



POLICY



SHELTER IN PLACE POLICY

Pumps United is committed to developing and implementing systems of work that provide a safe and healthy work environment for employees, subcontractors and visitors. We strive to eliminate all occurrences of incidents and injuries both serious and minor.

One of the instructions you may be given in a cyclone or an emergency where hazardous materials may have been released into the atmosphere is to 'shelter in place'. This is a precaution aimed to keep you safe while remaining indoors. 'Shelter in place' means selecting a small, interior room, with no or few windows, and taking refuge there. If you are told to 'shelter in place', follow these instructions:

AT HOME

- Close and lock all windows and exterior doors
- If you are told there is danger of explosion, close the window shades, blinds, or curtains
- Turn off all fans, heating and air conditioning systems
- Get your disaster supplies kit and make sure you have a working radio to receive updated information
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed
- Call your emergency contact and have the phone available if you need to report a life-threatening condition
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

IN YOUR VEHICLE

- If you are very close to your accommodation, office, or a public building, go there immediately and go inside. Follow the 'shelter in place' recommendations for the place you pick described above
- If you are unable to get to your accommodation or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible i.e. under a bridge
- Turn off the engine. Close windows and vents
- If possible, seal the heating/air conditioning vents with duct tape
- Listen to the radio regularly for updated advice and instructions
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of police.

Remember that instructions to 'shelter in place' are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

Note: Do not run a petrol generator in the room in which you are sheltering as people have died in these circumstances from the fumes.

Pumps United's Senior Management Team is responsible for the effectiveness of our management systems, encompassing all professional services undertaken for our clients.

**Chief Executive Officer
Pumps United Pty Ltd**

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