



**Functional Series** [500](#)  
**Management Services**

**INTERIM UPDATE 07-01**

**SUBJECT:** Shelter In Place (SIP) Policy and Procedures

**NEW MATERIAL:** Shelter-in-Place (SIP) is a temporary response to any situation which may render the immediate environment in the vicinity of the RRB impassable due to area contamination or other obstruction. SIP is a safety tactic that, for our employees, provides a safe haven within the confines of the building.

**EFFECTIVE DATE:** 04/18/2007

**ATTACHMENTS:** [Safety Dialogue Record Sheet](#)  
and  
[USAID Shelter-In-Place \(SIP\) Procedures](#)

POLICY

USAID/General Notice  
C/AID  
04/18/2007

Subject: Shelter In Place (SIP) Policy and Procedures

Shelter-in-Place (SIP) is a temporary response to any situation which may render the immediate environment in the vicinity of the RRB impassable due to area contamination or other obstruction. SIP is a safety tactic that, for our employees, provides a safe haven within the confines of the building.

Knowing the SIP duties and responsibilities is critical to the overall safety of the USAID workforce. Knowing what to do is a personal responsibility of every employee and is to be taken seriously. The SIP document specifically outlines the duties and responsibilities of employees, managers, supervisors and Occupant Emergency Plan team members.

As a best practice, managers and supervisors are asked to communicate this information to their teams by holding a safety dialogue session. Simply put, a safety dialogue session requires managers and supervisors to gather their teams in a meeting type setting to discuss the issue and review the document together. This will allow team members to ask questions, receive clarification and provide input.

Another best practice is to document who was present for the safety dialogue session so we know who received the information. Please see attached safety dialogue record sheet to help you with the documentation.

The following documents are attached to this message:

1. Shelter In Place Procedures
2. Safety Dialogue Record Form

We Care About Your Safety!

Point of Contact: Any questions concerning this Notice may be directed to:  
Peter Bedard, M/AID, (202) 712-1983 or [pbedard@usaid.gov](mailto:pbedard@usaid.gov).

Notice 0444

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0701_041807_cd47	04/18/2007	04/18/2007			This IU will remain active until it is incorporated into ADS chapter 529.

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