



Sheltering-in-Place

In the event of an emergency, Marine Corps Regional and Installation emergency management organizations have plans and procedures to direct personnel to evacuate or take some form of shelter. For nonessential and nonemergency personnel, the preference is generally evacuation. In specific instances, evacuation or moving to a civilian shelter or designated place is more dangerous than remaining where you are, such as with short- or no-notice emergencies, including hazardous materials events. In these instances, you may be directed to shelter-in-place.

Sheltering-in-place means to take temporary protection in a structure or vehicle—typically your workplace or residence.

Installation procedures designate which responsible party or office will order personnel to shelter-in-place and for how long the order is expected to be in effect. Each Installation is responsible for developing Shelter-in-Place Management Teams in designated high-risk or high-occupancy buildings or areas. You should plan ahead by having an emergency supply kit with needed food and supplies in the locations you spend most of your time.

How to Prepare

- 1 **Stay informed.** ALL Marines (active duty and Reserve), civil service, and contractor personnel with a NIPR computer account—verify and update official contact information populated in the Marine Corps Enterprise Mass Notification System (eMNS) by information found in the Global Address List (GAL), and self-register all cell phones, home phone, email addresses, etc. in eMNS. Registration of personal information enhances Marine Corps Installations' ability to rapidly provide emergency information and changes to the base's operating status during non-working hours and wherever you are.
- 2 Know how to turn off your heating, ventilation, and air conditioning (HVAC) systems without damaging the components.
- 3 Know how to close and secure doors, windows, vents, and other exterior openings quickly.
- 4 Identify potential interior space for sheltering-in-place.
- 5 Make family **emergency plan**, including an emergency communication plan, to cope with possible separation of family members.
- 6 Build and have an **emergency kit** ready.



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How You Will Be Notified

Marine Corps Installations (worldwide) use the eMNS as an effective and reliable mass notification system to maximize the potential to warn and direct affected personnel during a crisis through multiple systems:

- Giant Voice (GV)—A voice announcing system using exterior speakers, commonly termed “Giant Voice”
- Interior Voice (IV)—Interior speakers or sirens
- Enterprise Mass Notification System (eMNS)—An interactive, community notification system capable of providing voice and/or data messages to multiple, designated receivers
 - » *NOTE: eMNS is only as effective as the data you provide. You must register your personal information to receive notices after hours and away from the office on personal devices.*

Actions to Take When Temporarily Sheltering-in-Place

- Bring everyone safely inside to an interior room or one with as few windows and doors as possible.
- Turn off all HVAC systems.
- Close and secure all doors, windows, vents, and other exterior openings.
- Have an emergency supply kit accessible.
- Listen to the radio or television for further instructions.
- 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 outside air.
- Once you are in a safe place, muster with your command if you are military or civilian personnel or a member of the selective reserves.

Sheltering-in-Place In a Vehicle

- Close windows, vents, and HVAC
- Drive away from visible gas/cloud
- Tune into Emergency Alert System or radio
- Wait for all-clear
- Muster

