



EMERGENCY MANAGEMENT OFFICE NSA BAHRAIN



SHELTER-IN-PLACE (ON-BASE)

In the event of an emergency and you receive notification via any of the mass warning and notification systems to **“SEEK COVER”**, you should execute shelter-in-place procedures (below).

Shelter-in-Place (SIP) is the action taken by personnel to achieve the greatest readily-available overhead and environmental protection for a perceived or actual imminent, incoming, or present threat.

Proceed IMMEDIATELY to a shelter fitting the above description.



Due to the complexities of sealing off large buildings, each building must have a plan that may require coordinated efforts of administrative staff, facilities engineers, and security personnel. To be effective, the plan must be understood and practiced.

[Shelter-In-Place Checklist](#)

- Pass the alert rapidly to key personnel to activate the shelter-in-place plan.
- Quickly bring everyone inside.
- Close and latch all entrances and windows.
- Turn off heating, ventilating, and air conditioning (HVAC) systems or set to 100% recirculation.
- Close as many interior doors as possible.
- Move to an interior space if possible. **DO not shelter in the basement:** some gases are heavier than air.
- Seal cracks/openings with towels, blankets, duct tape, etc.
- Cover nose and mouth if necessary with wet cloth.
- Stay off your phone. F&ES personnel may be trying to contact you!
- Remain calm and wait for all-clear from F&ES personnel.
- Monitor the radio, including the base station 106.3, the television, including the Armed Forces Network (AFN) if subscribed to, and NIPR and SIPR computers and email for updates and/or actions to execute