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		Rev.0
Title: SHELTER IN PLACE MH BUILDING PROCEDURE		Date Approved: <i>14 / Nov / 2019</i>
SOP No: MDPCL-OMH-SOP-01-009		

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1.0 DEFINITION, PURPOSE AND SCOPE

“Shelter-in-place” means finding a safe location indoors and staying there until you are given an “all clear” or told to evacuate.

All air flow in and out of the building is secured such that toxic gas is not able to enter the building. Gas will not enter a building unless it is drawn in by a fan or due to a negative pressure that exists relative to the outside air pressure due to an exhaust fan pulling air out of the building.

This procedure is applied in case of any situations that require triggering the shelter-in-place process such as any hazardous outdoor environment condition like tornado, large anhydrous ammonia released incident, radiological risk, etc.

2.0 RELATED DOCUMENT

1. T10206-XG11-P0SAY-122001 - HVAC Flow Schematic Diagram Coal Handling Control Building
2. MDPCL-EHS-SP-03-011 - Ammonia Leak Procedure Rev 0-EN
3. MDPCL-EHS-SP-00-010 - Emergency Response and Contingency Plan - Rev 4 - EN


3.0 SCOPE

These below 08 areas in the plant are specified to be Shelter-in-place:

- 1- CCB building
- 2- Ash control building
- 3- BOP RO-DM building
- 4- FGD building
- 5- CHS building
- 6- Admin building
- 7- Main gate building
- 8- Workshop warehouse building

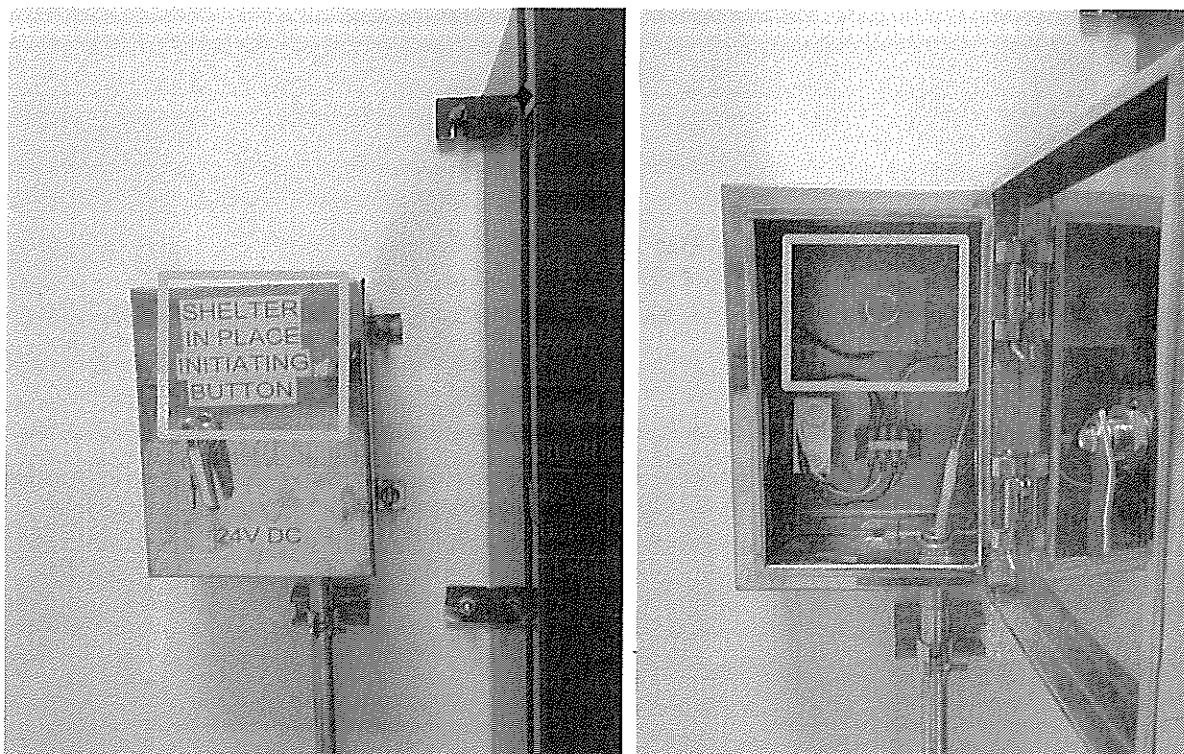
4.0 PRECAUTIONS

Always remember to remain calm and without panic in any situation, strictly follow instruction from incident commander.


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5.0 GENERAL STEPS

- 1) Whenever a situation happen that requires a Shelter-in-place response, then:
- 2) Shift Leader immediately push “Shelter-in-place initiating button” in CCR to trigger this process.



- 3) Shift Leader or assigned CBO make announcement through PA system to give instruction to all people in the plant quickly follow these steps:
 - a. Everyone except emergency response team and related assigned people immediately move to and stay inside 08 nearest specified shelter-in-place areas:
 - CCB building
 - Ash control building
 - BOP RO-DM building
 - FGD building
 - CHS building
 - Admin building
 - Main gate building
 - Workshop warehouse building
 - b. Everyone checks and ensures these conditions to prevent hazardous substances from entering the building that contaminates the areas:
 - All the windows and doors are closed and seal tightly;
 - All supply fans, exhaust fans in your area are stopped (or turned off manually in case auto function not work);
 - All MFDs (motorized fire damper) in your area are closed (or covered in case auto function not work if possible);

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- All main circuit breakers of HVAC equipment are tripped. This function will be checked and confirmed by Power block CBOs through HVAC HMI in CCR Marshalling room.
 - c. In charge people will follow detailed attached checklists in appendices for each area to verify above equipment and:
 - Assign someone to receive people from outside to enter building.
 - Perform a head count of the people in the building and inform to CCR for control.
 - d. In case of an ammonia incident and ammonia vapor is still able to enter the building, then:
 - Hold a wet cloth over your nose and mouth if odor starts to irritate. For higher degree of protection; go to the bathroom, close the door and turn on the shower to a strong spray to "wash" the air.
 - e. Do not attempt to leave a SIP building to run away or go to a car or other vehicle. If you are in a car or other vehicle and it becomes disabled due to an ammonia vapor cloud, it is safer to stay in the car with air conditioning system off and vents closed.
 - f. Everyone strictly follows instruction from incident commander and keep contact with CCR through phone or radio channel. Do not open door or go out of the building until further information and guidance.
- 4) Shift leader or assigned CBO notify through PA system "ALL CLEAR" to let everyone know the situation is safe.
 - 5) Assign people to normalize air handling systems that include supply fans, exhaust fans, MFD dampers and HVAC followed detailed checklist in appendices for each area.