

Insert agency name

Insert logo

Insert address

FOR IMMEDIATE RELEASE

(Insert date)

For information, contact:
(Insert contact information)

****Radio PSA****

Agency: _____

Topic: _____

Hello, I am **(insert name of spokesperson)**, the **(insert person's title)** for the **(insert agency)**. Local authorities are urging residents who are in the **(insert location)** to shelter in place immediately due to **(insert information about the event)**.

Shelter in place means to make a shelter out of the place you are in. It is a way for you to make the building as safe as possible to protect yourself until help arrives. You should not try to shelter in a vehicle unless you have no other choice. Vehicles are not airtight enough to give you adequate protection from chemicals.

If you are sheltering in place, choose a room in your house or apartment or wherever you are at this time for the shelter. The best room to use for the shelter is a room with as few windows and doors as possible. A large room with a water supply is best – something like a master bedroom that is connected to a bathroom. For most chemical events, this room should be as high in the structure as possible to avoid vapors (gases) that sink.

You might not be at home if the need to shelter in place ever arises, but if you are at home, the following items, many of which you may already have, would be good to have in your shelter room:

- First aid kit
- Flashlight, battery-powered radio, and extra batteries for both
- A working telephone
- Food and bottled water. Store 1 gallon of water per person in plastic bottles as well as ready-to-eat foods that will keep without refrigeration in the shelter-in-place room. If you do not have bottled water, or if you run out, you can drink water from a toilet tank (not from a toilet bowl). Do not drink water from the tap.
- Duct tape and scissors
- Towels and plastic sheeting. You may wish to cut your plastic sheeting to fit your windows and doors before any emergency occurs.