



# Emergency Services Coordinating Agency

## IMPORTANT INFORMATION ABOUT TERRORISM

### BEFORE

Prepare to deal with a terrorist incident by using many of the same techniques used to prepare for other crises.

- Be alert and aware of the surrounding area. The very nature of terrorism suggests that 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.
- Learn where emergency exits are located. Think ahead about how to evacuate a building, subway or congested public area in a hurry. Learn where staircases are located.
- Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall or break in an explosion.
- Have an emergency kit ready to go in case you need to evacuate.

The use of explosives by terrorists can result in collapsed buildings and fires. People who live or work in a multi-level building can do the following:

- Review emergency evacuation procedures. Know where fire exits are located.
- Keep fire extinguishers in working order. Know where they are located, and how to use them. Learn first aid.
- Keep the following items on each floor of the building:
  - Portable, battery-operated radio and extra batteries.
  - Several flashlights and extra batteries.
  - First aid kit and manual.
  - Several hard hats.
  - Fluorescent tape to rope off dangerous areas.

### DURING

In a building explosion, get out of the building as quickly and calmly as possible. If items are falling from shelves or ceiling, get under a sturdy table or desk.

If there is a fire:

- Stay low to the floor and exit the building as quickly as possible.
- Cover nose and mouth with a wet cloth.
- When approaching a closed door, use the palm of your hand and forearm to feel the lower, middle and upper of the door. If it is not hot, brace yourself against the door and open it slowly. If it is hot, do not open the door—seek an alternate escape route.
- Heavy smoke and poisonous gases collect first along the ceiling. Stay below the smoke at all times.

## **AFTER**

Report all crimes to local police (911). Tune to local radio/television station for information.

If you are trapped by debris:

- Stay as still as possible so that you don't kick up dust. Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear you. Use a whistle or flashlight as a signal if available. Shout only as a last resort—shouting can cause a person to inhale dangerous amounts of dust.

\* \* \*

## **CHEMICAL OR BIOLOGICAL EMERGENCY**

In the event of a chemical or biological emergency, you should follow the shelter-in-place procedures unless you are told to evacuate by emergency officials. **ALWAYS** follow emergency instructions!

### **SHELTER-IN-PLACE**

- Stay inside until you are notified by uniformed officer or official news release that it is safe to go outside.
- Bring all family members and pets inside.
- Close all doors and windows. Seal cracks with duct or masking tape.
- Cover door thresholds with wet towels.
- Shut off all ventilation, heating and cooling systems.
- Extinguish fireplace or wood stove fires and close the damper.
- Listen to the radio or television for further emergency instructions.
- Wait in an interior room.
- Breathe through a wet cloth.

## **EVACUATION**

- Gather what you and your family will need the most. Warm clothes, diapers, baby food, money, prescription medicine, ID, emergency kit, etc.
- Turn off heating, ventilation and cooling systems and appliances.
- Lock your home or business when you leave.
- Do not use the phone unless there is a life threatening situation.
- Take only one car and observe all traffic laws. Keep all windows and vents closed, turn on the radio for evacuation routes and current emergency information.
- Follow directions given by officials along the evacuation route.
- Car-pool if possible to help reduce traffic congestion during the evacuation. If you do not have transportation, make arrangements to ride with a neighbor, friend or relative.
- Do not call your children's school or go to pick them up. School evacuations will occur according to established procedures. Contact your school for information about their evacuation plan. You will be notified by radio or television where you can pick them up.

## **BOMB THREATS**

If you receive a bomb threat, get as much information from the caller as possible. Keep the caller on the line and record everything that is said. Notify the police and the building management.

After you have been notified of a bomb threat, do not touch any suspicious packages. Clear the area around the suspicious package and notify the police immediately. In evacuating a building, avoid standing in front of windows or other potentially hazardous areas. Do not restrict sidewalks or streets to be used by emergency officials.

## **SUSPICIOUS PACKAGES**

The likelihood of receiving a suspicious package or letter containing harmful substances is very remote. However, it is important to be aware of characteristics that are common to suspicious packages.

- \* Mailed from a foreign country
- \* Excessive postage
- \* Addressed to title only
- \* No return address

- \* Badly typed or hand written
- \* Lopsided or protruding items
- \* Wrong title with name
- \* Misspelled words

- \* Strange odor
- \* Rigid or Bulky
- \* Oily stains
- \* Restrictive markings

What to do if you receive a suspicious package:

- Leave the letter or package alone. Do not move the item. Isolate the area.
- Contact your local law enforcement agency (911) and explain what has occurred.
- If the package is determined to be potentially hazardous, local emergency officials will conduct appropriate testing and disposal.
- If you come in contact with an unknown substance you should wash your hands thoroughly with soap and water. Shower if possible. Remove contaminated clothing and personal items and place in a plastic bag.
- Collect contact information of all individuals who may have been exposed to a hazardous substance.
- If exposed to a hazardous substance contact your personal physician or local hospital for health monitoring and any necessary treatment.

For further information contact:

Emergency Services Coordinating Agency  
425-776-3722