

CHAPTER 4
EMERGENCY INCIDENT RESPONSE
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CHAPTER 4

EMERGENCY INCIDENT RESPONSE

1. PURPOSE. The purpose of this chapter is to outline emergency incident procedures which enhance the safety and well-being of (insert your division/department/agency) employees and visitors in the event of an emergency.

2. POLICY.
 - a. Policy supporting emergency incident management requirements is contained in *(insert your Division's/Department's/Agency's Emergency Incident Management Operations Manual [or similar] if available)*.

 - b. It shall be the responsibility of the *(Division/Department/Agency)* manager/supervisor to ensure that all subordinates are familiar with the emergency action procedures contained in this plan. This information shall be included in all new employee orientations. Managers/supervisors shall use the contents of this chapter to develop office-specific emergency plans, training programs, and orientation guides for their respective employees.

 - c. Managers/supervisors and employees should review the *(insert your Division's/Department's/Agencies Emergency Incident Management Field Operations Guide [or similar] if available)* each *(insert your desired time frame, e.g., month, quarter, year)*.

3. INTRODUCTION.
 - d. Emergency Action Plans are developed by identifying potential hazards and anticipating emergency situations that will require immediate action to mitigate possible adverse effects upon *(insert your Division/Department/Agency)* employees and visitors. Once a hazard/emergency has been identified, the mitigation process begins by implementing the procedures outlined in this plan.

 - e. No one can accurately predict each type of emergency incident that could occur. This chapter focuses on emergency incidents that have the greatest potential for occurrence in and/or around the *(insert your Division/Department/Agency)* facility.
 - (1) PROCEDURES. This portion shall include, but not be limited to the following information:

f. Utilities.

(1) Water Supply Emergencies.

(a) Reporting.

1 During regular business hours, notify (*insert name and title of person(s) in your Division/Department/Agency to be notified*) (refer to Chapter 1 for telephone numbers). Report the location and the extent of the problem.

2 After regular business hours, and on weekends and holidays, report any water pipe problem to (*insert name and title of person[s] in your Division/Department/Agency to be notified*).

3 (*Insert name and title of responsible person[s] within your Division/Department/Agency*) or the designated alternate will immediately shut off the main water supply.

(b) Locations – Water Shut-Off Valves – Main Water System.

1 (*Indicate where the water shut-off valves are located and what they look like.*)

2 (*Provide instructions for turning off the system.*)

(c) Fire-Control Water Valve. (*If applicable.*)

1 In the event it becomes necessary to turn off the fire sprinklers, turn off the main fire control water valve (*indicate where the shut-off valve is located for this system and describe what it looks like.*)

2 (*Provide instructions for turning the system off.*)

(2) Electrical Power Emergencies.

(a) Reporting.

1 Follow the notification procedures outlined in Chapter 1 (*indicate who is responsible for notifying the electric company.*)

(b) Locations – Electrical Power Controls. (*Indicate where the electrical power controls are located and describe what they look like.*)

(c) Auxiliary Power Generator – Emergency Shut-off Procedures. *(If applicable, indicate where your generator is located. Provide instructions for turning off the generator. Provide notification procedures).*

NOTE: The safety of the individual is always of primary importance. Electricity and water supplies are to be shut off **only** when it can be done safely and **only** by persons who understand the proper procedures.

g. Medical Emergencies.

(1) Medical emergencies may be classified into two basic categories: single medical emergencies and mass-casualty incidents. Single medical emergencies may include traumatic accidents such as falls, severe cuts or burns, poisoning, and cardiac emergencies. A mass-casualty incident can result from a variety of causes (e.g., building collapse, elevator malfunction, fire, earthquake, and flood).

(2) Although it is natural for any type of emergency to trigger emotions, it is imperative that employees remain calm, offer necessary first aid and moral support to injured personnel, and if necessary, request appropriate medical care specialists.

(3) Managers/supervisors shall ensure that all employees are provided with the following emergency medical information and instruction:

(a) Location of first aid kits and other emergency medical care equipment.

(b) First aid techniques and/or a list of personnel who are trained as Emergency Medical Technicians (EMT) (refer to Chapter 1).

(c) Procedures for summoning outside assistance (e.g., paramedics, ambulance) to cope with medical emergencies.

(d) Instruction that an employee must always be designated to await the arrival of emergency personnel and escort the emergency responders to their destination.

(e) Locations of emergency response transporters (collapsible chair-like devices designed to carry disabled persons) or stretchers and posted instructions. *(Indicate location[s]).*

(f) Location(s) where the State Compensation Insurance Fund (SCIF) 13708 – Notice to State Employees (list of physicians to be notified in case of emergency) is posted (refer to Chapter 1, Annex A).

(4) Serious Illness or Injury.

- (a) Provide necessary first aid.
- (b) Call 911 and the appropriate emergency personnel will be dispatched to the incident.
- (c) Obtain the assistance of an EMT or a person trained in first aid techniques, if available.
- (d) Do not move the victim unless absolutely necessary.
- (e) Notify your supervisor.

(5) Minor Injury.

- (a) Provide first aid.
- (b) If necessary, summon assistance.
- (c) Notify your supervisor.
- (d) If necessary, transport patients to the appropriate medical care facility (refer to Chapter 1, for telephone numbers and addresses of local physicians and hospitals).

c. Fire.

(1) Fire Prevention.

- (a) The potential for fire is always present. The (*insert your Division/Department/Agency*) facility is vulnerable to many types of fires (e.g., electrical, gas, structural).
- (b) It is incumbent upon employees to assist in identifying and eliminating potential fire hazards in their work environment. The following are examples of potentially contributory negligent acts:
 - 1 Carelessness in the use of tobacco products.
 - 2 Failure to turn off small electrical appliances, such as coffee makers.
 - 3 Overloading of electrical circuits.
 - 4 Accumulations of unnecessary paper and paper products.

- 5 Use of equipment with exposed or frayed wiring.
- 6 Overloading electrical receptacles.
- 7 Flare storage *(if applicable)*.
- 8 Ammunition storage *(if applicable)*.
- 9 *(Insert additional applicable information.)*

(c) In an attempt to reduce fire hazards, employees should exercise the following precautions:

- 1 Monitor lit tobacco products carefully, and extinguish and dispose of them properly.
- 2 Make a routine check of electrical appliances daily before leaving the workplace. Be certain they are turned off and/or unplugged.
- 3 Rather than overload an existing electrical system with new or additional equipment, contact your facility coordinator. The facility coordinator will make arrangements for electricians to oversee proper and safe installation of equipment.
- 4 Keep work and storage areas as uncluttered as possible.

(d) The following potential fire hazards exist in the *(insert your Division/Department/Agency)* facility:

- 1 Electronic equipment stored in the radio vault *(if applicable)*.
- 2 Battery storage area *(if applicable)*.
- 3 Elevator motors and assembly *(if applicable)*.
- 4 Gasoline storage *(if applicable)*.
- 5 Generator and building power plant *(if applicable)*.
- 6 Cleaning solvents.
- 7 Flammable solvents.
- 8 Ammunition storage *(if applicable)*.
- 9 *(Insert additional applicable information.)*

(e) Good housekeeping procedures are imperative. The accumulation of flammable and combustible materials and/or residues must be controlled to reduce fire risk in the *(insert your Division/Department/Agency)* facility. The following housekeeping procedures shall be followed:

1 Flammable and combustible materials shall be stored in a designated area, away from exits and possible ignition sources.

2 Identified spills or leakage of flammable solvents shall be cleaned up immediately and completely.

3 All equipment (e.g., batteries, generators, elevator motors and assemblies, radio equipment) shall be properly and regularly maintained. Rooms or areas containing such equipment shall be kept well ventilated, clean, and free of clutter.

(f) The *(insert your Division/Department/Agency)* facility shall be inspected at least semi-annually. Subsequent to this inspection, a Safety Inspection Checklist (refer to Chapter 4, Annex A) shall be completed. Items requiring facility modifications or repairs shall be referred to *(insert name and title of employee)* for appropriate action.

(g) All employees shall report safety or health hazards on a Hazard Report/Inspection Form (refer to Chapter 4, Annex B).

(h) *(Insert name and title of employee)* is responsible for the mitigation of potential fire hazards and the maintenance of fire extinguishers and fire hoses at the *(insert your Division/Department/Agency)* facility.

(i) When an employee becomes aware of a potential hazard, corrective action should be taken by the employee, or the employee should report it to the supervisor.

(j) Managers/supervisors shall apprise employees of any fire hazards indigenous to their work environment.

(2) Necessary Action in the Event of a Fire.

(a) Immediate action must be taken to mitigate the effects on departmental employees and property which could potentially result from a fire. Managers/supervisors shall ensure that all *(insert your*

Division/Department/Agency) employees become familiar with the following procedures:

1 Employees shall first dial **911** and then contact (*indicate name and title of person[s] in your Division/Department/Agency to be contacted*) if during business hours. This person shall dispatch the necessary emergency personnel. After business hours, contact (*indicate name and title of person(s) to be contacted*).

2 If you can **safely** do so, shut down any electrical equipment you may be using.

3 Evacuate the immediate area of the fire.

4 To prevent the further spread of fire, close all doors leading to main hallways from all offices.

5 Avoid inhaling fumes or smoke from any fire. Combustion produces hot, toxic gases which can be as lethal as open flames.

(3) Fire Suppression and Evacuation.

(a) Fire extinguishers for use in combating small fires are available in (*insert location[s]*). Additionally, there are fire hoses located (*indicate location of fire hoses, if applicable*). **CAUTION:** Do not expose yourself to unnecessary danger in an attempt to put out a fire.

(b) The supervisor of the work area in which the fire is located should post someone at the main entrance to the building to give directions to arriving firefighters.

(c) Evacuate the building if directed (refer to Chapter 5).

(d) While exiting, stay to the outside rail of the stairs in single file as fire fighters will be going along the center rail of the stairwell. **DO NOT USE ELEVATORS DURING ANY FIRE EMERGENCY.**

d. Floods.

(1) General. A flood may occur with little or no warning as a result of a levee break or dam failure. A flood may also occur with prior warning as a result of a levee overflow, a break in the levee, or excessive rainfall. The local Office of Emergency Services (OES) or City Engineer will give public notice of open and

closed surface traffic routes. The communications center will advise motorists and employees of existing freeway traffic conditions.

(2) Sudden Flooding.

(a) *(Insert applicable information.)*

(b) If time permits, notification should be made to the surrounding commands to handle their own dispatch operations *(if applicable)*. Power supplies should be shut down to minimize damage and make the necessary notifications *(modify as necessary)*.

(c) *(Indicate responsible person[s] in your Division/Department/Agency and the responsibilities of the responsible person[s]).*

(d) *(Insert any additional applicable information.)*

(3) Slow Flooding.

(a) Immediate Action. The building should be closed to the public. Managers/supervisors will give *(insert your Division/Department/Agency)* employees detailed instructions relative to protecting themselves, the facility, and its contents.

(b) Evaluation of Flood Damage Potential. *(Indicate responsible person(s) in your Division or Area)* will evaluate anticipated flood levels and corresponding potential damage and make recommendations of necessary action.

1 The following procedures should be considered when conducting an evaluation of flood damage potential:

- a Evacuation of all employees.
- b Sandbagging against a flood.
- c Removal of material from anticipated flood areas.
- d Shutting down utility services.

e. Earthquakes.

(1) General.

(a) Due to the normal unpredictability of earthquakes, most emergency actions will be taken during and immediately after the first shock. The following procedures should be used during these periods:

1 During an Earthquake.

a Remain calm. Try to calm and reassure others.

b Get under a table or desk in a corner away from all windows. Encourage others to follow your example. **Normally, it is best not to run outside.**

c Watch for falling light fixtures, ceiling panels, high bookcases, file cabinets, computer equipment, shelves, and other furniture which may slide or tumble. Stay away from windows and mirrors.

d Do not run toward exits. Stairways may be impassable and elevators may be inoperable (*if applicable*).

2 After an Earthquake.

a Check for injured personnel. Report injuries to your manager/supervisor or his/her alternate. Provide first aid as needed.

b Check for fires or fire hazards resulting from the earthquake.

c Check utility lines and electrical equipment for damage. If necessary, shut off utilities and power supplies (refer to page 2 of this chapter).

d Report damage to (*insert name and title of person[s] in your Division/Department/Agency*), or to another person designated to handle damage control. Keep the (*insert your Division/Department/Agency*) manager/supervisor informed about damage.

e Do not use matches, lighters, or any open flames until you are sure that no gas leaks exist. Do not operate electrical switches or equipment if gas leaks are suspected.

f Do not touch downed power lines or objects touching them.

g Do not flush toilets until you are certain that sewage lines are intact.

h Do not use the telephone except for emergency calls.

i Do not spread rumors.

j Be prepared for additional aftershocks. Although most aftershocks will be smaller than the main shock, some may cause additional damage to weakened structures.

f. Bomb Incident Procedures.

(1) Bomb Threat - Telephone Call.

(a) Remain calm and document as much information as possible, using Chapter 4, Annex C, as a guide. The following basic questions should be asked:

1 Where is the bomb now? (Attempt to obtain the exact location of the bomb.)

2 When is the bomb going to explode?

3 What kind of bomb is it?

4 What does the bomb look like?

5 Who placed the bomb?

6 Why was the bomb placed there?

(b) Bomb Threat Notification During Normal Business Hours.

1 The person receiving the call will contact (*insert designated person[s] name and title in your Division/Department/Agency as well as whom the designated person[s] is/are to notify*).

2 The person who received the call will then notify the (*Division/Department/Agency*) manager/supervisor or the designated alternate. The manager/supervisor, or the designated alternate, will immediately relay the information through the chain of command.

(c) Bomb Threat Notification After Normal Business Hours.

1 The person who received the call will notify *(insert the name and title of person(s) in your Division/Department/Agency to be notified)*.

2 The person who received the call will then notify the immediate manager/supervisor or alternate. The manager/supervisor or the designated alternate will immediately relay the information through the appropriate chain of command.

3 A facility search of the *(Division/Department/Agency)* may be ordered by *(insert name and title of person[s] in your Division/Department/Agency having authority)* whenever they deem it advisable. The *(Insert your Division/Department/Agency)* facility should not be evacuated unless ordered by *(insert designated person[s] name, or his/her designated alternate)*.

(2) Bomb Threat - Suspected Letter Bomb or Package.

(a) If a letter or package is suspected of being a bomb, employees shall proceed as follows:

1 **Do Not Touch or Handle Unnecessarily.**

2 Evacuate the immediate area and notify personnel in adjacent rooms.

3 Leave the doors unlocked and standing open. Open windows to vent a potential explosion.

4 Immediately notify *(insert designated person[s] name, title, and telephone number in your Division/Department/Agency)*.

5 Notify the manager/supervisor, or designated alternate.

6 The manager/supervisor will provide notification to the next level of command.

(3) Bomb Threat Involving Other Public or Private Property. Notify *(insert name and title of person[s] in your Division/Department/Agency to be notified)*. This person will then notify the appropriate division, department or agency.

(4) Bomb Search Team Responsibilities *(If applicable)*.

(a) The following are definitions of terminology included in departmental bomb search policy:

1 A visual search is the scanning of a room, vehicle, or structure for any suspicious objects. It includes looking inside of containers that are already open (e.g., waste baskets, cabinets).

2 An entry search is the opening of vehicle doors, hoods, or trunks, and removing luggage from commercial carriers. It includes opening closed containers and glove boxes.

3 A facility search is not only a visual scanning of the facility, but includes opening office doors, and stopping and listening for ticking or humming noises similar to those made by a timing device.

(b) The search team(s) will consist of available trained personnel selected from the list provided in Chapter 1, of this plan.

(c) An employee who is well acquainted with each area to be searched will be requested to accompany each search team.

(d) Personnel conducting bomb searches shall adhere to the following policies and procedures:

1 *(Insert name and title of designated person(s) in your Division/Department/Agency)*, will assume the responsibility for establishing a CP and conducting a visual facility search.

2 The *(Division/Department/Agency)* manager/supervisor will provide direct notification to the next level of command.

3 Any suspected explosive devices must result in the facility remaining vacant until it is determined to be safe by the designated manager/supervisor or his/her designated alternate.

4 When a facility search is conducted by bomb search personnel and does not result in the discovery of a suspected explosive device, the designated manager/supervisor or alternate, with the concurrence of *(insert next level of command)* will assess the circumstances and, if determined safe, allow the facility to be reoccupied.

5 Should a suspicious package be found on the premises, *(insert designated name and title of person[s] in your*

Division/Department/Agency) will contact the designated local Explosive Ordnance Disposal (EOD) Team for assistance. (This service is available through your local police or sheriff's department or CHP office.)

6 *(Insert name and title of designated person[s] in your Division/Department/Agency)* shall supervise bomb searches which are conducted after business hours. They will be responsible for developing and maintaining call-out procedures to assure that, if necessary, an after-hours bomb search team can be assembled. In the event it is deemed necessary to assemble an after-hours bomb search team, the *(Division/Department/Agency)* manager/supervisor or the designated alternate shall be notified.

7 Bomb incidents involving the *(insert your Division/Department/Agency)* facility, or which affect or could affect *(insert your Division/Department/Agency)* operations, shall be reported and documented on *(insert your Division/Department/Agency[s] [ies] appropriate form)*.

(5) Bomb Disposal. Disarming and/or removal of an explosive device will be handled by the EOD Team. Current telephone numbers for the bomb squad(s) are contained in Chapter 1, of this plan.

(6) Bomb Search Training - Responsibility. Bomb search training shall be conducted annually to ensure the availability of an adequate bomb search team. The responsibility for coordinating initial and refresher bomb search training and quarterly updating of Chapter 1, including the "Trained Bomb Search Personnel" roster, is assigned to *(insert name and title of responsible person[s] in your Division/Department/Agency)*.

g. Search and Rescue/Medical Aid (If applicable).

(1) General. Search and Rescue (SAR) teams will be organized to mitigate injuries and the loss of life to *(insert your Division/Department/Agency)* employees should the structural integrity of the building become damaged or compromised (e.g., earthquake, flood, fire). SAR team efforts, however, will be restricted to light SAR activities. Heavy SAR operations should be reserved for specially trained and equipped personnel. Specialized SAR teams can be acquired from local and State allied agency sources (e.g., canine search/rescue, heavy rescue).

(2) Organization/Reporting. Search and Rescue operations and medical aid triage will be organized under the direction of the IC once the CP has been

established. SAR and EMT-trained personnel will immediately report to the CP for their assignments.

(3) Managers/Supervisors Responsibility. It is imperative that all employees be accounted for once the *(insert your Division/Department/Agency)* facility has been evacuated. Managers/supervisors shall immediately conduct a roll call of employees assigned to their command. Roll-call rosters will then be submitted to the IC to assist SAR teams with SAR planning efforts.

(4) Search and Rescue Teams.

(a) Search and Rescue teams will first search the immediate outside area for missing and/or injured employees.

(b) Search and Rescue teams will be responsible for providing damage assessments of the *(insert your Division/Department/Agency)* facility to the IC **before** re-entering the facility. SAR teams will re-enter the building only under the direction of the IC. Once the decision has been made to re-enter the building, extreme caution must be used. SAR team members **shall** report any observed unsafe conditions existing in the building to the IC.

(c) Injured employees/visitors will only be extricated from the building if it can be done without further risk of injury to the employee/visitor or any SAR team member.

(d) Injured persons will be taken to the triage sites designated by the IC, where they will receive initial medical treatment.

(e) Search and Rescue responsibilities will be relinquished by departmental SAR teams and assumed by specialized SAR personnel upon their arrival and/or upon the direction of the IC.

(5) Emergency Medical Technician Teams. Emergency Medical Technician teams will be responsible for organizing and maintaining the designated triage sites at strategic locations outside the facility. EMT skills will be utilized until the arrival of more qualified personnel (e.g., paramedics, doctors).

h. Demonstrations.

(1) General. Operational policies of the *(insert your Division/Department/Agency)*, enforcement actions of employees, or general political or social problems in the community may result in *(insert your*

Division/Department/Agency) facilities being the site of civil disturbance or crowd control-type situations.

(2) Response Procedures.

(a) Personnel are to conduct business as usual. They should not interfere with the demonstrators unless it becomes necessary to do so to protect life or prevent serious property damage.

(b) The *(insert the name of your local police or sheriff's department, or CHP office)* will be notified and provided with a factual report of the incident and a prediction of its future course. This shall be the responsibility of *(insert name of the designated manager/supervisor)*, or the designated alternate.

(c) In all such cases, Executive Staff shall be notified through the chain of command.

(d) Most demonstrations are peaceful. Where conditions to the contrary exist, civil disturbance and crowd control procedures should be followed, in accordance with *(insert your Divisions/Departments/Agencies appropriate policy manual, if applicable)*.

i. Hazardous Materials Spills.

(1) Notification Procedures.

(a) These procedures shall be followed in the event of a major hazardous materials (HAZMAT) spill in, or in the proximity of, the *(insert your Division/Department/Agency)* facility.

1 Immediately call 911 and request a HAZMAT Response Team.

2 *(Insert designated person[s])* will call and request the appropriate personnel to respond and shut down the ventilation system.

(2) Evacuation Procedures.

(a) In the event an evacuation is ordered, follow the procedures outlined in Chapter 5 of this plan.

(b) An alternative assembly area may be designated in the event the pre-designated area (*insert primary location*) is determined to be unsafe. The IC will advise personnel on the location of the alternate site.

(c) Evacuations should be in a location upwind of the fumes (e.g., wind blowing away from you towards the fumes).

j. Violence in Workplace.

(1) Active Shooter.

(a) Notification Procedures.

1 These procedures shall be followed in the event of an active shooter in the workplace environment:

a Immediately seek **COVER** or **ESCAPE** from the area.

b Dial 911 to ensure necessary emergency response.

c (*If applicable*) If possible, notify a uniformed member of the (*Division/Department/Agency*).

d If it is safe to do so, attempt to quietly **ESCAPE - WITHOUT TAKING ANY RISKS**. Close doors and alert others to do the same. **STAY** in **PROTECTED** office areas and lock the doors to your location.

e If possible, stay in contact with emergency personnel by advising them of any new information.

(b) Evacuation Procedures.

1 In the event an evacuation is ordered, follow the procedures outlined in Chapter 5 of this plan.

2 An alternative assembly area may be selected in the event the pre-designated area, (*insert primary location*), is determined to be unsafe. The IC will advise personnel on the location of the alternate site.

(2) Hostage.

(a) Notification Procedures.

1 These procedures shall be followed in the event a hostage incident develops in the workplace environment:

a Do Not Panic - **REMAIN CALM** - cooperate as necessary. Attempt to quietly ESCAPE - WITHOUT TAKING ANY RISKS.

b If you are able to, move away from the area and dial 911 to ensure necessary emergency response.

c *(If applicable)* If possible, notify a uniformed member of the *(Division/Department/Agency)*.

d Stay in contact with emergency personnel and advise them of any new information.

(b) Evacuation Procedures.

1 In the event an evacuation is ordered, follow the procedures outlined in Chapter 5 of this plan.

2 An alternative assembly area may be selected in the event the pre-designated area, *(insert primary location)*, is determined to be unsafe. The IC will advise personnel on the location of the alternate site.

(3) Aggressive Behavior.

(a) Notification Procedures.

1 These procedures shall be followed in the event a person disrupts the work environment by verbally or physically assaulting an employee(s).

a Do Not Panic - **REMAIN CALM** - cooperate as necessary. Move away from the area and dial 911 to ensure necessary emergency response.

b *(If applicable)* If possible, immediately notify a uniformed member of the *(Division/Department/Agency)*.

c Stay in contact with emergency personnel and advise them of any new information.

(b) Evacuation Procedures.

1 In the event an evacuation is ordered, follow the procedures outlined in Chapter 5 of this plan.

2 An alternative assembly area may be selected in the event the pre-designated area, (insert primary location), is determined to be unsafe. The IC will advise personnel on the location of the alternate site.

k. Elevator Malfunction (If applicable, insert relevant information.).

l. War Emergency Procedures.

(1) General. There may be little or no forewarning of an attack. There may be public warnings, or only a brilliant flash of light to mark the event. The first few moments of the attack are the most critical in terms of protection from the blast and the radiation effects of a nuclear weapon.

(2) Pre-Attack Procedures.

(a) Listen to the Emergency Broadcast System instructions and follow them carefully.

(b) Do not spread rumors.

(c) Remain calm.

(d) If time permits, go to your local designated fall-out shelter and wait for further instructions.

(3) Procedures During an Attack.

(a) Duck behind or under any sturdy furniture or structure, face down. Cover your face with the crook of one arm and put the other arm around the back of your neck.

(b) Do not look at the blast, as this can cause permanent eye damage.

(c) Try to select a place away from windows, doors, or insecure fixtures that may be knocked loose by the blast wave.

(d) Remain in position as long as the effects of the blast and resultant shock wave are felt.

(4) Post-Attack Procedures.

- (a) Check for injured personnel. Report injuries to the *(Division/Department/Agency)* manager/supervisor or the designated alternate. Provide first aid as needed.
- (b) Check for fires or fire hazards resulting from the attack.
- (c) Check electrical equipment for damage. Shut off power supplies.
- (d) Do not go outside. You may expose yourself to the hazards of radiation and/or flying debris.
- (e) Report damage to your manager/supervisor, or another person designated to handle damage control. Keep the *(Division/Department/Agency)* manager/supervisor informed of any damage.
- (f) Do not use matches, lighters, or any open flame until you are sure that no gas leaks exist. Do not operate electrical switches or equipment if gas leaks are suspected.
- (g) Do not use the telephone except for emergency calls.
- (h) Do not spread rumors.
- (i) When safe to do so, go to your local designated shelter and wait for further instructions.

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ANNEX A
SAFETY INSPECTION

(Insert a copy of your Safety Inspection checklist.)

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ANNEX B

HAZARD REPORT / INSPECTION

(Insert a copy of your Hazard Report / Inspection checklist.)

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ANNEX C

BOMB THREAT TELEPHONE CALLS

(Insert a copy of your bomb threat telephone call checklist.)