



**SPALDING UNIVERSITY
EMERGENCY PROCEDURES MANUAL
CAMPUS SAFETY DEPARTMENT
585-9911 EXT 2180**

Purposes

To facilitate a coordinated means of providing individuals with directions on appropriate management of emergency situations that may occur on campus.

To establish a method of systematic, safe and orderly evacuation of an area or the building by and of its occupants in case of fire or other emergency, in the least possible time, to a safe area or by the nearest safe means of egress.

Objective

To provide proper education as part of a continuing employee indoctrination and through a continuing written program for all tenants to assure the prompt reporting of emergency situations such as: fire, medical, weather, loss of utilities, natural disasters, bomb threat, and physical endangerment.

Campus Safety Coordinator

The Campus Safety Coordinator, or his designate, will provide guidance in the event of an emergency.

The Campus Safety Coordinator will be responsible for the development and implementation of the Campus Safety Program. This Program will include development of contingency plans for all types of emergencies including weather and natural disasters, mass destruction and bomb threats, threats of mass violence, major building disasters including fire, evacuation plans, assignment of fire fighting responsibilities, training of employees in emergency response procedures, practice of emergency procedures and evaluation of practice and actual response outcomes.

In the event of a major emergency, this individual is in charge of the situation until the appropriate civil authorities arrive. The Campus Safety Coordinator may also be responsible for coordinating the evacuation of buildings, or even the entire campus depending on the severity of the situation and the availability of other safety personnel.

The Campus Safety Coordinator will also be a key contact for the Facilities Management team in case of power failures, or other campus emergency situations.

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Emergency Telephone Numbers

FIRE, MEDICAL, OR OTHER LIFE THREATENING EMERGENCIES
Dial 911 from any campus telephone

CAMPUS SAFETY OFFICE 502-585-9911 ext 2180

CAMPUS OPERATOR 502-585-9911

FACILITIES MANAGEMENT 502-585-9911 ext 2793

Keys are kept with the Safety Office in the Spalding Commons Building, 318 W. Breckinridge Street.

Material Safety Data Sheets (MSDS) are located in the Facilities Management Office in the Commons Building located on 318 W. Breckinridge Street.

BUILDING ADDRESS INFORMATION

Administration/Education Bldg.	845 South Third Street
Administration Building	851 South Fourth Street
Mansion	851 South Fourth Street
Library	853 Library Lane
Tielhard Hall (Science)	859 Library Lane
University Center	824 South Fourth Street
Egan Leadership Center	901 South Fourth Street
Morrison Hall	947 South Fourth Street
Presentation Academy	Breckenridge @ Fourth Street
Spalding Commons	318 W. Breckinridge Street
	Louisville, KY 40203

Fire Emergency Procedures

Upon Discovery of a fire:

1. Pull the fire alarm station located by exits and the enclosed fire stairwells.
The fire horns will sound.
2. Close the door(s) around the fire to contain it.
3. **Dial 911** and report the following:
 - Address or Building Name
 - Floor of Building
 - Location
 - Situation
4. Dial the Safety Office, extension 2180, and report incident as soon as possible.
5. Exit the premises.

DO's and **DONT's**:

1. **Do** use the stairwell exits only.
2. If caught in heavy smoke, **DO** take short breaths and if the room or area is filled with smoke or flames, keep low to the ground.
3. **DO** Exit the building and report to a safe location.
4. **DO NOT** use the elevator.
5. **DO NOT** attempt to fight the fire.

Alarm Response Procedures

There are several general alarm systems monitoring certain conditions and locations on campus. Below are the procedures regarding the various alarms active on Spalding University campus.

Fire Alarm

IN ALL CASES OF FIRE, DIAL THE FIRE DEPARTMENT, AND CAMPUS SECURITY IMMEDIATELY

1. Dial 911 to report the fire to the Fire Department.
2. Dial 2180 to report the fire to Campus Safety.
3. Attempt rescue efforts only if there is no immediate danger to you. Assist in the evacuation of disabled and those in need of special care.
4. Notify the Fire Department and Campus Security of where persons with disabilities are.
5. Close all doors and windows in the vicinity of the fire.
6. Go to the nearest exit and leave the building.
7. DO NOT USE ELEVATORS.
8. If you become trapped in a burning building, try to remain calm. Open a window and hang a piece of clothing outside to mark your whereabouts for rescue workers.
9. If no window is available stay near the floor. Visibility near the floor will be better and the air will be less toxic. Call loudly for help periodically to assist rescue workers in locating you. Avoid flammable liquids, compressed cylinders, etc., that may be in the room or lab with you.
10. Once outside, proceed to the designated gathering point at least 500 feet away from the affected building and STAY THERE. Know your area assembly points.
11. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
12. Immediately notify emergency personnel of any injured persons and individuals remaining in the affected building.
13. If requested, assist emergency crews as necessary.
14. Do not return to an evacuated building unless told to do so by emergency crews.
15. A CAMPUS EMERGENCY COMMAND POST MAY BE SET UP NEAR THE EMERGENCY SITE. KEEP CLEAR OF THE COMMAND POST UNLESS YOU HAVE OFFICIAL BUSINESS.
16. Upon arrival of the Fire Department a Safety Officer will direct them to the proper floor. The Fire Department is in complete charge at that time.

17. When the Fire Department has resolved the emergency, the Safety Officer will then make sure the Fire Department has taken the following steps:
- A. All clear announced to team members
 - B. Fire alarm reset
 - C. KY State Fire Marshal has been called
 - D. Fire Marshal has authorized cleanup of fire scene

Building Security Alarms

It is the responsibility of the Campus Safety to investigate each building security alarm. Building alarms monitor entrance violations to specific areas on campus. Report any building security alarm that is sounding to Campus Safety by dialing 2180.

Elevator Alarms

In the event an elevator alarm sounds, the first response should be to locate the affected elevator and evaluate the situation. In the event people are trapped in the elevator, calmly inform them that you are aware of their situation and you are contacting the proper authorities to insure their quick release. Persons trapped in an elevator have access to a phone that will dial out to Mid-America Security Services. Mid-America will in turn call Campus Safety on 2180 to alert the Security staff of an elevator entrapment.

Dial Facilities Management at 2793, and Campus Safety at 2180 to report any elevator problems.

Do not attempt to remove any trapped passengers or open the elevator doors yourself.

You may be placing the passengers in greater danger by attempting to open the doors or remove them from the elevator.

In the event of an elevator alarm proceed as follows:

1. Proceed to the area and evaluate the situation
2. Contact Facilities Management at ext. 2793
3. Notify Campus Safety at 2180

Miscellaneous Alarms

There are some miscellaneous alarms that may sound on campus such as boiler control alarms in each of the campus buildings. In the event an alarm sounds and you cannot determine the exact source of the alarm, contact Campus Safety at extension 2180 and give details regarding the general locations of the alarm.

Bomb Threat Procedures

In the event that a bomb threat is phoned into the University, the caller will most likely not identify him/herself. However, people who call in bomb threats are calling because they want you to know what they are doing, and often, why.

Should a bomb threat be received, immediately have a co-worker inform the Safety Department at 2180 while you keep the caller on the line.

When a bomb threat is received, attempt to remain calm and keep the person on the line as long as possible. Ask the caller to repeat the message and try to ascertain as many of the following items as you possibly can. (**Please see bomb threat checklist next page**)

BOMB THREAT CHECKLIST

Remain calm. Keep caller on phone as long as possible. Get as much information as you can. Have a co-worker notify Safety (2180).

WORDING OF THE THREAT

QUESTIONS TO ASK

VOICE CHARACTERISTICS

- | | | |
|--|----------------|--------------------------|
| 1. When is bomb going to explode: | _____ Calm | _____ Nasal |
| 2. Where is it located? In what building?
On what floor? Near what? | _____ Angry | _____ Stutter |
| | _____ Excited | _____ Lisp |
| | _____ Slow | _____ Raspy |
| | _____ Rapid | _____ Deep |
| 3. What does it look like? (If Present) | _____ Soft | _____ Ragged |
| | _____ Loud | _____ Clearing
throat |
| 4. What kind of bomb is it? | _____ Laughter | _____ Deep
breathing |
| | _____ Crying | _____ Cracking
voice |
| 5. What will cause it to explode? | _____ Normal | _____ Disguised |
| | _____ Distinct | _____ Accent |
| 6. Did you place the bomb? | _____ Slurred | _____ Whispered |
| | _____ Young | _____ Old |
| 7. Why are you doing this? _____ | | |
| 8. What is your name? Address? _____ | | |
| 9. Where are you calling from? _____ | | |

BACKGROUND SOUNDS

Street Noises _____ Factory noises _____
Television _____ Animal noises _____

10. Gender _____ P.A. System _____ Static _____ Music _____
Age _____ Length of Call: _____ House Noises _____ Long Distance _____

THREAT LANGUAGE

_____ Well spoken	_____ Motor Noises	_____ Telephone Booth
_____ Taped	_____ Incoherent	_____ Traffic Noises
_____ Message read	_____ Air Traffic Noises	_____ Irrational
	_____ Office Machinery	_____ Foreign language

Number at which the call is received: _____

Time & Date of the Call: _____

Emergency Evacuation Procedures

In the event it is necessary to evacuate one or more buildings, the following steps should be followed.

1. A Safety officer will confirm with the Campus Safety Coordinator that conditions exist warranting evacuation of specific buildings, or all buildings.
2. An Emergency Command Post location will be designated that best suits the specific emergency condition.
3. The designated Emergency Command Post staff will retrieve the emergency protocol booklet and follow the written instructions pertaining to the emergency condition.

Medical Emergency Procedures

1. Do not attempt move the injured or ill person. Try to make them as comfortable as possible.
2. **Dial 911.** Be prepared to give the building address.
3. Dial the Campus Safety Department, ext 2180 and report the following:
 - Your Name and your department
 - Which building the emergency is in, and the location or room number
 - Nature of the emergency
4. Safety will have someone meet the emergency medical team and direct them to the site.

MEDICAL AND FIRST AID

Persons administering first aid must be aware of the possible life threatening effects of pathogens as a result of exposure to bodily fluids. Life saving techniques should be administered according to current Red Cross guidelines to avoid exposure to pathogens.

DO NOT attempt First Aid procedures or techniques beyond your capabilities or training.

In the case of a minor injury or illness provide care ONLY to the extent of your training (Red Cross First Aid, CPR etc.)

With serious injuries or illness, Dial Campus Safety for assistance at 2180 on campus or 585-7180 from off campus.

When an officer answers, be prepared to give your name, location, and description and severity of the injury or illness.

In cases of serious injury, trained personnel should quickly perform the following steps:

1. Do not move the victim unless imminent danger exists. Examples include: fire, structural damage, chemical spills, toxic fumes, explosion danger, etc.
2. Keep the victim still and comfortable.
3. Ask the victim, "Are you okay? What is wrong?"
4. Check breathing and give artificial respiration if necessary.
5. Follow Red Cross guidelines for exposure to pathogens.
6. Control bleeding by direct pressure on the wound.
7. Look for an emergency medical ID on the victim.
8. Question witnesses and be ready to give all information to the paramedics when they arrive.
9. Stay with the victim until help arrives.

Loss Of Power Procedures

1. In the event of utility failure occurring during regular working hours, immediately notify Facilities at 2793.
2. If there is a potential danger to building occupants, or if the utility failure occurs after hours, weekend, or holidays notify Campus Safety at 2180.
3. During an electrical/light failure all exits and all windowless rooms on campus have emergency lighting. Emergency lights contain battery-packs, which are continuously charged during normal building operations, and in the event of a power failure the emergency lighting systems will automatically switch on.
4. Dial the Safety Department (ext. 2180) to see if the power loss is throughout the campus or just your area.
5. DO NOT EXIT the building if loss of power could be due to downed wires from a storm.
6. Should you need to exit the building, follow the lighted exit signs to the nearest stairway. DO NOT ATTEMPT TO USE THE ELEVATORS.
7. Once outside, stay away from any downed power lines, trees or limbs.
8. The power company will restore power in level of importance – hospitals, fire and police stations, etc.
9. PLUMBING FAILURE/FLOODING: Notify Facilities at 2793 during business hours, or Campus Safety at 2180.
10. GAS LEAK: Immediately leave the area. Do not operate or switch on or off any electrical equipment as the switch may serve as a point of

- ignition. Notify Facilities at 2793 during business hours, and Campus Safety at 2180. Be prepared to give the location of the leak.
11. STEAM LINE FAILURE: Vacate the area if necessary and notify Facilities at 2793, and Campus Safety at 2180.
 12. VENTILATION PROBLEM: If smoke odors come from the ventilation system, try to determine the source of the problem. If unable to satisfactorily determine the source of the smoke, notify the fire department, (911), Facilities (2793), and Safety (2180).
 13. ELEVATOR FAILURE: If you are trapped in the elevator, use the emergency phone to notify Campus Safety at 2180. If the elevator does not have an emergency phone, or if it malfunctions, activate the emergency alarm, which will signal for help. Stay calm until help arrives. Do not attempt to exit the elevator.
 14. If others are stranded on an elevator, Dial Campus Safety at 2180 and identify which building elevator is broken. Do not attempt to remove persons from a jammed elevator.

Severe Weather Procedures

The Campus Safety Department will monitor an online Severe Weather Alert system and will forward weather alerts as required. In the event of a Tornado Warning, a system for phoning departments located in each building will be implemented. Each department will in turn be responsible for taking appropriate precautions to safeguard the faculty/staff and students in their immediate area.

TORNADO WARNINGS – A confirmed tornado sighting has been made in or close to our area.

TORNADO WATCH – Conditions are favorable for tornado development in our area.

In the event of a tornado warning issued by the National Weather Service, Jefferson County will be notified and an alarm will sound throughout the downtown area.

ACTION TO TAKE

Seek Shelter in your building's Fire Stairwells, Basement or Restrooms.

Get away from all window areas, including exterior offices and atriums. Leave your exterior office and close the door. If you get caught in an exterior office, seek protection under a desk.

DO NOT use an elevator.

Adverse Weather Procedures

Most adverse weather conditions are recognized while in a threat or warning phase. This allows time for appropriate action before evacuation, or employee notification may become necessary.

SEVERE THUNDERSTORM

Severe thunderstorm warnings should be treated similar to a tornado warning, in that everyone should move away from windows and into safe areas. It is not necessary to proceed to stairways, etc, but simply move away from windows and any potentially hazardous areas.

SNOW / ICE REMOVAL

Due to the fact that snow and ice create a major safety concern, it is very important that everyone monitor entrances and parking areas during snow or ice storms and alert Facilities at ext 2793 and Safety at ext 2180 if icy conditions are found.

In the event you observe accumulation of ice contact Facilities Management at ext 2793 immediately. Evenings and weekends, contact Safety at ext 2180.

Earthquake Procedures

Earthquakes are one of the nation's most frightening natural phenomena. When an earthquake occurs, the ground will shake perceptibly for a relatively short time. Earthquakes generally last for a few seconds but great earthquakes can last up to one-minute.

PRECAUTIONS TO TAKE DURING AN EARTHQUAKE

1. Try to remain calm and reassure others.
2. If you are indoors, seek shelter under a desk or table. Watch out for falling debris or tall furniture. Stay away from exterior glass windows, the atrium, and heavy objects that may topple or slide across the floor.
3. Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident.
4. Do not be surprised if electricity goes out, alarms start ringing, or if sprinkler systems go on. Expect to hear noise from breaking glass, cracks in walls, and falling objects.
5. If you are outdoors, try to get into an open area away from building power lines.
6. Do not be surprised if you feel several aftershocks. After the first motion is felt, there may be a temporary decrease followed by another shock.

DO'S AND DON'TS FOLLOWING AN EARTHQUAKE

1. **DO** Check for fire and fire hazards.
2. **DO NOT** walk through standing water.
3. **DO NOT** smoke, light matches, use any open flames, or turn on electrical switches or appliances until you are certain there are no gas leaks.
4. **DO** evacuate the building; try to get into an open area and away from the building and power lines.
5. **DO NOT** touch power lines, electric wiring, or objects in contact with them.
6. **DO** use great caution when entering or moving about in a damaged building. Collapses can occur without warning and there may be dangers from gas leaks, electric wiring, broken glass, etc.

Media Response Procedures

Universities are occasionally targeted by the media for specific reasons. It is seldom a good idea to make comments about campus activities to the media unless the purpose for their visit is clearly understood. Anytime a media employee approaches a staff or faculty member, or you are made aware that someone from the media is on campus, or taking pictures near the campus, notify the Safety Department at 2180 immediately.

Instead of responding to a media representative's direct questions, always respond by politely saying: "Thank you for asking, but all questions must be directed to the University Public Relations Manager." Then contact the President's Office at x.2164.

Threat of Violence Procedures

It is critically important that everyone remain aware of the dangers of violence in the workplace. You may receive threats directly or indirectly, or be made aware of threats towards others. If you are threatened, or aware of a threat being made, contact Safety immediately at 2180.

Do not wait for the situation to escalate into an act of violence.

A threat or act of violence can be verbal, made in gesture, or be unwanted physical contact such as pushing, grabbing or any other form of personal contact.

Threats can be in the form of verbal communication, gestures or simply implied. In any event, Campus Safety will be responsible for responding to, evaluating, resolving the situation, and documenting all details of the threat.

Do not take any threat lightly, or ignore such situations. Violence in the workplace is almost always preceded by obvious signs or threats before the actual violence takes place. Report any activity that you believe qualifies as a threat.

If you have taken out a Restraint Order by a court of law, the Safety Department will be glad to work with you by providing additional security measures such as personal escorts and extra monitoring of your office or classroom areas.

Sexual Assault Procedures

**If the victim agrees, Dial 911 immediately.
Dial Campus Safety at 2180 immediately.**

The Safety Office will inform the Dean of Student Life and the University Counsel's offices.

The victim will be asked if she/he wishes to speak to someone at the Rape Crisis Center, 502-581-7222, and will also be advised of the choice to file a report with the Louisville Metro Police, 574-7111.

Most sexual assaults on a college campus are never reported. Therefore, when informed of a sexual assault, it is vital that the appropriate actions are taken to protect the victim, the accused, and the university. The Sexual Assault Victims' Bill of Rights lays the ground rules to be followed, but other measures must also be taken to comfort the victim and to preserve evidence of the assault.

SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

- ❑ Accuser and accused must have the same opportunity to have others present.
- ❑ Both parties shall be informed of the outcome of any disciplinary proceeding.
- ❑ Survivors shall be informed of their options to notify law enforcement.
- ❑ Survivors shall be notified of counseling services.
- ❑ Survivors shall be notified of options for changing academic and living situations.

Keep in mind that although there are similarities in the ways that rape victims react, no two people will react to rape in the exact same way. The following statements are some ideas on what to say to a person who has been raped.

You're safe now.

It wasn't your fault.

I'm here to listen anytime you need to talk.

I believe you and will help you.

If the assault occurred within 48 hours, also inform them of the following:

Do not bathe, shower, or douche.

Save the clothing worn at the time of, or immediately after, the rape.

Go to the hospital.

The university must notify the victim of options for, and assistance in, changing academic and living situations if reasonably available.

In compliance with laws pertaining to minors, remember: if the rape survivor is under 18 years old, the rape **MUST** be reported to the police.

Weapons Policy

The possession of any weapons on University property is strictly forbidden unless specifically authorized through the Campus Safety Department. This includes but is not limited to firearms, knives, mace, pepper spray, nightsticks, tazer/stun guns or any other item, which can be construed as a weapon.

Third parties are not allowed to bring weapons on University property. In the event you witness or are made aware of someone on property with a weapon, you should proceed as follows:

IF YOU FEEL THE PERSON IS A POTENTIAL OR ACTUAL THREAT

Proceed to the nearest phone and contact 911 immediately.

Contact Safety at 2180 and advise them of the situation.

Do not become confrontational or alarm the person with loud warnings. The police are trained to handle such situations and will be allowed to proceed unimpeded.

Assist as requested.

IF YOU DO NOT FEEL THE PERSON IS A THREAT

1. Dial Campus Safety at 2180
2. An Officer will report to the scene, identify him/her self and ask the person if they may speak in private and inform him/her of the Universities no weapons policy.
3. The Safety Officer will lead them to the nearest building exit and politely advise to leave campus or place the weapon in a vehicle before returning.

Understand that Police Officers in the commissions of their duties or responsibilities will not render their weapon. Do not get into a confrontation with a law enforcement officer regarding their weapon.

Warrants / Court Orders / Summons / Subpoenas

Anytime there is a warrant, summons or subpoena being delivered to an employee of the university, the Human Resources office will be notified. That person is currently Ms. Melissa Lowe at ext 2394. In her absence, notify Mrs. Tori Murden McClure, at extension 2381.

Always cooperate with any law enforcement officer; however, it is appropriate to inform the issuing officer of the Universities procedures, which includes moving the person to a quiet area in a discrete manner, and notifying the Director of Human Resources of his/her presence. Do not take anyone issuing a warrant or summons directly to the person being served.

NOTE: In the event any such court litigation is delivered to Spalding University do not discuss such a delivery with anyone other than the Director of Human Resources.

National Emergencies and Disasters

NATIONAL SECURITY EMERGENCIES

In addition to the hazards described in this publication, Americans face threats posed by hostile governments or extremist groups. These threats to national security include acts of terrorism and acts of war. In the event you become aware of any threat to the community, **contact Campus Safety immediately by dialing 2180.**

The following is general information about preparing for national security emergencies and is provided by the Department of Homeland Security.

TERRORISM

Terrorism is the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes.

Acts of terrorism range from threats of terrorism, assassinations, kidnappings, hijackings, bomb scares and bombings, cyber attacks

(computer-based), to the use of chemical, biological and nuclear weapons.

High-risk targets include military and civilian government facilities, international airports, large cities and high-profile landmarks. Terrorists might also target large public gatherings, water and food supplies, utilities, and corporate centers. Further, they are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

In the immediate area of a terrorist event, you would need to rely on police, fire and other officials for instructions. However, you can prepare in much the same way you would prepare for other crisis events.

PREPARING FOR TERRORISM

Wherever you are, be aware of your surroundings. The very nature of terrorism suggests there may be little or no warning.

Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended. Unusual behavior, suspicious packages and strange devices should be promptly reported to the police or security personnel.

Do not be afraid to move or leave if you feel uncomfortable or if something does not seem right.

Learn where emergency exits are located in buildings you frequent. Notice exit locations when you enter an unfamiliar building. Plan how to get out of a building, or congested public area or traffic. Also notice where stairways are located. Notice heavy or breakable objects that could move, fall or break in an explosion

Assemble a disaster supply kit at home and learn first aid. Separate the supplies you would take if you had to evacuate quickly, and put them in a backpack or container, ready to go.

Be familiar with different types of fire extinguishers and how to locate them. Know the location and availability of hard hats in buildings in which you spend a lot of time.

PREPARING FOR A BUILDING EXPLOSION

Explosions can collapse buildings and cause fires. People who live or work in a multi-level building can do the following.

1. Review emergency evacuation procedures. Know where emergency exits are located.
2. Keep fire extinguishers in working order. Know where they are located, and learn how to use them.
3. Learn first aid. Contact the local chapter of the American Red Cross for information and training.

SUSPICIOUS PARCELS AND LETTERS

Be wary of suspicious packages and letters. They can contain explosives, chemical or biological agents. Be particularly cautious at your place of employment.

Some typical characteristics postal inspectors have detected over the years, which ought to trigger suspicion, include parcels that:

1. Are unexpected or from someone unfamiliar to you.
2. Are marked with restrictive endorsements, such as "Personal," "Confidential" or "Do not x-ray."
3. Have protruding wires or aluminum foil, strange odors or stains.
4. Show a city or state in the postmark that doesn't match the return address.
5. Are of unusual weight, given their size, or are lopsided or oddly shaped.
6. Are marked with any threatening language.
7. Have inappropriate or unusual labeling.
8. Have excessive postage or excessive packaging material such as masking tape and string.
9. Have misspellings of common words.
10. Are addressed to someone no longer with your organization or are otherwise outdated.
11. Have incorrect titles or title without a name.
12. Are not addressed to a specific person.
13. Have handwritten or poorly typed addresses.

With suspicious envelopes and packages other than those that might contain explosives, take these additional steps against possible biological and chemical agents.

1. Refrain from eating or drinking in a designated mail handling area.
2. Place suspicious envelopes or packages in a plastic bag or some other type of container to prevent leakage of contents. Never sniff or smell suspect mail.
3. If you do not have a container, then cover the envelope or package with anything available (e.g., clothing, paper, trash can, etc.) and do not remove the cover.
4. Leave the room and close the door, or section off the area to prevent others from entering.
5. Wash your hands with soap and water to prevent spreading any powder to your face.
6. If you are at work, report the incident to your building security official or an available supervisor, who should notify police and other authorities without delay.
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give a copy of this list to both the local public health authorities and law enforcement officials for follow-up investigations and advice.

CHEMICAL AND BIOLOGICAL WEAPONS

In case of a chemical or biological weapon attack near you, authorities will instruct you on the best course of action. This may be to evacuate the area immediately, to seek shelter at a designated location, or to take immediate shelter where you are and seal the premises. The best way to protect your self is to take emergency preparedness measures ahead of time and to get medical attention as soon as possible, if needed.

CHEMICAL

Chemical warfare agents are poisonous vapors, aerosols, liquids or solids that have toxic effects on people, animals or plants. They can be released by bombs, sprayed from aircraft, boats, or vehicles, or used as a liquid to create a hazard to people and the environment. Some chemical agents may be odorless and tasteless. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents are also difficult to produce.

BIOLOGICAL

Biological agents are organisms or toxins that can kill or incapacitate people, livestock and crops. The three basic groups of biological agents likely to be used as weapons are: bacteria, viruses, and toxins.

1. **Bacteria.** Bacteria are small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.
2. **Viruses.** Viruses are organisms that require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses can produce diseases that often do not respond to antibiotics. However, antiviral drugs are sometimes effective.
3. **Toxins.** Toxins are poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Most biological agents are difficult to grow and maintain. Many break down quickly when exposed to sunlight and other environmental factors, while others such as anthrax spores are very long lived. Biological agents can be dispersed by spraying them in the air, or by infecting animals that carry the disease to humans as well through food and water contamination.

- **Aerosols-** Biological agents are dispersed into the air, forming a fine mist that may drift for miles. Inhaling the agent may cause disease in people or animals.
- **Animals-** Diseases can be spread by insects and animals, such as fleas, mice, flies, and mosquitoes. Deliberately spreading diseases through livestock is also referred to as agroterrorism.
- **Food and water contamination-** Some pathogenic organisms and toxins may persist in food and water supplies. Most microbes can be killed, and toxins deactivated, by cooking food and boiling water.

Anthrax spores formulated as a white powder were mailed to individuals in the government and media in the fall of 2001. Postal sorting machines and the opening of letters dispersed the spores as aerosols. Several deaths resulted. The effect was to disrupt mail service and to cause a widespread fear of handling delivered mail among the public.

Person-to-person spread of a few infectious agents is also possible. Humans have been the source of infection for smallpox, plague, and the Lassa viruses.

WHAT TO DO DURING A CHEMICAL OR BIOLOGICAL ATTACK

1. Listen to your radio for instructions from authorities such as whether to remain inside or to evacuate.
2. If you are instructed to remain in your home, the building where you are, or other shelter during a chemical or biological attack:
 - Turn off all ventilation, including furnaces, air conditioners, vents and fans.
 - Seek shelter in an internal room, preferably one without windows. Seal the room with duct tape and plastic sheeting. Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours. (See "Shelter" chapter.)
 - Remain in protected areas where toxic vapors are reduced or eliminated, and be sure to take your battery-operated radio with you.
3. If you are caught in an unprotected area, you should:
 - Attempt to get up-wind of the contaminated area.
 - Attempt to find shelter as quickly as possible.
 - Listen to your radio for official instructions.

WHAT TO DO AFTER A CHEMICAL ATTACK

Immediate symptoms of exposure to chemical agents may include blurred vision, eye irritation, difficulty breathing and nausea. A person affected by a chemical or biological agent requires immediate attention by professional medical personnel. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others. Decontamination is needed within minutes of exposure to minimize health consequences. (However, you should not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so.)

1. Use extreme caution when helping others who have been exposed to chemical agents:

- Remove all clothing and other items in contact with the body. Contaminated clothing normally removed over the head should be cut off to avoid contact with the eyes, nose, and mouth. Put into a plastic bag if possible. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate.
2. Remove all items in contact with the body.
 3. Flush eyes with lots of water.
 4. Gently wash face and hair with soap and water; then thoroughly rinse with water.
 5. Decontaminate other body areas likely to have been contaminated. Blot (do not swab or scrape) with a cloth soaked in soapy water and rinse with clear water.
 6. Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
 7. If possible, proceed to a medical facility for screening.

WHAT TO DO AFTER A BIOLOGICAL ATTACK

In many biological attacks, people will not know they have been exposed to an agent. In such situations, the first evidence of an attack may be when you notice symptoms of the disease caused by an agent's exposure, and you should seek immediate medical attention for treatment.

In some situations, like the anthrax letters sent in 2001, people may be alerted to a potential exposure. If this is the case, pay close attention to all official warnings and instructions on how to proceed. The delivery of medical services for a biological event may be handled differently to respond to increased demand. Again, it will be important for you to pay attention to official instructions via radio, television, and emergency alert systems.

If your skin or clothing comes in contact with a visible, potentially infectious substance, you should remove and bag your clothes and personal items and wash yourself with warm soapy water immediately. Put on clean clothes and seek medical assistance.

For more information, visit the website for the Centers for Disease Control and Prevention, www.bt.cdc.gov.

NUCLEAR AND RADIOLOGICAL ATTACK

Nuclear explosions can cause deadly effects-blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles.

Terrorist use of a radiological dispersion device (RDD)-often called "dirty nuke" or "dirty bomb"-is considered far more likely than use of a nuclear device. These radiological weapons are a combination of conventional explosives and radioactive material designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such radiological weapons appeal to terrorists because they require very little technical knowledge to build and deploy compared to that of a nuclear device. Also, these radioactive materials, used widely in medicine, agriculture, industry and research, are much more readily available and easy to obtain compared to weapons grade uranium or plutonium.

Terrorist use of a nuclear device would probably be limited to a single smaller "suitcase" weapon. The strength of such a weapon would be in the range of the bombs used during World War II. The nature of the effects would be the same as a weapon delivered by an inter-continental missile, but the area and severity of the effects would be significantly more limited.

There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility.

The danger of a massive strategic nuclear attack on the United States involving many weapons receded with the end of the Cold War. However, some terrorists have been supported by nations that have nuclear weapons programs.

If there were threat of an attack from a hostile nation, people living near potential targets could be advised to evacuate or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building.

In general, potential targets include:

- Strategic missile sites and military bases.
- Centers of government such as Washington, D.C., and state capitals.
- Important transportation and communication centers.
- Manufacturing, industrial, technology and financial centers.
- Petroleum refineries, electrical power plants and chemical plants.
- Major ports and airfields.

Taking shelter during a nuclear attack is absolutely necessary. There are two kinds of shelters—blast and fallout.

Blast shelters offer some protection against blast pressure, initial radiation, heat and fire, but even a blast shelter could not withstand a direct hit from a nuclear detonation.

Fallout shelters do not need to be specially constructed for that purpose. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles. The three protective factors of a fallout shelter are shielding, distance, and time.

- **Shielding.** The heavier, dense materials—thick walls, concrete, bricks, books and earth—between you and the fallout particles, the better.
- **Distance.** The more distance between you and the fallout particles, the better. An underground area, such as a home or office building basement, offers more protection than the first floor of a building. A floor near the middle of a high-rise may be better, depending on what is nearby at that level on which significant fallout particles would collect. Flat roofs collect fallout particles so the top floor is not a good choice, nor is a floor adjacent to a neighboring flat roof.
- **Time.** Fallout radiation loses its intensity fairly rapidly. In time, you will be able to leave the fallout shelter. Radioactive fallout poses the greatest threat to people during the first two weeks, by which time it has declined to about 1% of its initial radiation level.

Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.

ELECTROMAGNETIC PULSE

In addition to other effects, a nuclear weapon detonated in or above the earth's atmosphere can create an electromagnetic pulse (EMP), a high-density electrical field. EMP acts like a stroke of lightning but is stronger, faster and briefer. EMP can seriously damage electronic devices connected to power sources or antennas. This includes communication systems, computers, electrical appliances, and automobile or aircraft ignition systems. The damage could range from a minor interruption to actual burnout of components. Most electronic equipment within 1,000 miles of a high-altitude nuclear detonation could be affected. Battery powered radios with short antennas generally would not be affected.

Although EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

WHAT TO DO BEFORE A NUCLEAR OR RADIOLOGICAL ATTACK

1. Learn the warning signals and all sources of warning used in your community. Make sure you know what the signals are, what they mean, how they will be used, and what you should do if you hear them.
2. Assemble and maintain a disaster supply kit with food, water, medications, fuel and personal items adequate for up to 2 weeks-the more the better. (See the "Emergency Planning and Disaster Supplies" chapter for more information).
3. Find out what public buildings in your community may have been designated as fallout shelters. It may have been years ago, but start there, and learn which buildings are still in use and could be designated as shelters again.
 - Call your local emergency management office.
 - Look for yellow and black fallout shelter signs on public buildings.
Note: With the end of the Cold War, many of the signs have been removed from the buildings previously designated.
 - If no noticeable or official designations have been made, make your own list of potential shelters near your home, workplace and school: basements, or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
 - Give your household clear instructions about where fallout shelters are located and what actions to take in case of attack.

4. If you live in an apartment building or high-rise, talk to the manager about the safest place in the building for sheltering, and about providing for building occupants until it is safe to go out.
5. There are few public shelters in many suburban and rural areas. If you are considering building a fallout shelter at home, keep the following in mind.
 - A basement, or any underground area, is the best place to shelter from fallout. Often, few major changes are needed, especially if the structure has two or more stories and its basement-or one corner of it-is below ground.
 - Fallout shelters can be used for storage during non-emergency periods, but only store things there that can be very quickly removed. (When they are removed, dense, heavy items may be used to add to the shielding.)
 - See the "Tornadoes" section in the "Thunderstorms" chapter for information on the "Wind Safe Room," which could be used as shelter in the event of a nuclear detonation or for fallout protection, especially in a home without a basement.
 - All the items you will need for your stay need not be stocked inside the shelter itself but can be stored elsewhere, as long as you can move them quickly to the shelter.
6. Learn about your community's evacuation plans. Such plans may include evacuation routes, relocation sites, how the public will be notified and transportation options for people who do not own cars and those who have special needs. See the "Evacuation" chapter for more information.
7. Acquire other emergency preparedness booklets that you may need. See the "For More Information" chapter at the end of this guide.

WHAT TO DO DURING A NUCLEAR OR RADIOLOGICAL ATTACK

1. Do not look at the flash or fireball-it can blind you.
2. If you hear an attack warning:
 - Take cover as quickly as you can, **BELOW GROUND IF POSSIBLE**, and stay there unless instructed to do otherwise.
 - If you are caught outside, and unable to get inside immediately, take cover behind anything that might offer protection. Lie flat on the ground and cover your head.

- If the explosion is some distance away, it could take 30 seconds or more for the blast wave to hit.
 - Protect yourself from radioactive fallout. If you are close enough to see the brilliant flash of a nuclear explosion, the fallout will arrive in about 20 minutes. Take shelter, even if you are many miles from ground zero-radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: shielding, distance and time.
3. Keep a battery-powered radio with you, and listen for official information. Follow the instructions given. Local instructions should always take precedence: officials on the ground know the local situation best.

WHAT TO DO AFTER A NUCLEAR OR RADIOLOGICAL ATTACK

1. Do not leave the shelter until officials say it is safe. Follow their instructions when leaving.
2. If in a fallout shelter, stay in your shelter until local authorities tell you it is permissible or advisable to leave. The length of your stay can range from a day or two to four weeks.
 - Contamination from a radiological dispersion device could affect a wide area, depending on the amount of conventional explosives used, the quantity of radioactive material and atmospheric conditions.
 - A "suitcase" terrorist nuclear device detonated at or near ground level would produce heavy fallout from the dirt and debris sucked up into the mushroom cloud.
 - A missile-delivered nuclear weapon from a hostile nation would probably cause an explosion many times more powerful than a suitcase bomb, and provide a greater cloud of radioactive fallout.
 - The decay rate of the radioactive fallout would be the same, making it necessary for those in the areas with highest radiation levels to remain in shelter for up to a month.
 - The heaviest fallout would be limited to the area at or downwind from the explosion, and 80% of the fallout would occur during the first 24 hours.
 - Because of these facts and the very limited number of weapons terrorists could detonate, most of the country would not be affected by fallout.

- People in most of the areas that would be affected could be allowed to come out of shelter and, if necessary, evacuate to unaffected areas within a few days.
3. Although it may be difficult, make every effort to maintain sanitary conditions in your shelter space.
 4. Water and food may be scarce. Use them prudently but do not impose severe rationing, especially for children, the ill or elderly.
 4. Cooperate with shelter managers. Living with many people in confined space can be difficult and unpleasant.

HOMELAND SECURITY ADVISORY SYSTEM

The Homeland Security Advisory System was designed to provide a comprehensive means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. This system provides warnings in the form of a set of graduated "Threat Conditions" that increase as the risk of the threat increases. At each threat condition, federal departments and agencies would implement a corresponding set of "Protective Measures" to further reduce vulnerability or increase response capability during a period of heightened alert.

Although the Homeland Security Advisory System is binding on the executive branch, it is voluntary to other levels of government and the private sector. There are five threat conditions, each identified by a description and corresponding color.

The greater the risk of a terrorist attack, the higher the threat condition. Risk includes both the probability of an attack occurring and its potential gravity.

Threat conditions are assigned by the Attorney General, in consultation with the Assistant to the President for Homeland Security. Threat conditions may be assigned for the entire nation, or they may be set for a particular geographic area or industrial sector. Assigned threat conditions will be reviewed at regular intervals to determine whether adjustments are warranted.

THREAT CONDITIONS AND ASSOCIATED PROTECTIVE MEASURES

There is always a risk of a terrorist threat. Each threat condition assigns a level of alert appropriate to the increasing risk of terrorist attacks. Beneath each threat condition are some suggested protective measures that the government and the public can take, recognizing that the heads of federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:

Low Condition (Green) This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies will consider the following protective measures.

- Refine and exercise prearranged protective measures;

- Ensure personnel receive proper training on the Homeland Security Advisory System and specific prearranged department or agency protective measures; and
- Institute a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

Members of the public can:

- Develop a household disaster plan and assemble a disaster supply kit. (see "Emergency Planning and Disaster Supplies" chapter).

Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the measures taken in the previous threat condition, federal departments and agencies will consider the following protective measures:

Check communications with designated emergency response or command locations;

- Review and update emergency response procedures; and
- Provide the public with any information that would strengthen its ability to act appropriately.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Update their disaster supply kit;
- Review their household disaster plan;
- Hold a household meeting to discuss what members would do and how they would communicate in the event of an incident;
- Develop a more detailed household communication plan;
- Apartment residents should discuss with building managers steps to be taken during an emergency; and
- People with special needs should discuss their emergency plans with friends, family or employers.

Elevated Condition (Yellow) An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the measures taken in the previous threat conditions, federal departments and agencies will consider the following protective measures:

- Increase surveillance of critical locations;

- Coordinate emergency plans with nearby jurisdictions as appropriate;
- Assess whether the precise characteristics of the threat require the further refinement of prearranged protective measures; and
- Implement, as appropriate, contingency and emergency response plans.

Members of the public, in addition to the actions taken for the previous threat condition, can:

- Be observant of any suspicious activity and report it to authorities;
- Contact neighbors to discuss their plans and needs;
- Check with school officials to determine their plans for an emergency and procedures to reunite children with parents and caregivers; and
- Update the household communication plan.

High Condition (Orange) A High Condition is declared when there is a high risk of terrorist attacks. In addition to the measures taken in the previous threat conditions, federal departments and agencies will consider the following protective measures:

- Coordinate necessary security efforts with federal, state, and local law enforcement agencies, National Guard or other security and armed forces;
- Take additional precautions at public events, possibly considering alternative venues or even cancellation;
- Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the workforce; and
- Restrict access to a threatened facility to essential personnel only.

Members of the public, in addition to the actions taken for the previous threat conditions, can:

- Review preparedness measures (including evacuation and sheltering) for potential terrorist actions including chemical, biological, and radiological attacks;
- Avoid high profile or symbolic locations; and
- Exercise caution when traveling.

Severe Condition (Red) A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, protective measures for Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures in the previous threat

conditions, federal departments and agencies also will consider the following general measures:

- Increase or redirect personnel to address critical emergency needs;
- Assign emergency response personnel and pre-position and mobilize specially trained teams or resources;
- Monitor, redirect, or constrain transportation systems; and
- Close public and government facilities not critical for continuity of essential operations, especially public safety.

Members of the public, in addition to the actions taken for the previous threat conditions, can:

- Avoid public gathering places such as sports arenas, holiday gatherings, or other high risk locations;
- Follow official instructions about restrictions to normal activities;
- Contact employer to determine status of work;
- Listen to the radio and TV for possible advisories or warnings; and prepare to take protective actions such as sheltering-in-place or evacuation if instructed to do so by public officials.