

CHECKLIST #5

SHELTER IN-PLACE PROCEDURES

Stay inside the facility. This action will be recommended if there is a short release, a small amount of hazardous material in the air, or if time does not permit evacuation before the arrival of a cloud of toxic vapor. Take these steps to protect yourself and employees:

- Stay inside until local officials say you can leave safely. This will most likely be for no more than a few hours.
- If your business has animals, if possible bring them indoors!
- Close all doors and windows.
- Seal all gaps under doorways and windows with dry towels and duct tape.
- Turn off heating, cooling or ventilation systems.
- Listen to your local radio or TV stations for further instructions.
- Resist the impulse to go outdoors and “check things out” before given the “All Clear” by authorities.
- If you are told to protect your breathing, cover your nose and mouth with a dry handkerchief or other cloth folded over several times.