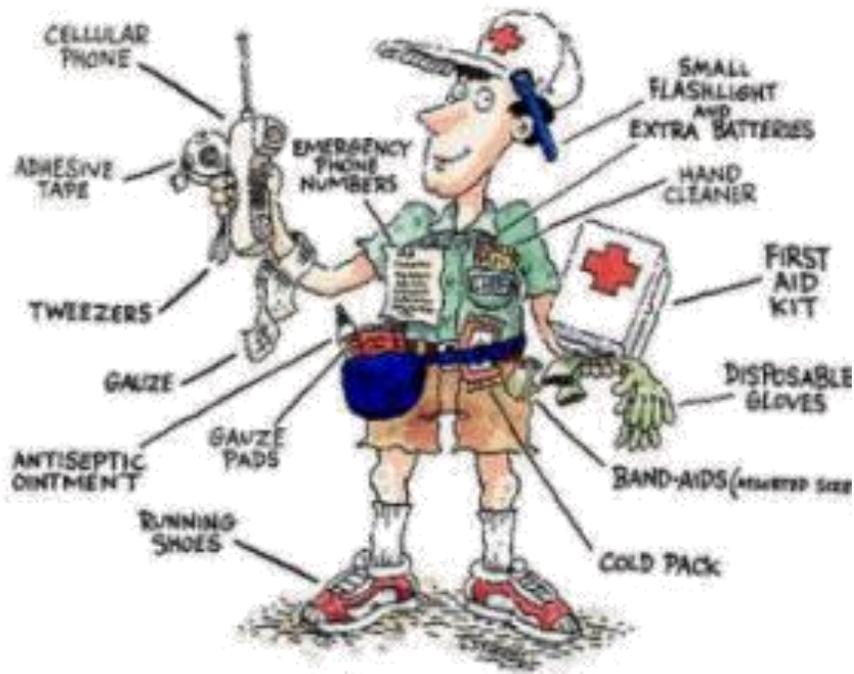


Kohl's Rx

Emergency Preparedness and Response Plan





Emergency Preparedness and Response Plan

Emergencies might occur and Kohl'sRx must be prepared for the unexpected. In the development of this plan, three subjects have been considered; human resources, physical resources, and business continuity. A disaster could affect customers, employees, and the workplace. Customers need uninterrupted service, even though the area around the facilities is closed and the buildings are unusable or are closed.

Therefore, patients will have a method to contact an employee of Kohl'sRx so that their needs can be satisfied during and outside the normal hours of operation in the retail locations. Employees will assist patients in a courteous and effective manner to correct problems or to otherwise provide them with required services and/or products. Emergency maintenance, replacement, or backup equipment for patients will be available at all times.

Since human resources, physical resources, and business continuity are interrelated, these have not been grouped. Below is a listing of considerations and actions that need to be included in preparation and response to emergencies.

Disasters can increase vulnerability to the whole organization and all potential emergencies cannot be anticipated. It is the purpose of this Plan to recognize many potential disasters, plan for responses to them, and minimize their adverse affects to the people, resources, and to the continuation of business.

DISASTER INFORMATION

Table of Contents

Chemicals	2	Terrorism	25
Fire	4	Nuclear Blast	30
Floods	7	Nuclear Power Plant Emergency	36
Dam Failure	8	Thunderstorm & Lightning	37
Hazardous Material	10	Wildfires	39
Extreme Heat	13	Winter Storms	42
Tornadoes	15	Management	51
Earthquakes	18		
Landslides	22		

Emergency Preparedness

Employee Protection and Employer Responsibility Occupational Safety & Health Administration (OSHA)

DISASTER INFORMATION



Emergency Preparedness and Response Plan

Chemicals

At every Kohll'sRx location there are household products containing hazardous materials or chemicals. Although the risk of a chemical accident is slight, knowing how to handle these products and how to react during an emergency can reduce the risk of injury. Labels should be checked to make sure the use, storage, and disposal of these materials are being done according to the manufacturer's directions.

Products such as aerosol cans of hair spray and deodorant, nail polish and nail polish remover, toilet bowl cleaners, and furniture polishes all fall into the category of hazardous materials.

Guidelines for buying and storing hazardous household chemicals safely:

- Buy only as much of a chemical as needed.
- Keep products containing hazardous materials in their original containers and never remove the labels unless the container is corroding. Corroding containers should be repackaged and clearly labeled.
- Never store hazardous products in food containers.
- Never mix household hazardous chemicals or waste with other products. Incompatibles, such as chlorine bleach and ammonia, may react, ignite, or explode.

Take precautions to prevent and respond to accidents:

- Follow the manufacturer's instructions for the proper use of the chemical.
- Never smoke while using chemicals.
- Never use hair spray, cleaning solutions, paint products, or pesticides near an open flame (e.g., pilot light, lighted candle, fireplace, wood burning stove, etc.) Vapor particles in the air could catch fire or explode.
- Clean up any chemical spill immediately. Use rags to clean up the spill. Wear gloves and eye protection. Allow the fumes in the rags to evaporate outdoors, then dispose of the rags by wrapping them in a newspaper and placing them in a sealed plastic bag in the trash container.
- Dispose of hazardous materials correctly. Take hazardous waste to a local collection program.
- Post the number of the emergency medical services and the poison control center by all telephones. In an emergency situation, there might not be time to look up critical phone numbers. The national poison control number is (800) 222-1222.

If there is a danger of fire or explosion the following should be done:

- Evacuate the building immediately. Do not waste time collecting items or calling the fire department when there is an immanent in danger. Call the fire department from outside (a cellular phone or a neighbor's phone) once everyone is safely away from danger.
- Stay upwind and away from the building to avoid breathing toxic fumes.

Recognize and respond to symptoms of toxic poisoning:

- Difficulty breathing.
- Irritation of the eyes, skin, throat, or respiratory tract.
- Changes in skin color.
- Headache or blurred vision.
- Dizziness.
- Clumsiness or lack of coordination.
- Cramps or diarrhea.

If someone is experiencing toxic poisoning symptoms or has been exposed to a household chemical:

- Find any containers of the substance that are readily available in order to provide requested information. Call the national poison control center at 1 (800) 222-1222.
- Follow the emergency operator or dispatcher's first aid instructions carefully. The first aid advice found on containers may be out of date or inappropriate. Do not give anything by mouth unless advised to do so by a medical professional.

Discard clothing that may have been contaminated. Some chemicals may not wash out completely.

Fire

Each year, people die and are injured from fires, many of which could be prevented. Also, direct property loss is due to fire. For protection, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a building can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear a person's lungs. Fire produces poisonous gases that can make people disoriented and drowsy. A person could fall into a deep sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

The following are things that can be done for protection of people and property in the event of a fire:

Smoke Alarms

- Install smoke alarms. Properly working smoke alarms decrease chances of dying in a fire by half.
- Place smoke alarms on every level of the building. Place them outside rooms on the ceiling or high on the wall (4 to 12 inches from ceiling), at the top of open stairways, and at the bottom of enclosed stairs.
- Test and clean smoke alarms once a month and replace batteries at least once a year. Replace smoke alarms once every 10 years.

Escaping the Fire

- Review escape routes with employees. Practice escaping from the premises..
- Make sure windows are not nailed or painted shut. Make sure security gratings on windows have a fire safety opening feature so they can be easily opened from the inside.
- Consider escape ladders if the building has more than one level, and ensure that burglar bars and other antitheft mechanisms that block outside window entry are easily opened from the inside.
- Teach employees to stay low to the floor (where the air is safer in a fire) when escaping from a fire.
- Clean out storage areas. Do not let trash, such as old newspapers and magazines, accumulate.

Flammable Items

- Never use gasoline, benzine, naphtha, or similar flammable liquids indoors.
- Store flammable liquids in approved containers in well-ventilated storage areas.
- Never smoke near flammable liquids.
- Discard all rags or materials that have been soaked in flammable liquids after use. Safely discard them outdoors in a metal container.
- Insulate chimneys and place spark arresters on top. The chimney should be at least three feet higher than the roof. Remove branches hanging above and around the chimney.

Heating Sources

- Be careful when using alternative heating sources.
- Place heaters at least three feet away from flammable materials. Make sure the floor and nearby walls are properly insulated.
- Use only the type of fuel designated for your unit and follow manufacturer's instructions.
- Keep open flames away from walls, furniture, drapery, and flammable items.



Emergency Preparedness and Response Plan

- Have heating units inspected and cleaned annually by a certified specialist.

Smoking

- Smoking is prohibited inside all buildings and vehicles owned or operated by Kohl's Rx.

Electrical Wiring

- Inspect extension cords for frayed or exposed wires or loose plugs.
- Make sure outlets have cover plates and no exposed wiring.
- Make sure wiring does not run under rugs, over nails, or across high-traffic areas.
- Do not overload extension cords or outlets. If there is a need to plug in two or three appliances, a UL-approved unit with built-in circuit breakers to prevent sparks and short circuits should be used.
- Make sure insulation does not touch bare electrical wiring.

Other

- Install A-B-C-type fire extinguishers in the buildings and employees should be taught how to use them.
- Consider installing an automatic fire sprinkler system in the buildings.

If a person's clothes catch on fire, the person should:

- Stop, drop, and roll - until the fire is extinguished. Running only makes the fire burn faster.

To escape a fire:

- Check closed doors for heat before opening them. If escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before opening it. Never use the palm of your hand or fingers to test for heat - burning those areas could impair your ability to escape a fire (i.e., ladders and crawling).

Hot Door	Cool Door
Do not open. Escape through a window. If you cannot escape, hang a white or light-colored sheet outside the window, alerting fire fighters to your presence.	Open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door and close it behind you. Be prepared to crawl. Smoke and heat rise. The air is clearer and cooler near the floor.

- Crawl low under any smoke to the exit - heavy smoke and poisonous gases collect first along the ceiling.
- Close doors behind you as you escape to delay the spread of the fire.
- Stay out once you are safely out. Do not reenter. Call 9-1-1.

The following are guidelines for different circumstances in the period following a fire:

- If there are burn victims, call 9-1-1; cool and cover burns to reduce the chance of further injury or infection.
- If heat or smoke is detected when entering a damaged building, evacuate immediately.
- If there is a safe or strong box, do not try to open it. It can hold intense heat for several hours. If the door is opened before the box has cooled, the contents could burst into flames.

Floods

Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states. However, all floods are not alike. Some floods develop slowly, sometimes over a period of days. But flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain. Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive. Flooding can also occur when a dam breaks, producing effects similar to flash floods.

To prepare for a flood:

- Avoid building in a floodplain unless it is elevated and reinforced.
- Elevate the furnace, water heater, and electric panel if susceptible to flooding.
- Install "check valves" in sewer traps to prevent floodwater from backing up into the drains.
- Construct barriers (levees, beams, floodwalls) to stop floodwater from entering the building.
- Seal walls in basements with waterproofing compounds to avoid seepage.
- Purchase flood insurance.

If a flood is likely:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

Prepare to evacuate, you should do the following:

- Secure the building. If there is time, bring in outdoor items and move them to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave you're the building, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make cause falling. Walk where the water is not moving. Use a stick to check the firmness of the ground.
- Do not drive into flooded areas. If floodwaters rise around the car, abandon the car and move to higher ground if this can be done safely.

Driving Flood Facts

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

Dam Failure

Dam failure or levee breaches can occur with little warning. Intense storms may produce a flood in a few hours or even minutes for upstream locations. Flash floods occur within six hours of the beginning of heavy rainfall, and dam failure may occur within hours of the first signs of breaching. Other failures and breaches can take much longer to occur, from days to weeks, as a result of debris jams or the accumulation of melting snow.

Knowing the risk, making sure an Emergency Action Plan (EAP) is in place, and evacuating when directed by emergency response officials are the most important steps that can be taken in staying safe from a dam failure. If there is a dam failure or an imminent dam failure and you need to evacuate, know your evacuation route and get out of harm's way. In general, evacuation planning and implementation are the responsibility of the state and local officials responsible for safety. However, there may be situations where facilities are located below a dam and local authorities will not be able to issue a timely warning. In this case, the dam owner should coordinate with local emergency management officials to determine who will warn you and in what priority.

If a flood is likely in the area:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

To evacuate, do the following:

- Secure the building. Move essential items to an upper floor.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if wet or standing in water.

Evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your vehicle, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

Driving Flood Facts

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUV's) and pick-ups.

The following are guidelines for the period following a flood:

- Listen for news reports to learn whether the community's water supply is safe to drink.
- Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
- Avoid moving water.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a vehicle.
- Stay away from downed power lines, and report them to the power company.

- Stay out of any building if it is surrounded by floodwaters.
- Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.



Emergency Preparedness and Response Plan

Hazardous Material

Chemicals are found everywhere. They purify drinking water, increase crop production, and simplify household chores. But chemicals also can be hazardous to humans or the environment if used or released improperly. Hazards can occur during production, storage, transportation, use, or disposal. There is a risk if a chemical is used unsafely or released in harmful amounts into the environment.

Hazardous materials in various forms can cause death, serious injury, long-lasting health effects, and damage to buildings, homes, and other property. Many products containing hazardous chemicals are used and stored routinely. These products are also shipped daily on the nation's highways, railroads, waterways, and pipelines.

Chemical manufacturers are one source of hazardous materials, but there are many others, including service stations, hospitals, and hazardous materials waste sites.

Varying quantities of hazardous materials are manufactured, used, or stored in facilities in the United States--from major industrial plants to local dry cleaning establishments or gardening supply stores.

Hazardous materials come in the form of explosives, flammable and combustible substances, poisons, and radioactive materials. These substances are most often released as a result of transportation accidents or because of chemical accidents in plants.

Many communities have [Local Emergency Planning Committees](#) (LEPCs) whose responsibilities include collecting information about hazardous materials in the community and making this information available to the public upon request. The LEPCs also are tasked with developing an emergency plan to prepare for and respond to chemical emergencies in the community. Ways the public will be notified and actions the public must take in the event of a release are part of the plan.

The following supplies should be included in a disaster kit:

- Plastic sheeting
- Duct tape
- Scissors

During a hazardous materials incident, listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. Stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

If you are:	Then:
Asked to evacuate	<p>Do so immediately.</p> <p>Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.</p> <p>Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.</p> <p>If there is time, minimize contamination in the building by closing all windows, shutting all vents, and turning off attic fans.</p> <p>Take pre-assembled disaster supplies.</p>

	Assist others who may require special assistance--infants, elderly people and people with disabilities.
Caught Outside	<p>Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.</p> <p>Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.</p> <p>Stay away from accident victims until the hazardous material has been identified.</p>
In a motor vehicle	Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.
Requested to stay indoors	<p>Close and lock all exterior doors and windows. Close vents and as many interior doors as possible.</p> <p>Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.</p> <p>Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.</p> <p>Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.</p> <p>Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper, or aluminum wrap.</p> <p>Use material to fill cracks and holes in the room, such as those around pipes.</p> <p>If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.</p>

Shelter Safety for Sealed Rooms

If in a safety shelter/sealed room, ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to five hours, assuming a normal breathing rate while resting. However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as

the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take. The shelter should be ventilated when the emergency has passed to avoid breathing contaminated air still inside the shelter.

The following are guidelines for the period following a hazardous materials incident:

- Return back to the building only when authorities say it is safe. Open windows and vents and turn on fans to provide ventilation.
- Act quickly if someone has come in to contact with or has been exposed to hazardous chemicals. Do the following:
 - Follow decontamination instructions from local authorities. It may be advised to take a thorough shower, or you may to stay away from water and follow another procedure.
 - Seek medical treatment for unusual symptoms as soon as possible.
 - Place exposed clothing and shoes in tightly sealed containers. Do not allow them to contact other materials. Call local authorities to find out about proper disposal.
 - Advise everyone who comes in to contact with you that you may have been exposed to a toxic substance.
- Find out from local authorities how to clean the property.
- Report any lingering vapors or other hazards to the local emergency services office.

Extreme Heat

Heat kills by pushing the human body beyond its limits. In extreme heat and high humidity, evaporation is slowed and the body must work extra hard to maintain a normal temperature. Most heat disorders occur because the victim has been overexposed to heat or has over-exercised for his or her age and physical condition. Older adults, young children, and those who are sick or overweight are more likely to succumb to extreme heat. Conditions that can induce heat-related illnesses include stagnant atmospheric conditions and poor air quality. Consequently, people living in urban areas may be at greater risk from the effects of a prolonged heat wave than those living in rural areas. Also, asphalt and concrete store heat longer and gradually release heat at night, which can produce higher nighttime temperatures known as the "urban heat island effect."

The following are recommended in extreme heat:

- Stay indoors as much as possible and limit exposure to the sun.
- Stay on the lowest floor out of the sunshine if air conditioning is not available.
- Circulating air can cool the body by increasing the perspiration rate of evaporation.
- Eat well-balanced, light, and regular meals. Avoid using salt tablets unless directed to do so by a physician.
- Drink plenty of water. Persons who have epilepsy or heart, kidney, or liver disease; are on fluid-restricted diets; or have a problem with fluid retention should consult a doctor before increasing liquid intake.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much skin as possible.
- Protect face and head by wearing a wide-brimmed hat.
- Avoid strenuous work during the warmest part of the day. Use a buddy system when working in extreme heat, and take frequent breaks.

Additional Information

An emergency water shortage can be caused by prolonged drought, poor water supply management, or contamination of a surface water supply source or aquifer. Drought can affect vast territorial regions and large population numbers. Drought also creates environmental conditions that increase the risk of other hazards such as fire, flash flood, and possible landslides and debris flow. Conserving water means more water is available for critical needs for everyone.

Extreme heat brings with it the possibility of heat-induced illnesses. The following table lists these illnesses, their symptoms, and the first aid treatment.

Condition	Symptoms	First Aid
Sunburn	Skin redness and pain, possible swelling, blisters, fever, headaches	Take a shower using soap to remove oils that may block pores, preventing the body from cooling naturally. Apply dry, sterile dressings to any blisters, and get medical attention.
Heat Cramps	Painful spasms, usually in leg and abdominal muscles; heavy sweating	Get the victim to a cooler location. Lightly stretch and gently massage affected muscles to relieve spasms.

		<p>Give sips of up to a half glass of cool water every 15 minutes. (Do not give liquids with caffeine or alcohol.)</p> <p>Discontinue liquids, if victim is nauseated.</p>
Heat Exhaustion	<p>Heavy sweating but skin may be cool, pale, or flushed. Weak pulse. Normal body temperature is possible, but temperature will likely rise. Fainting or dizziness, nausea, vomiting, exhaustion, and headaches are possible.</p>	<p>Get victim to lie down in a cool place.</p> <p>Loosen or remove clothing.</p> <p>Apply cool, wet clothes.</p> <p>Fan or move victim to air-conditioned place.</p> <p>Give sips of water if victim is conscious.</p> <p>Be sure water is consumed slowly.</p> <p>Give half glass of cool water every 15 minutes.</p> <p>Discontinue water if victim is nauseated.</p> <p>Seek immediate medical attention if vomiting occurs.</p>
Heat Stroke (a severe medical emergency)	<p>High body temperature (105+); hot, red, dry skin; rapid, weak pulse; and rapid shallow breathing. Victim will probably not sweat unless victim was sweating from recent strenuous activity. Possible unconsciousness.</p>	<p>Call 9-1-1 or emergency medical services, or get the victim to a hospital immediately. Delay can be fatal.</p> <p>Move victim to a cooler environment.</p> <p>Remove clothing</p> <p>Try a cool bath, sponging, or wet sheet to reduce body temperature.</p> <p>Watch for breathing problems.</p> <p>Use extreme caution.</p> <p>Use fans and air conditioners.</p>

Tornadoes

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.

Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

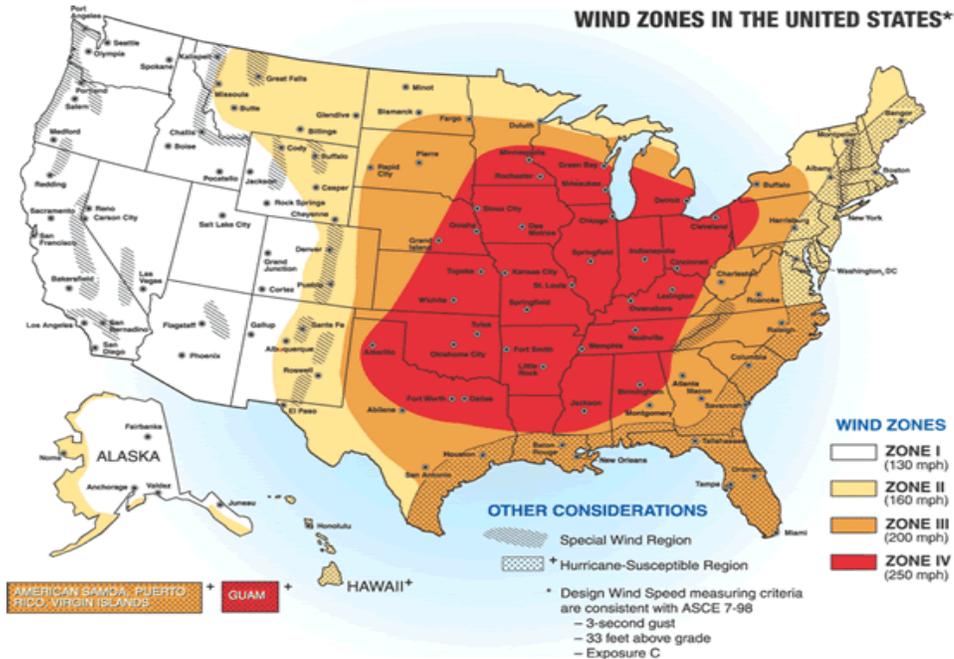
It is important to be alert to changing weather conditions.

- Listen to [NOAA Weather Radio](#) or to commercial radio or television newscasts for the latest information.
- Look for approaching storms
- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train.
- Be prepared to take shelter immediately.

If you are under a tornado WARNING, seek shelter immediately!

If you are in:	
A structure (e.g. residence, small building, school, nursing home, hospital, factory, shopping center, high-rise building)	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.

<p>A vehicle, trailer, or mobile home</p>	<p>Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.</p>
<p>The outside with no shelter</p>	<p>Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding. Do not get under an overpass or bridge. You are safer in a low, flat location. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.</p>



<p>Wind Zones</p>	<p>Areas Affected</p>
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<p>Zone I (130 mph)</p>	<p>All of Washington, Oregon, California, Idaho, Utah, and Arizona. Western parts of Montana, Wyoming, Colorado and New Mexico. Most of Alaska except the east and south coastlines.</p>
<p>Zone II (160 mph)</p>	<p>Eastern parts of Montana, Wyoming, Colorado, New Mexico. Most of North Dakota. Northern parts of Minnesota, Wisconsin and Michigan, Western parts of South Dakota, Nebraska and Texas. All New England States. Eastern parts of New York, Pennsylvania, Maryland, and Virginia. Washington, DC.</p>
<p>Zone III (200 mph)</p>	<p>Areas of Minnesota, South Dakota, Nebraska, Colorado, Kansas, Oklahoma, Texas, Louisiana, Mississippi, Alabama, Georgia, Tennessee, Kentucky, Pennsylvania, New York, Michigan, and Wisconsin. Most or all of Florida, Georgia, South Carolina, North Carolina, Virginia, West Virginia. All of American Samoa, Puerto Rico, and Virgin Islands.</p>
<p>Zone IV (250 mph)</p>	<p>Mid US including all of Iowa, Missouri, Arkansas, Illinois, Indiana, and Ohio and parts of adjoining states of Minnesota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Louisiana, Mississippi, Alabama, Georgia, Tennessee, Kentucky, Pennsylvania, Michigan, and Wisconsin. Guam.</p>

Earthquakes

One of the most frightening and destructive phenomena of nature is a severe earthquake and its terrible aftereffects. Earthquakes strike suddenly, violently, and without warning at any time of the day or night. If an earthquake occurs in a populated area, it may cause many deaths and injuries and extensive property damage. Although there are no guarantees of safety during an earthquake, identifying potential hazards ahead of time and advance planning can save lives and significantly reduce injuries and property damage. Following local seismic building standards will help reduce the impact of earthquakes.

Six Ways to Plan Ahead**Check for Hazards in the Home**

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from anywhere people sit.
- Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater by strapping it to the wall studs and bolting it to the floor.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

Identify Safe Places Indoors and Outdoors

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall.
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- In the open, away from buildings, trees, telephone and electrical lines, overpasses, or elevated expressways.

Stay Informed.

- Contact the local emergency management office or American Red Cross chapter for more information on earthquakes. Also read the "How-To Series" for information on how to protect property from earthquakes.
- Teach employees how and when to call 9-1-1, police, or fire department, and which radio station to tune to for emergency information.
- Teach employees how and when to turn off gas, electricity, and water.

Have Disaster Supplies on Hand

- Flashlight and extra batteries.
- Portable battery-operated radio and extra batteries.
- First aid kit and manual.
- Emergency food and water.
- Nonelectric can opener.
- Essential medicines.
- Cash and credit cards.
- Sturdy shoes.

Develop an Emergency Communication Plan

- In case employees of customers are separated from one another during an earthquake develop a plan for reuniting after the disaster.
- Establish an employee to serve as the central contact.

Help Your Community Get Ready

- Publish a special section in your local newspaper with emergency information on earthquakes. Localize the information by printing the phone numbers of local emergency services offices, the American Red Cross, and hospitals.
- Conduct a week-long series on locating hazards in the business sites.
- Work with local emergency services and American Red Cross officials to prepare special reports for people with mobility impairments on what to do during an earthquake.
- Provide tips on conducting earthquake drills at each location.
- Interview representatives of the gas, electric, and water companies about shutting off utilities.
- Work together in the community to apply special knowledge regarding building codes, retrofitting programs, hazard hunts, and emergency plans.

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and exiting is safe.

If indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk nearby, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Use a doorway for shelter only if it is in close proximity and if it is a strongly supported, load-bearing doorway.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- DO NOT use the elevators.

If outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.

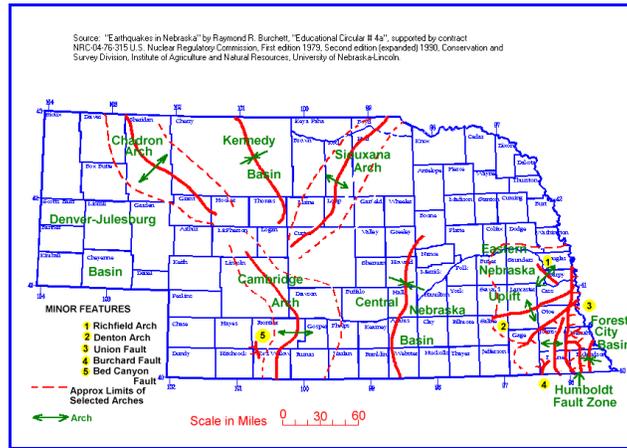
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

After an earthquake

- Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- Listen to a battery-operated radio or television. Listen for the latest emergency information.
- Use the telephone only for emergency calls.
- Open cabinets cautiously. Beware of objects that can fall off shelves.
- Stay away from damaged areas. Stay away unless assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.
- Help injured or trapped persons especially those who require special assistance such as infants, the elderly, and people with disabilities. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.
- Clean up spilled medicines, bleaches, gasoline or other flammable liquids immediately. Leave the area if there is an odor of gas or fumes from other chemicals.
- Inspect the entire length of chimneys for damage. Unnoticed damage could lead to a fire.
- Inspect utilities.
 - Check for gas leaks. If there is an odor of gas or a blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if possible and call the gas company from another location. If the gas is turned off for any reason, it must be turned back on by a professional.
 - Look for electrical system damage. If there are sparks or broken or frayed wires, or if there is the odor of hot insulation, turn off the electricity at the main fuse box or circuit breaker. If you have to step in water to get to the fuse box or circuit breaker, call an electrician first for advice.
 - Check for sewage and water lines damage. If sewage lines are damaged, avoid using the toilets and call a plumber. If water pipes are damaged, contact the water company and avoid using water from the tap. Safe water can be obtained by melting ice cubes.



Landslides

Landslides occur in all U.S. states and territories. In a landslide, masses of rock, earth, or debris move down a slope. Landslides may be small or large, slow or rapid. They are activated by:

- storms,
- earthquakes,
- volcanic eruptions,
- fires,
- alternate freezing or thawing,
- and steepening of slopes by erosion or human modification.

Debris and mudflows are rivers of rock, earth, and other debris saturated with water. They develop when water rapidly accumulates in the ground, during heavy rainfall or rapid snowmelt, changing the earth into a flowing river of mud or “slurry.” They can flow rapidly, striking with little or no warning at avalanche speeds. They also can travel several miles from their source, growing in size as they pick up trees, boulders, cars, and other materials.

Landslide problems can be caused by land mismanagement, particularly in mountain, canyon, and coastal regions. In areas burned by forest and brush fires, a lower threshold of precipitation may initiate landslides. Land-use zoning, professional inspections, and proper design can minimize many landslide, mudflow, and debris flow problems.

Protection from the effects of a landslide or debris flow:

- Do not build near steep slopes, close to mountain edges, near drainage ways, or natural erosion valleys.
- Get a ground assessment of the property.
- Contact local officials, state geological surveys or departments of natural resources, and university departments of geology. Landslides occur where they have before, and in identifiable hazard locations. Ask for information on landslides in your area, specific information on areas vulnerable to landslides, and request a professional referral for a very detailed site analysis of the property, and corrective measures that can be taken, if necessary.
- If there is a risk of a landslide talk with an insurance agent. Debris flow may be covered by flood insurance policies from the [National Flood Insurance Program \(NFIP\)](#).
- Minimize hazards:
 - Have flexible pipe fittings installed to avoid gas or water leaks, as flexible fittings are more resistant to breakage (only the gas company or professionals should install gas fittings).
 - Plant ground cover on slopes and build retaining walls.
 - In mudflow areas, build channels or deflection walls to direct the flow around buildings.
 - Remember: If walls are built to divert debris flow and the flow lands on a neighbor's property, you may be liable for damages.

Recognize Landslide Warning Signs

- Changes occur in landscape such as patterns of storm-water drainage on slopes (especially the places where runoff water converges), land movement, small slides, flows, or progressively leaning trees.
- Doors or windows stick or jam for the first time.
- New cracks appear in plaster, tile, brick, or foundations.
- Outside walls, walks, or stairs begin pulling away from the building.

- Slowly developing, widening cracks appear on the ground or on paved areas such as streets or driveways.
- Underground utility lines break.
- Bulging ground appears at the base of a slope.
- Water breaks through the ground surface in new locations.
- Fences, retaining walls, utility poles, or trees tilt or move.
- A faint rumbling sound that increases in volume is noticeable as the landslide nears.
- The ground slopes downward in one direction and may begin shifting in that direction under your feet.
- Unusual sounds, such as trees cracking or boulders knocking together, might indicate moving debris.
- Collapsed pavement, mud, fallen rocks, and other indications of possible debris flow can be seen when driving (embankments along roadsides are particularly susceptible to landslides).
- Stay alert. Listen to a NOAA Weather Radio or portable, battery-powered radio or television for warnings of intense rainfall. Be aware that intense, short bursts of rain may be particularly dangerous, especially after longer periods of heavy rainfall and damp weather.
- If located in areas susceptible to landslides and debris flows, consider leaving if it is safe to do so. Remember that driving during an intense storm can be hazardous. Staying out of the path of a landslide or debris flow saves lives.
- Listen for any unusual sounds that might indicate moving debris, such as trees cracking or boulders knocking together. A trickle of flowing or falling mud or debris may precede larger landslides. Moving debris can flow quickly and sometimes without warning.
- If a stream or channel is nearby, be alert for any sudden increase or decrease in water flow and for a change from clear to muddy water. Such changes may indicate landslide activity upstream, so be prepared to move quickly. Don't delay!
- Be especially alert when driving. Embankments along roadsides are particularly susceptible to landslides. Watch the road for collapsed pavement, mud, fallen rocks, and other indications of possible debris flows.

Imminent Landslide Danger

- Contact the fire, police, or public works department. Local officials are the best persons able to assess potential danger.
- Inform affected neighbors. Your neighbors may not be aware of potential hazards. Advising them of a potential threat may help save lives. Help neighbors who may need assistance to evacuate.
- Evacuate. Getting out of the path of a landslide or debris flow is the best protection.
- Curl into a tight ball and protect your head if escape is not possible.

After a landslide incident

- Stay away from the slide area. There may be danger of additional slides.
- Listen to local radio or television stations for the latest emergency information.
- Watch for flooding, which may occur after a landslide or debris flow. Floods sometimes follow landslides and debris flows because they may both be started by the same event.
- Check for injured and trapped persons near the slide, without entering the direct slide area. Direct rescuers to their locations.

- Help a neighbor who may require special assistance - infants, elderly people, and people with disabilities. Elderly people and people with disabilities may require additional assistance. People who care for them or who have large families may need additional assistance in emergency situations.
- Look for and report broken utility lines and damaged roadways and railways to appropriate authorities. Reporting potential hazards will get the utilities turned off as quickly as possible, preventing further hazard and injury.
- Check the building foundation, chimney, and surrounding land for damage. Damage to foundations, chimneys, or surrounding land may help assess the safety of the area.
- Replant damaged ground cover as soon as possible since erosion caused by loss of ground cover can lead to flash flooding and additional landslides in the near future.
- Seek advice from a geotechnical expert for evaluating landslide hazards or designing corrective techniques to reduce landslide risk. A professional will be able to advise of the best ways to prevent or reduce landslide risk, without creating further hazard.

Terrorism

Throughout human history, there have been many threats to the security of nations. These threats have brought about large-scale losses of life, the destruction of property, widespread illness and injury, the displacement of large numbers of people, and devastating economic loss. Recent technological advances and ongoing international political unrest are components of the increased risk to national security.

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.
- Try to convince citizens that their government is powerless to prevent terrorism.
- Get immediate publicity for their causes.

Acts of terrorism include threats of terrorism; assassinations; kidnappings; hijackings; bomb scares and bombings; cyber attacks (computer-based); and the use of chemical, biological, nuclear and radiological weapons. High-risk targets for acts of terrorism 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, terrorists are capable of spreading fear by sending explosives or chemical and biological agents through the mail.

Within the immediate area of a terrorist event, there is a need to rely on police, fire, and other officials for instructions. However, preparation can be made in much the same way as for other crisis events.

General Safety Guidelines:

- Be aware of the surroundings.
- Move or leave if there is discomfort or if something does not seem right.
- Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Promptly report unusual behavior, suspicious or unattended packages, and strange devices to the police or security personnel.
- Learn where emergency exits are located in buildings. Plan how to get out in the event of an emergency.
- Be prepared to do without services which are normally depend upon—electricity, telephone, natural gas, gasoline pumps, cash registers, ATMs, and Internet transactions.
- Work with building owners to ensure the following items are located on each floor of the building:
 - Portable, battery-operated radio and extra batteries.
 - Several flashlights and extra batteries.
 - First aid kit and manual.
 - Hard hats and dust masks.
 - Fluorescent tape to rope off dangerous areas.

Explosions

Terrorists have frequently used explosive devices as one of their most common weapons. Terrorists do not have to look far to find out how to make explosive devices; the information is readily available in books and other information sources. The materials needed for an explosive device can be found in many places including variety, hardware, and auto supply stores. Explosive devices are highly portable using vehicles and humans as a means of transport. They are easily detonated from remote locations or by suicide bombers. Conventional bombs have been used to

damage and destroy financial, political, social, and religious institutions. Attacks have occurred in public places and on city streets with thousands of people around the world injured and killed.

If you receive a telephoned bomb threat, you should do the following:

- Get as much information from the caller as possible. Try to ask the following questions:
 1. When is the bomb going to explode?
 2. Where is it right now?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
 6. Did you place the bomb?
 7. Why?
 8. What is your address?
 9. What is your name?
- Keep the caller on the line and record everything that is said.
- Notify the police and building management.

If there is an explosion, you should:

- Get under a sturdy table or desk if things are falling around you. When they stop falling, leave quickly, watching for obviously weakened floors and stairways. As you exit from the building, be especially watchful of falling debris.
- Leave the building as quickly as possible. Do not stop to retrieve personal possessions or make phone calls.
- Do not use elevators.

Once you are out:

- Do not stand in front of windows, glass doors, or other potentially hazardous areas.
- Move away from sidewalks or streets to be used by emergency officials or others still exiting the building.

If you are trapped in debris:

- If possible, use a flashlight to signal your location to rescuers.
- Avoid unnecessary movement so you don't kick up dust.
- Cover your nose and mouth with anything you have on hand. (Dense-weave cotton material can act as a good filter. Try to breathe through the material.)
- Tap on a pipe or wall so rescuers can hear where you are.
- If possible, use a whistle to signal rescuers.
- Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.

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:

- Are unexpected or from someone unfamiliar to you.
- Have no return address, or have one that can't be verified as legitimate.
- Have protruding wires or aluminum foil, strange odors, or stains.
- Show a city or state in the postmark that doesn't match the return address.
- Are of unusual weight given their size, or are lopsided or oddly shaped.
- Are marked with threatening language.
- Have inappropriate or unusual labeling.

- Have excessive postage or packaging material, such as masking tape and string.
- Have misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have incorrect titles or titles without a name.
- Are not addressed to a specific person.
- Have hand-written 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.

- Refrain from eating or drinking in a designated mail handling area.
- 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.
- 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.
- Leave the room and close the door, or section off the area to prevent others from entering.
- Wash your hands with soap and water to prevent spreading any powder to your face.
- 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.
- 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.

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons are bacteria, viruses, and toxins. 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 into the air, by infecting animals that carry the disease to humans, and by contaminating food and water.

Delivery methods include:

- 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 - some diseases are spread by insects and animals, such as fleas, mice, flies, mosquitoes, and livestock.
- 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. Most microbes are killed by boiling water for one minute, but some require longer. Follow official instructions.
- 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.

Specific information on biological agents is available at the [Centers for Disease Control and Prevention's Web site](#).

To be prepared, check with your doctor to ensure all required or suggested immunizations are up to date. Children and older adults are particularly vulnerable to biological agents.

In the event of a biological attack, public health officials may not immediately be able to provide information on what you should do. It will take time to determine what the illness is, how it should be treated, and who is in danger. Watch television, listen to radio, or check the Internet

for official news and information including signs and symptoms of the disease, areas in danger, if medications or vaccinations are being distributed, and where you should seek medical attention if you become ill. The first evidence of an attack may be when you notice symptoms of the disease caused by exposure to an agent. Be suspicious of any symptoms you notice, but do not assume that any illness is a result of the attack. Use common sense and practice good hygiene.

If you become aware of an unusual and suspicious substance nearby:

- Move away quickly.
- Wash with soap and water.
- Contact authorities.
- Listen to the media for official instructions.
- Seek medical attention if you become sick.

If you are exposed to a biological agent:

- Remove and bag your clothes and personal items. Follow official instructions for disposal of contaminated items.
- Wash yourself with soap and water and put on clean clothes.
- Seek medical assistance. You may be advised to stay away from others or even quarantined.

HEPA filters are useful in biological attacks. If the building where you are working has a central heating and cooling system with a HEPA filter, leave it on if it is running or turn the fan on if it is not running. Moving the air in the house through the filter will help remove the agents from the air. If there is a portable HEPA filter, take it with you to the internal room where you are seeking shelter and turn it on. If the building has a modern, central heating and cooling system, the system's filtration should provide a relatively safe level of protection from outside biological contaminants. HEPA filters will not filter chemical agents.

In some situations, such as the case of the anthrax letters sent in 2001, people may be alerted to 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. The basic public health procedures and medical protocols for handling exposure to biological agents are the same as for any infectious disease. It is important for you to pay attention to official instructions via radio, television, and emergency alert systems.

Chemical agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. They can be released by bombs or sprayed from aircraft, boats, and vehicles. They can be 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 (2 to 48 hours). While potentially lethal, chemical agents are difficult to deliver in lethal concentrations. Outdoors, the agents often dissipate rapidly. Chemical agents also are difficult to produce. A chemical attack could come without warning. Signs of a chemical release include people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

What you should do to prepare for a chemical threat:

- Check your disaster supplies kit to make sure it includes:
 - A roll of duct tape and scissors.

- Plastic for doors, windows, and vents for the room in which you will shelter in place. To save critical time during an emergency, pre-measure and cut the plastic sheeting for each opening.
- Choose an internal room for shelter, preferably one without windows and on the highest level.

If you are instructed to remain in the building, you should:

- Close doors and windows and turn off all ventilation, including furnaces, air conditioners, vents, and fans.
- Seek shelter in an internal room and take the disaster supplies kit.
- Seal the room with duct tape and plastic sheeting.
- Listen to the radio for instructions from authorities.

If you are caught in or near a contaminated area, you should:

- Move away immediately in a direction upwind of the source.
- Find shelter as quickly as possible.

Decontamination is needed within minutes of exposure to minimize health consequences.

Do not leave the safety of a shelter to go outdoors to help others until authorities announce it is safe to do so. A person affected by a chemical agent requires immediate medical attention from a professional. If medical help is not immediately available, decontaminate yourself and assist in decontaminating others. Decontamination guidelines are as follows:

- 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 contaminated clothing and items into a plastic bag and seal it. Decontaminate hands using soap and water. Remove eyeglasses or contact lenses. Put glasses in a pan of household bleach to decontaminate them, and then rinse and dry.
- Flush eyes with water.
- Gently wash face and hair with soap and water before thoroughly rinsing with water.
- 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.
- Change into uncontaminated clothes. Clothing stored in drawers or closets is likely to be uncontaminated.
- Proceed to a medical facility for screening and professional treatment.

Nuclear Blast

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. A nuclear device can range from a weapon carried by an intercontinental missile launched by a hostile nation or terrorist organization, to a small portable nuclear device transported by an individual. All nuclear devices cause deadly effects when exploded, including blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction.

The extent, nature, and arrival time of these hazards are difficult to predict. The geographical dispersion of hazard effects will be defined by the following:

- Size of the device. A more powerful bomb will produce more distant effects.
- Height above the ground the device was detonated. This will determine the extent of blast effects.

- Nature of the surface beneath the explosion. Some materials are more likely to become radioactive and airborne than others. Flat areas are more susceptible to blast effects.
- Existing meteorological conditions. Wind speed and direction will affect arrival time of fallout; precipitation may wash fallout from the atmosphere.

Even if individuals are not close enough to the nuclear blast to be affected by the direct impacts, they may be affected by radioactive fallout. Any nuclear blast results in some fallout. Blasts that occur near the earth's surface create much greater amounts of fallout than blasts that occur at higher altitudes. This is because the tremendous heat produced from a nuclear blast causes an up-draft of air that forms the familiar mushroom cloud. When a blast occurs near the earth's surface, millions of vaporized dirt particles also are drawn into the cloud. As the heat diminishes, radioactive materials that have vaporized condense on the particles and fall back to Earth. The phenomenon is called radioactive fallout. This fallout material decays over a long period of time, and is the main source of residual nuclear radiation. Fallout from a nuclear explosion may be carried by wind currents for hundreds of miles if the right conditions exist. Effects from even a small portable device exploded at ground level can be potentially deadly.

Nuclear radiation cannot be seen, smelled, or otherwise detected by normal senses. Radiation can only be detected by radiation monitoring devices. This makes radiological emergencies different from other types of emergencies, such as floods or hurricanes. Monitoring can project the fallout arrival times, which will be announced through official warning channels. However, any increase in surface build-up of gritty dust and dirt should be a warning for taking protective measures.

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. An EMP acts like a stroke of lightning but is stronger, faster, and shorter. An 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 an EMP is unlikely to harm most people, it could harm those with pacemakers or other implanted electronic devices.

The danger of a massive strategic nuclear attack on the United States is predicted by experts to be less likely today. However, terrorism, by nature, is unpredictable. If there were threat of an attack, 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, DC, 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.

The three factors for protecting oneself from radiation and fallout are distance, shielding, and time.

- Distance - the more distance between you and the fallout particles, the better. An underground area such as 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.

- Shielding - the heavier and denser the materials - thick walls, concrete, bricks, books and earth - between you and the fallout particles, the better.
- 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 percent 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.

To prepare for a nuclear blast, you should do the following:

- Find out from officials if any public buildings in your community have been designated as fallout shelters. If none have been designated, make your own list of potential shelters near your workplace. These places would include basements or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- During periods of increased threat increase your disaster supplies to be adequate for up to two weeks.

Taking shelter during a nuclear blast is absolutely necessary. There are two kinds of shelters - blast and fallout. The following describes the two kinds of shelters:

- Blast shelters are specifically constructed to offer some protection against blast pressure, initial radiation, heat, and fire. But even a blast shelter cannot withstand a direct hit from a nuclear explosion.
- Fallout shelters do not need to be specially constructed for protecting against fallout. 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 following are guidelines for what to do in the event of a nuclear explosion.

If an attack warning is issued:

- Take cover as quickly as you can, below ground if possible, and stay there until instructed to do otherwise.
- Listen for official information and follow instructions.

If you are caught outside and unable to get inside immediately:

- Do not look at the flash or fireball - it can blind you.
- 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.
- Take shelter as soon as you can, even if you are many miles from ground zero where the attack occurred - radioactive fallout can be carried by the winds for hundreds of miles. Remember the three protective factors: Distance, shielding, and time.

Decay rates of the radioactive fallout are the same for any size nuclear device. However, the amount of fallout will vary based on the size of the device and its proximity to the ground. Therefore, it might be necessary for those in the areas with highest radiation levels to shelter for up to a month. The heaviest fallout would be limited to the area at or downwind from the explosion, and 80 percent of the fallout would occur during the first 24 hours. People in most of the areas

that would be affected could be allowed to come out of shelter within a few days and, if necessary, evacuate to unaffected areas.

Remember the following:

- Keep listening to the radio and television for news about what to do, where to go, and places to avoid.
- Stay away from damaged areas. Stay away from areas marked “radiation hazard” or “HAZMAT.” Remember that radiation cannot be seen, smelled, or otherwise detected by human senses.

Radiological Dispersion Device

Terrorist use of an RDD—often called “dirty nuke” or “dirty bomb”—is considered far more likely than use of a nuclear explosive device. An RDD combines a conventional explosive device—such as a bomb—with radioactive material. It is designed to scatter dangerous and sub-lethal amounts of radioactive material over a general area. Such RDDs appeal to terrorists because they require limited technical knowledge to build and deploy compared to a nuclear device. Also, the radioactive materials in RDDs are widely used in medicine, agriculture, industry, and research, and are easier to obtain than weapons grade uranium or plutonium.

The primary purpose of terrorist use of an RDD is to cause psychological fear and economic disruption. Some devices could cause fatalities from exposure to radioactive materials. Depending on the speed at which the area of the RDD detonation was evacuated or how successful people were at sheltering-in-place, the number of deaths and injuries from an RDD might not be substantially greater than from a conventional bomb explosion. The size of the affected area and the level of destruction caused by an RDD would depend on the sophistication and size of the conventional bomb, the type of radioactive material used, the quality and quantity of the radioactive material, and the local meteorological conditions—primarily wind and precipitation. The area affected could be placed off-limits to the public for several months during cleanup efforts.

There is no way of knowing how much warning time there will be before an attack by terrorists using a Radiological Dispersion Device (RDD), so being prepared in advance and knowing what to do and when is important.

To prepare for an RDD event, you should do the following:

- Find out from officials if any public buildings in your community have been designated as fallout shelters. If none have been designated, make your own list of potential shelters near your workplace. These places would include basements or the windowless center area of middle floors in high-rise buildings, as well as subways and tunnels.
- During periods of increased threat increase your disaster supplies to be adequate for up to two weeks.

Taking shelter during an RDD event is absolutely necessary. There are two kinds of shelters - blast and fallout. The following describes the two kinds of shelters:

- Blast shelters are specifically constructed to offer some protection against blast pressure, initial radiation, heat, and fire. But even a blast shelter cannot withstand a direct hit from a nuclear explosion.
- Fallout shelters do not need to be specially constructed for protecting against fallout. 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.

While the explosive blast will be immediately obvious, the presence of radiation will not be known until trained personnel with specialized equipment are on the scene. Whether you are indoors or outdoors, be extra cautious. It would be safer to assume radiological contamination has



Emergency Preparedness and Response Plan

occurred—particularly in an urban setting or near other likely terrorist targets—and take the proper precautions. As with any radiation, you want to avoid or limit exposure. This is particularly true of inhaling radioactive dust that results from the explosion. As you seek shelter from any location (indoors or outdoors) and there is visual dust or other contaminants in the air, breathe through the cloth of your shirt or coat to limit your exposure. If you manage to avoid breathing radioactive dust, your proximity to the radioactive particles may still result in some radiation exposure. If the explosion or radiological release occurs inside, get out immediately and seek safe shelter. Otherwise, if you are:

Outdoors	Indoors
<p>Seek shelter indoors immediately in the nearest undamaged building.</p> <p>If appropriate shelter is not available, move as rapidly as is safe upwind and away from the location of the explosive blast. Then, seek appropriate shelter as soon as possible.</p> <p>Listen for official instructions and follow directions.</p>	<p>If you have time, turn off ventilation and heating systems, close windows, vents, fireplace dampers, exhaust fans, and clothes dryer vents. Retrieve your disaster supplies kit and a battery-powered radio and take them to your shelter room.</p> <p>Seek shelter immediately, preferably underground or in an interior room of a building, placing as much distance and dense shielding as possible between you and the outdoors where the radioactive material may be.</p> <p>Seal windows and external doors that do not fit snugly with duct tape to reduce infiltration of radioactive particles. Plastic sheeting will not provide shielding from radioactivity nor from blast effects of a nearby explosion.</p> <p>Listen for official instructions and follow directions.</p>

After finding safe shelter, those who may have been exposed to radioactive material should decontaminate themselves. To do this, remove and bag your clothing (and isolate the bag away from you and others), and shower thoroughly with soap and water. Seek medical attention after officials indicate it is safe to leave shelter.

Contamination from an RDD event could affect a wide area, depending on the amount of conventional explosives used, the quantity and type of radioactive material released, and meteorological conditions. Thus, radiation dissipation rates vary, but radiation from an RDD will likely take longer to dissipate due to a potentially larger localized concentration of radioactive material.

Follow these additional guidelines after an RDD event:

- Continue listening to your radio or watch the television for instructions from local officials, whether you have evacuated or sheltered-in-place.
- Do not return to or visit an RDD incident location for any reason.

Homeland Security Advisory System

The Homeland Security Advisory System is designed to target our protective measures when specific information to a specific sector or geographic region is received. It combines threat

information with vulnerability assessments and provides communications to public safety officials and the public.

- Homeland Security Threat Advisories contain actionable information about an incident involving, or a threat targeting, critical national networks or infrastructures or key assets. They could, for example, relay newly developed procedures that, when implemented, would significantly improve security or protection. They could also suggest a change in readiness posture, protective actions, or response. This category includes products formerly named alerts, advisories, and sector notifications. Advisories are targeted to Federal, state, and local governments, private sector organizations, and international partners.
- Homeland Security Information Bulletins communicate information of interest to the nation's critical infrastructures that do not meet the timeliness, specificity, or significance thresholds of warning messages. Such information may include statistical reports, periodic summaries, incident response or reporting guidelines, common vulnerabilities and patches, and configuration standards or tools. It also may include preliminary requests for information. Bulletins are targeted to Federal, state, and local governments, private sector organizations, and international partners.
- Color-coded Threat Level System is used to communicate with public safety officials and the public at-large through a threat-based, color-coded system so that protective measures can be implemented to reduce the likelihood or impact of an attack. Raising the threat condition has economic, physical, and psychological effects on the nation; so, the Security Advisory System can place specific regions or industry sectors on a higher alert status regions or industries, based on specific threat information.



Homeland geographic than other

Nuclear Power Plant Emergency

Nuclear power plants use the heat generated from nuclear fission in a contained environment to convert water to steam, which powers generators to produce electricity. Nuclear power plants operate in most states in the country and produce about 20 percent of the nation's power. Nearly 3 million Americans live within 10 miles of an operating nuclear power plant.

Although the construction and operation of these facilities are closely monitored and regulated by the Nuclear Regulatory Commission (NRC), accidents are possible. An accident could result in dangerous levels of radiation that could affect the health and safety of the public living and working near the nuclear power plant.

Local and state governments, federal agencies, and the electric utilities have emergency response plans in the event of a nuclear power plant incident. The plans define two "emergency planning zones." One zone covers an area within a 10-mile radius of the plant, where it is possible that people could be harmed by direct radiation exposure. The second zone covers a broader area, usually up to a 50-mile radius from the plant, where radioactive materials could contaminate water supplies, food crops, and livestock.

The potential danger from an accident at a nuclear power plant is exposure to radiation. This exposure could come from the release of radioactive material from the plant into the environment, usually characterized by a plume (cloud-like formation) of radioactive gases and particles. The major hazards to people in the vicinity of the plume are radiation exposure to the body from the cloud and particles deposited on the ground, inhalation of radioactive materials, and ingestion of radioactive materials.

Radioactive materials are composed of atoms that are unstable. An unstable atom gives off its excess energy until it becomes stable. The energy emitted is radiation. Each of us is exposed to radiation daily from natural sources, including the Sun and the Earth. Small traces of radiation are present in food and water. Radiation also is released from man-made sources such as X-ray machines, television sets, and microwave ovens. Radiation has a cumulative effect. The longer a person is exposed to radiation, the greater the effect. A high exposure to radiation can cause serious illness or death.

Although the risk of a chemical accident is slight, knowing how to handle these products and how to react during an emergency can reduce the risk of injury.

Thunderstorms and Lightning

All thunderstorms are dangerous. Every thunderstorm produces lightning. People are injured or killed each year by lightning. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms. Other associated dangers of thunderstorms include tornadoes, strong winds, hail, and flash flooding. Flash flooding is responsible for more fatalities than any other thunderstorm-associated hazard.

Dry thunderstorms that do not produce rain that reaches the ground are most prevalent in the western United States. Falling raindrops evaporate, but lightning can still reach the ground and can start wildfires.

Facts About Thunderstorms

- They may occur singly, in clusters, or in lines.
- Some of the most severe occur when a single thunderstorm affects one location for an extended time.
- Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour.
- Warm, humid conditions are highly favorable for thunderstorm development.
- About 10 percent of thunderstorms are classified as severe—one that produces hail at least three-quarters of an inch in diameter, has winds of 58 miles per hour or higher, or produces a tornado.

Facts About Lightning

- Lightning's unpredictability increases the risk to individuals and property.
- Lightning often strikes outside of heavy rain and may occur as far as 10 miles away from any rainfall.
- "Heat lightning" is actually lightning from a thunderstorm too far away for thunder to be heard. However, the storm may be moving in your direction!
- Most lightning deaths and injuries occur when people are caught outdoors in the summer months during the afternoon and evening.
- Chances of being struck by lightning are estimated to be 1 in 600,000, but could be reduced even further by following safety precautions.
- Lightning strike victims carry no electrical charge and should be attended to immediately.

To prepare for a thunderstorm, you should do the following:

- Remove dead or rotting trees and branches that could fall and cause injury or damage during a severe thunderstorm.
- Remember the 30/30 lightning safety rule: Go indoors if, after seeing lightning, you cannot count to 30 before hearing thunder. Stay indoors for 30 minutes after hearing the last clap of thunder.

The following are guidelines if a thunderstorm is likely:

- Postpone outdoor activities.
- Get inside building or hard top automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.
- Remember, rubber-soled shoes and rubber tires provide NO protection from lightning. However, the steel frame of a hard-topped vehicle provides increased protection if you are not touching metal.
- Secure outdoor objects that could blow away or cause damage.

- Shutter windows and secure outside doors. If shutters are not available, close window blinds, shades, or curtains.
- Plumbing and bathroom fixtures can conduct electricity.
- Use a corded telephone only for emergencies. Cordless and cellular telephones are safe to use.
- Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.
- Use a battery-operated NOAA Weather Radio for updates from local officials.

Avoid the following:

- Natural lightning rods such as a tall, isolated tree in an open area.
- Hilltops, open fields, the beach, or a boat on the water.
- Isolated sheds or other small structures in open areas.
- Anything metal—tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.

In a forest	Seek shelter in a low area under a thick growth of small trees.
In an open area	Go to a low place such as a ravine or valley. Be alert for flash floods.
On open water	Get to land and find shelter immediately.
Anywhere you feel your hair stand on end (which indicates that lightning is about to strike)	Squat low to the ground on the balls of your feet. Place your hands over your ears and your head between your knees. Make yourself the smallest target possible and minimize your contact with the ground. DO NOT lie flat on the ground.

The following are things you should check when you attempt to give aid to a victim of lightning:

- Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation.
- Heartbeat - if the heart has stopped, administer CPR.
- Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also be alert for nervous system damage, broken bones, and loss of hearing and eyesight.

Wildfire

The threat of wild-land fires for people living near wild-land areas or using recreational facilities in wilderness areas is real. Dry conditions at various times of the year and in various parts of the United States greatly increase the potential for wild-land fires. Advance planning and knowing how to protect buildings in these areas can lessen the devastation of a wild-land fire. There are several safety precautions that should be taken to reduce the risk of fire losses. To reduce the risk, there is a need to consider the fire resistance of buildings, the topography of the property, and the nature of the vegetation close by.

Listed here are several suggestions that can be implemented immediately. Others need to be considered at the time of construction or remodeling. The fire department, forestry office, emergency management office, or building department can be contacted for information about local fire laws, building codes, and protection measures. Obtain local building codes and weed abatement ordinances for structures built near wooded areas.

Learn about the history of wildfire in the area. Be aware of recent weather. A long period without rain increases the risk of wildfire. Consider having a professional inspect the property and offer recommendations for reducing the wildfire risk. Determine the community's ability to respond to wildfire. Are roads leading to the property clearly marked? Are the roads wide enough to allow firefighting equipment to get through? Is the building number visible from the roadside?

Learn and teach safe fire practices.

- Build fires away from nearby trees or bushes.
- Always have a way to extinguish the fire quickly and completely.
- Install smoke detectors on every level of the building.
- Never leave a fire--even a cigarette--burning unattended.
- Avoid open burning completely, and especially during dry season.

Always be ready for an emergency evacuation. Evacuation may be the only way to protect employees and customers in a wildfire. Know where to go and what to bring with you. You should plan several escape routes in case roads are blocked by a wildfire.

All vegetation is fuel for a wildfire, though some trees and shrubs are more flammable than others. To reduce the risk, modify or eliminate brush, trees and other vegetation near buildings. The greater the distance is between buildings and the vegetation, the greater the protection.

Create a 30-foot safety zone around buildings. Keep the volume of vegetation in this zone to a minimum. If buildings are on a hill, extend the zone on the downhill side. Fire spreads rapidly uphill. The steeper the slope, the more open space is needed to protect buildings. Stone walls can act as heat shields and deflect flames. In this zone, the following should be done:

- Remove vines from the walls of buildings.
- Move shrubs and other landscaping away from the sides of the building.
- Prune branches and shrubs within 15 feet of chimneys and stove pipes.
- Remove tree limbs within 15 feet of the ground.
- Thin a 15-foot space between tree crowns.
- Replace highly flammable vegetation such as pine, eucalyptus, junipers and fir trees with lower growing, less flammable species.
- Replace vegetation that has living or dead branches from the ground-level up (these act as ladder fuels for the approaching fire).
- Cut the lawn often keeping the grass at a maximum of 2 inches. Watch grass and other vegetation near parking lots, a source of ignition from automobile exhaust systems.
- Clear the area of leaves, brush, evergreen cones, dead limbs and fallen trees.

Create a second zone at least 100 feet around buildings. This zone should begin about 30 feet from the building and extend to at least 100 feet. In this zone, reduce or replace as much of the most flammable vegetation as possible. If the building is on a hill, extend the zone for several hundred feet to provide the desired level of safety.

Clear all combustibles within 30 feet of any structure.

- Install electrical lines underground, if possible
- Ask the power company to clear branches from power lines.
- Avoid using bark and wood chip mulch
- Store combustible or flammable materials in approved safety containers and keep them away from the building.

Enclose eaves and overhangs. Eaves trap the heat rising along exterior siding. Enclose all eaves to reduce the hazard.

Cover vents with wire mesh. Any attic vent, soffit vent, louver or other opening can allow embers and flaming debris to enter a building and ignite it. Cover all openings with 1/4 inch or smaller corrosion-resistant wire mesh. If designing louvers, place them in the vertical wall rather than the soffit of the overhang.

Install spark arrestors in chimneys and stovepipes. Chimneys create a hazard when embers escape through the top. To prevent this, install spark arrestors on all chimneys, stovepipes and vents for fuel-burning heaters. Use spark arrestors made of 12-gauge welded or woven wire mesh screen with openings 1/2 inch across. If building a chimney, use non-combustible materials and make sure the top of the chimney is at least two feet higher than any obstruction within 10 feet of the chimney. Keep the chimney clean.

Use fire resistant materials in the siding, such as stucco, metal, brick, cement shingles, concrete, and rock. Wood siding can be treated with UL-approved fire retardant chemicals, but the treatment and protection are not permanent.

Choose safety glass for windows and sliding glass doors. Windows allow radiated heat to pass through and ignite combustible materials inside. The larger the pane of glass, the more vulnerable it is to fire. Dual- or triple-pane thermal glass, and fire resistant shutters or drapes, help reduce the wildfire risk. Non-combustible awnings to shield windows and shatter-resistant glazing such as tempered or wire glass can be installed.

Prepare for water storage; develop an external water supply such as a small pond, well or pool. Other safety measures to consider at the time of construction or remodeling.

- Choose locations wisely; canyon and slope locations increase the risk of exposure to wild-land fires.
- Use fire-resistant materials when building, renovating, or retrofitting structures.
- Avoid designs that include wooden decks and patios.
- Use non-combustible materials for the roof.
- The roof is especially vulnerable in a wildfire. Embers and flaming debris can travel great distances, land on the roof and start a new fire. Avoid flammable roofing materials such as wood, shake, and shingle. Materials that are more fire resistant include single ply membranes, fiberglass shingles, slate, metal, clay and concrete tile. Clear gutters of leaves and debris.

Survival in a Vehicle

- This is dangerous and should only be done in an emergency, but you can survive the firestorm if you stay in your car. It is much less dangerous than trying to run from a fire on foot.

- Roll up windows and close air vents. Drive slowly with headlights on. Watch for other vehicles and pedestrians. Do not drive through heavy smoke.
- If you have to stop, park away from the heaviest trees and brush. Turn headlights on and ignition off. Roll up windows and close air vents.
- Get on the floor and cover up with a blanket or coat.
- Stay in the vehicle until the main fire passes.
- Stay in the car. Do not run! The engine may stall and not restart. Air currents may rock the car. Some smoke and sparks may enter the vehicle. The temperature inside will increase. Metal gas tanks and containers rarely explode.

If You Are Trapped in a Building

- Stay calm. As the fire front approaches, go inside. You can survive inside. The fire will pass before the building burns down.

If Caught in the Open

- The best temporary shelter is in a sparse fuel area. On a steep mountainside, the back side is safer. Avoid canyons, natural "chimneys" and saddles.
- If a road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat.

What to do After a Wildfire

- Check the roof immediately. Put out any roof fires, sparks or embers. Check the attic for hidden burning sparks.
- If there is a fire, get neighbors to help fight it.
- If the power is out, try connecting a hose to the outlet on your water heater.
- For several hours after the fire, maintain a "fire watch." Re-check for smoke and sparks throughout the house.

Winter Storms

Heavy snowfall and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with a major snowstorm or extreme cold. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines and hypothermia.

Familiarize yourself with these terms to help identify a winter storm hazard:

Freezing Rain. Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees, and power lines.

Sleet. Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

Winter Storm Watch. A winter storm is possible in your area. Tune in to NOAA Weather Radio, commercial radio, or television for more information.

Winter Storm Warning. A winter storm is occurring or will soon occur in your area.

Blizzard Warning. Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

Frost/Freeze Warning. Below freezing temperatures are expected.

Add the following supplies to your disaster supplies kit:

- Rock salt to melt ice on walkways
- Sand to improve traction
- Snow shovels and other snow removal equipment.

Prepare buildings.

- Prepare for possible isolation in the building by having sufficient heating fuel; regular fuel sources may be cut off.
- Winterize the building to extend the life of fuel supply by insulating walls and attics, caulking and weather-stripping doors and windows, and installing storm windows or covering windows with plastic.
- Winterize structures that may provide shelter for employees, customers, and equipment. Clear rain gutters; repair roof leaks, and cut away tree branches that could fall on a structure during a storm.
- Insulate pipes with insulation or newspapers and plastic and allow faucets to drip a little during cold weather to avoid freezing.
- Keep fire extinguishers on hand, and make sure employees know how to use them. Fires pose an additional risk, as more people turn to alternate heating sources without taking the necessary safety precautions.
- Learn how to shut off water valves (in case a pipe bursts).
- Know ahead of time what you should do to help customers or employees.
- Hire a contractor to check the structural ability of the roof to sustain unusually heavy weight from the accumulation of snow - or water, if drains on flat roofs do not work.

Prepare vehicles.

- Check or have a mechanic check the following items:
 - Antifreeze levels - ensure they are sufficient to avoid freezing.
 - Battery and ignition system - should be in top condition and battery terminals should be clean.
 - Brakes - check for wear and fluid levels.

- Exhaust system - check for leaks and crimped pipes and repair or replace as necessary. *Carbon monoxide is deadly and usually gives no warning.*
- Fuel and air filters - replace and keep water out of the system by using additives and maintaining a full tank of gas.
- Heater and defroster - ensure they work properly.
- Lights and flashing hazard lights - check for serviceability.
- Oil - check for level and weight. Heavier oils congeal more at low temperatures and do not lubricate as well.
- Thermostat - ensure it works properly.
- Windshield wiper equipment - repair any problems and maintain proper washer fluid level.
- Install good winter tires. Make sure the tires have adequate tread. All-weather radials are usually adequate for most winter conditions. However, some jurisdictions require that to drive on their roads, vehicles must be equipped with chains or snow tires with studs.
- Maintain at least a half tank of gas during the winter season.
- Place a winter emergency kit in each vehicle that includes:
 - a shovel
 - windshield scraper and small broom
 - flashlight
 - battery powered radio
 - extra batteries
 - water
 - snack food
 - matches
 - extra hats, socks and mittens
 - first aid kit with pocket knife
 - necessary medications
 - blanket(s)
 - tow chain or rope
 - road salt and sand
 - booster cables
 - emergency flares
 - fluorescent distress flag

Dress for the Weather

- Wear several layers of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent.
- Wear mittens, which are warmer than gloves.
- Wear a hat.
- Cover your mouth with a scarf to protect your lungs.

Guidelines

- Listen to your radio, television, or NOAA Weather Radio for weather reports and emergency information.
- Eat regularly and drink ample fluids, but avoid caffeine.
- Conserve fuel, if necessary, by lowering the temperature inside buildings.

- If the pipes freeze, remove any insulation or layers of newspapers and wrap pipes in rags. Completely open all faucets and pour hot water over the pipes, starting where they were most exposed to the cold (or where the cold was most likely to penetrate).

If outdoors

- Avoid overexertion when shoveling snow. Overexertion can bring on a heart attack—a major cause of death in the winter. Stretch before going outside.
- Cover mouth. Protect lungs from extremely cold air by covering mouth when outdoors. Try not to speak unless absolutely necessary.
- Keep dry. Change wet clothing frequently to prevent a loss of body heat. Wet clothing loses all of its insulating value and transmits heat rapidly.
- Watch for signs of frostbite. These include loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. If symptoms are detected, get medical help immediately.
- Watch for signs of hypothermia. These include uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion.
- If symptoms of hypothermia are detected:
 - get the victim to a warm location
 - remove wet clothing
 - put the person in dry clothing and wrap their entire body in a blanket
 - warm the center of the body first
 - give warm, non-alcoholic or non-caffeinated beverages if the victim is conscious
 - get medical help as soon as possible.

If you are driving

- Drive only if it is absolutely necessary. Consider the following:
 - Travel in the day, don't travel alone, and keep others informed of your schedule.
 - Stay on main roads; avoid back road shortcuts.
- If a blizzard traps you in a vehicle:
 - Pull off the highway. Turn on hazard lights and hang a distress flag from the radio antenna or window.
 - Remain in the vehicle where rescuers are most likely to find you. Do not set out on foot unless you can see a building close by where you know you can take shelter. Be careful; distances are distorted by blowing snow. A building may seem close, but be too far to walk to in deep snow.
 - Run the engine and heater about 10 minutes each hour to keep warm. When the engine is running, open a downwind window slightly for ventilation and periodically clear snow from the exhaust pipe. *This will protect you from possible carbon monoxide poisoning.*
 - Exercise to maintain body heat, but avoid overexertion. In extreme cold, use road maps, seat covers, and floor mats for insulation. Huddle with passengers and use your coat for a blanket.
 - Take turns sleeping. One person should be awake at all times to look for rescue crews.
 - Drink fluids to avoid dehydration.
 - Be careful not to waste battery power. Balance electrical energy needs - the use of lights, heat, and radio - with supply.
 - Turn on the inside light at night so work crews or rescuers can see you.

- If stranded in a remote area, stomp large block letters in an open area spelling out HELP or SOS and line with rocks or tree limbs to attract the attention of rescue personnel who may be surveying the area by airplane.
- Leave the car and proceed on foot - if necessary - once the blizzard passes.

Recovering from a disaster is usually a gradual process. Safety is a primary issue, as are mental and physical well-being. If assistance is available, knowing how to access it makes the process faster and less stressful.



Emergency Preparedness and Response Plan

Emergency Preparedness

1. In order to provide an effective plan, certain procedures must be followed.
 - a. Phone lists of key employees and most vulnerable patients will be kept. Key employees will receive copies.
 - b. Voice mail will be accessible with one line to take messages. All employees will be given this number.
 - c. Programmable call forwarding will be used for the main business lines.
 - d. More than one person for each location will have a key and alarm code.
 - e. Emergency lights that turn on when power goes out will be strategically located at each location
 - f. Computer data will be backed up frequently. Backup tapes or other media will be kept off site.
 - g. UL-listed surge protectors and battery backup systems will be used for sensitive equipment, preventing a computer crash if power goes out.
 - h. A NOAA Weather Radio, with a tone alert feature will be used at each location. It will be kept turned on. When the warning signal sounds, it will be monitored for information about possible severe weather and protective actions to be taken.
 - i. A minimum quantity of supplies and equipment will be stocked for business continuity.
 - j. The insurance carrier will annually analyze the insurance coverage with special precautions to take for disasters that may directly impact business.
 - k. Emergency supplies will be kept in an easily accessible place at each location. These supplies include the following:
 - i. Flashlight with extra batteries.
 - ii. First aid kit.
 - iii. Tools.
 - iv. Food and water for employees and customers to use during a period of unexpected confinement at the separate business locations.
2. Prevention to reduce potential damage must be done.
 - a. Tall or unsteady display cases will be bolted to wall studs.
 - b. Breakable objects will be secured to stands or shelves using hook-and-loop fasteners.
 - c. Large objects that could fall and break or injure someone will be moved to lower shelves.
 - d. Latches will be installed on drawers and cabinets to prevent them from flying open and dumping their contents.
 - e. Framed pictures and mirrors will be securely fastened to walls.
 - f. Hot water heaters will be secured to walls using plumber's tape or strap iron.
 - g. All natural gas appliances will have flexible connectors.
 - h. To protect windows from blowing debris, shutters will be used.
 - i. Automatic fire sprinklers will be part of the infrastructure at each location.
3. Customers, employees, and the business must be protected.
 - a. The pharmacist on duty at each location is designated as the safety coordinator. The pharmacist will make all decisions relating to customer and employee safety, and relating to the safety of the business itself. In the office area, there will be a team of safety coordinators. These coordinators will be the Director of Operations, the A/P



Emergency Preparedness and Response Plan

Department Director, and the A/R Department Director. These safety coordinators will know how to contact the owners at all times.

- b. Employees in each facility will know how to prepare for a disaster and what to do if a disaster occurs.
4. In the event a customer is severely injured or dies and this is related to Kohll's services or products, or if an employee is severely injured or dies while working at his/her job at Kohll's, this will be immediately reported to a supervisor or an administrator of the company. A severe injury or death is regarded as a sentinel event. It is the responsibility of the employees and the employer to reduce the risk of these events.

Emergency Response

Any employee who has successfully completed training, regarding equipment, policies, and procedures, will be moved into the On Call rotation. Approval must be given by the employee's supervisor. The employee who is assigned to On Call person during a time period will adhere to the following guidelines and procedures:

1. The notification devices (i.e. pager, cell phone, etc.) will be turned on no later than 5:00 pm and left on until 9:00 am the following day on weekdays.
2. On weekends and holidays, the pager will be turned on and left on 24 hours a day. The weekend begins at 5:00 PM Friday and ends 9:00 AM Monday.
3. If, for some reason, the On Call person is traveling out of the area where the pager and cell phone will not operate, or if the On Call person is unable to receive emergency calls for a short time during On Call duty, arrangements must be made with another employee to cover the duty during that time. It will be the responsibility of the employee to find a substitute.
4. An attempt will be made to rotate the duties in such a way that an employee will not have duty for two holidays in succession. Further, new personnel will be put into the rotation schedule after the current cycle is complete.
5. A log sheet must be completed to record the date, time, reason for the call, and how the call was resolved. At the conclusion of the time period that the employee was on duty, the employee will submit the log to the designated person.
6. The employee will need to respond to each call within ten (10) minutes to the call center and twenty (20) minutes to the patient. On-site response will be completed within two hours as the situation necessitates.
7. Immediate action will sometimes be needed for certain services or products. These might include;
 - a. Enteral Nutrition Pump/Nutrition – If possible, the On Call person will see if the patient can be gravity-fed with bags. If a new pump or bags are needed, the employee must use the contact number to make arrangements for someone to open the store to get the equipment or supplies. An emergency pump is kept at Park Avenue in the back area where equipment is checked out.
 - b. Low Air Loss Support Surface/Pump – If the mattress will not hold air or there is a problem with the pump, then the employee must use the contact number to make arrangements to have someone go to the patient's home to correct the problem.
 - c. Respiratory Needs – An On Call employee will be assigned to take care of respiratory emergencies. The On Call employee should call this person to call the patient. Emergency respiratory deliveries are assigned to drivers.

- d. HME Needs – An On Call employee will be assigned to take care of HME emergencies. The On Call employee should call this person to call the patient. An emergency bed, mattress, and bed crank will be kept on the emergency delivery truck.
 - e. Mobility Needs - An On Call employee will be assigned to take care of power wheel chair, power scooters, or specialty manual wheelchair emergencies. The On Call employee should call this person to call the patient.
8. The employee must be resourceful in completing the tasks for On Call duties so that the patients are given positive, effective, immediate care.
 9. It will be the responsibility of the On Call employee to complete all paperwork related to the On Call duties.

When responding to an emergency call, the On Call employee will be courteous, accepting of the concerns of the patients and indicating a willingness to solve the problem. The employee should always have an attitude that communicates that the employee and Kohl's Pharmacy and Homecare are eager to take care of the problem. On the next working day, the employee will make all follow-up contacts with other employees and patients to inform everyone about the emergency contacts that were made. The On Call employee will complete preliminary paper work in order to assist other employees in their jobs and to help in the transfer of emergency assistance to weekday assistance.

Sentinel Event

Any employee who has witnessed, been informed of, or otherwise have knowledge of a sentinel event must do the following:

1. Immediately contact a supervisor, administrator, or owner to report the event.
2. Document the event with the date, approximate time of the event, who the person is, and what the circumstances are.
3. This information should be forwarded to Bob Moeller who will notify Kohl's insurance carrier and others, as needed.
4. An investigation will be conducted by Allen Kurland with the assistance of others, as he deems prudent.
5. Notification will be made to all who have a need to know including, but not limited to, law enforcement agencies, the Department of Health and Human Services, other agencies, family members, and/or other personnel.
6. The investigation procedures and findings will be documented.
7. Where possible, the cause of the event will be noted. This information will be used to eliminate or reduce the risk of recurrence in the future.



Emergency Preparedness and Response Plan

Employee Protection and Employer Responsibility Occupational Safety & Health Administration (OSHA)

OSHA's mission is to assure the safety and health of America's workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health.

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the *OSH Act*.

Additional Resources

<http://www.nema.ne.gov/pdf/hazmitplan.pdf>

<http://www.iowahomelandsecurity.org/search/search.html?q=preparedness>

Emergency Operations Plan

The preceding pages provide employees with information to use in the event of an emergency.

An important function of an Emergency Operations Plan is planning for business continuity. In other words, in the event of an emergency, there are procedures in place to continue business operations. The step by step procedures are to;

1. Assess the hazards.
2. Begin communicating with key employees.
3. Protect assets.
4. Act, don't react. Think about the best actions to take with the particular hazard.

Key Components

- I. Replenish drugs, medical equipment, and over-the-counter supplies.
 - a. If one or some of the locations are affected, have customers go to another location.
 - b. If all locations are affected, but the hazard is local, contact the supplier for special shipments.
 - c. If all locations are affected and the supplier is affected, contact an alternate supplier or other businesses in other parts of the country.
- II. Keep staff informed.
 - a. Communicate first with employees directly affected, including owners and supervisors.
 - b. Communicate with patients directly affected to inform them what action steps will be taken.
 - c. Communicate with employees so they are informed about the company as a whole.
 - d. Communicate with the general public on a need to know basis.
- III. Maintain/manage utilities.
 - a. Contact the utility provider to find out how widespread the loss of the utility is and approximately when it will be restored.
 - b. Contact other locations to see if they can help or share their facilities that have unaffected utilities.
- IV. Assist patients on a priority basis.
 - a. Patients with life-threatening circumstances, such as respirators, should be assisted first.
 - b. Patients with circumstances that could become life-threatening should be assisted next.
 - c. Patients with circumstances that cause them great discomfort should be assisted next.

Disaster Preparedness and Management

The pharmacy has established disaster preparedness plans. Specific procedures will be implemented to protect the potency, efficacy, safety, and security of the drugs, devices, or biologicals in the pharmacy in instances of natural (tornado, flood, etc.) or other disasters, disease outbreaks, interruption of utility services, or other similar situations.

1. Proper temperatures will be maintained for the storage of drugs, devices, and biologicals. In an emergency situation, these drugs, devices, and biologicals will be transported to another location to better maintain the proper temperatures. Pharmacists will be responsible for inventory and monitoring the temperature. Controlled substances will not be transported to another location, unless efficient, reasonable, and legal transfers can be made.
2. The pharmacy will provide for the disposal of drugs, devices, and biologicals if the pharmacist determines their potency, efficacy, or safety has been adversely affected. These will be transported to the facility at 127th and Q Street in Omaha Nebraska. They will be securely kept separate from other pharmacy stock until they have reached their expiration dates and then disposed of according to the routine process in place at the time.
3. Drugs, devices, and biologicals, and physical patient records will be kept from the public by locking doors and keeping required materials in locked safes.
4. Patient records and inventory records will be maintained electronically with off-site backups. If the local electronic system is compromised, there is information that is backed up off site.