small flashlight (perhaps on a key chain)
- Pad and pencil
- Extra pair of glasses
- Extra set of house and car keys
- Small battery operated radio and extra batteries
- Sanitary supplies (if used daily)
- Sweater or light jacket
- Cap or hat; extra clothes (one underwear, sweats)
- Heavy gloves
- Large plastic trash bag (can be used as raingear)
- Pair of tennis shoes
- If you baby-sit or have a pet, include items for them in your go-kit

**For More Information  
Contact:**

**Anywhere Emergency  
Management Agency**

**989-222-1000**

**or**

**visit our website at:**

**<http://www.emc.gov>**

**SHELTER-IN-PLACE  
IN THE WORK  
ENVIRONMENT**



**A Guide for Workers,  
Clients, and  
Managers**

**Chemical Stockpile  
Emergency Preparedness  
Program**

## GENERAL INSTRUCTIONS

If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps immediately. Do not drive or walk outdoors.

Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.

Have employees and anyone else in the building call their emergency contacts, then turn on answering systems.

Quickly lock exterior doors and close windows, air vents, and fireplace dampers. Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems, and clothes dryers. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled.

If you are told there is danger of explosion, close the window shades, blinds, or curtains.

Close or tape-off all vents in the room.

Gather essential supplies such as a first-aid kit.

Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.

Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.

Take your emergency supplies and go into the room you have designated. Seal all

windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.

Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.

Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer).

Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Prepare a GO KIT for any emergency. This kit should be kept near-by for use in either an evacuation or sheltering situation. It provides personal necessities for easing the hardship of an emergency.

