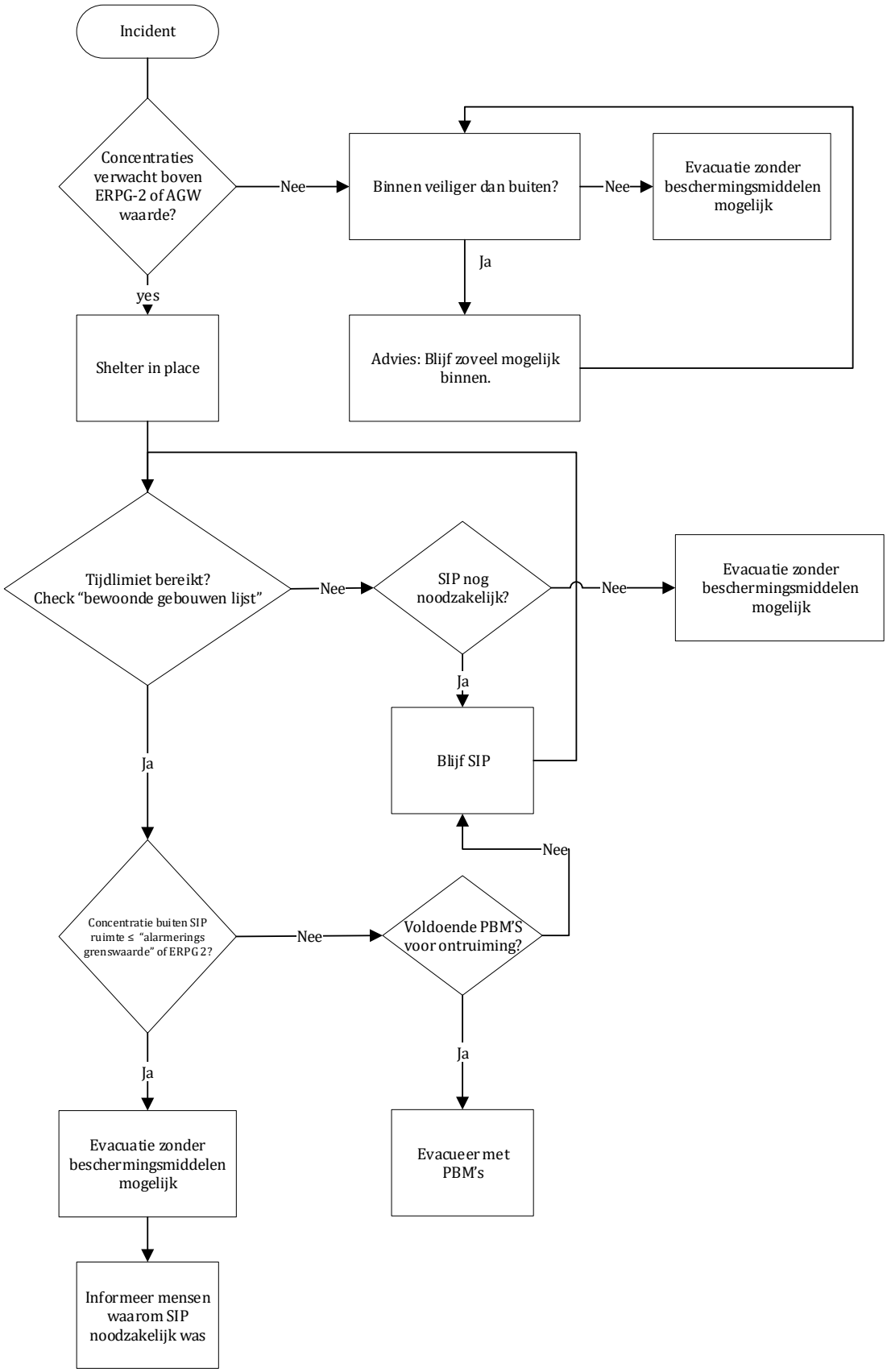L3G 06.04 Bedrijfsnoodplan, Bijlage 4 – Proces Shelter in place