

SHELTER-IN-PLACE INSTRUCTIONS

- Immediately gather everyone indoors and stay there
- Close and lock all windows and outside doors
 - If convenient, tape the gaps around the exterior door frames
- Extinguish indoor wood burning fires
 - If possible, close flue dampers
- Turn off appliances or equipment that either:
 - Blows out or uses indoor air, such as
 - ▶ Bathroom and kitchen exhaust fans
 - ▶ Built-in vacuum systems
 - ▶ Clothes dryers
 - ▶ Gas fireplaces
 - ▶ Gas stoves
 - Sucks in outside air, such as
 - ▶ Heating ventilation and air conditioning (HVAC) systems for apartments, commercial or public facilities
 - ▶ Fans for heat recovery ventilators or energy recovery ventilators (HRV / ERV)
- Turn down furnace thermostats to the minimum setting and turn off air conditioners
- Leave open all inside doors
- Avoid using the telephone, except for emergencies, so that you can be contacted by company emergency response personnel
 - Call the company emergency numbers you have been provided:
 - ▶ If you are experiencing symptoms or smelling odours (so that we can address your concerns and adjust our response priorities)
 - ▶ If you have contacted fire, police or ambulance (so that we can coordinate our response)
- Stay tuned to local radio and television for possible information updates
- Even if you see people outside do not leave until told to do so
- If you are unable to follow these instructions, please notify company emergency response personnel
- After the hazardous substance has passed through the area you will receive an "all-clear" message. You may also receive, if required, instructions to:
 - Ventilate your building by opening all windows and doors; turning on fans and turning up thermostats. During this time the air outside may be fresher and you may choose to leave your building while ventilating.
 - Once the building is completely ventilated, return all equipment to normal.

EMERGENCY NUMBERS

Fire

Police

Ambulance

Doctor

Poison Centre

Other