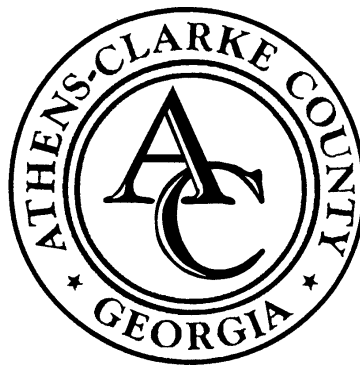


EMERGENCY ACTION PLANNING GUIDE

“How To” Plan of Action



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“HOW TO” PLAN OF ACTION
For

INTRODUCTION

We have learned from experience that all public access facilities are susceptible to many types of emergencies that may occur at any time. Therefore, developing plans to deal with these emergencies to minimize the threat to employee safety and business interruption are necessary. Providing these emergency plans is the responsibility of the private institution's management, and they should be developed regardless of facility size.

This document was created as a working guide to assist facility operators in the identification of building owner responsibilities, recommended policies, and possible resource agencies. Prevention programs are key to the elimination, reduction, and/or management of any emergency, and should receive prime considerations. We realize, however, that emergencies will occur in most facilities. In the event of an emergency incident, this document should guide facility operators to thoughtful choices for the proper management of various emergencies.

Intended as a generic planning guide for most facilities, this document was developed to provide community public safety. Additional planning guides may be obtained from other resources. There may be, however, facilities, which exceed the scope of this work. If your facility has unique and specialized risks, it is recommended that you discuss these issues with your local public safety organizations, as well as, contacting additional resources. Appendix D "ADDITIONAL RESOURCES" is included in the back of this document to assist you in the development and implementation of your specific emergency action plan.

POTENTIAL THREATS

The value of emergency planning is to recognize the potential effect of an emergency prior to its actual occurrence. Before emergency plans can be developed, some idea of the types of emergencies that may threaten a facility must be identified. The most common types of emergencies that require advance planning may include the following ten (10) categories:

- I. Fire incidents
- II. Floods
- III. Winter storms and Extreme Cold
- IV. Extended heat waves
- V. Tornadoes
- VI. Hurricanes
- VII. Hazardous material spills/ leaks
- VIII. Bombs/ Bomb Threats
- IX. Terrorist Acts
- X. Medical Emergencies

EMERGENCY ACTION PLAN (EAP)

Once the various types of emergencies and their potential harm to the facility are identified, a plan of action must be developed. It is important that these plans be in writing and stay within the guidelines set by top management. If possible, these emergency plans should also be compatible with those of neighboring facilities and with local government agencies. The contents of the Emergency Action Plan (EAP) should include, but not necessarily limited to, the following ten (10) components:

- An organizational statement
- Emergency escape/evacuation procedures
- Procedures to be followed by employees who remain to operate and/or shut down critical facility operations before they evacuate.
- Procedures for accounting for all employees after evacuation has been completed.
- Duties and responsibilities for employees performing first aid.
- Description of expected emergencies, their hazards, and the plan of action to combat the emergencies.
- Procedures that describe the actions to be taken in situations involving special hazards such as flammable liquids, toxic chemicals, radioactive materials, etc.
- Alarm Systems
- Personnel and equipment resources
- Employee training
- Loss of utilities
- Shelter Areas

THIS DOCUMENT IS A WORKING GUIDE, AND SHOULD NOT BE CONSIDERED AS INCLUSIVE. FOR CONSISTENCY, EACH OF THE INCIDENT TYPES WILL INCLUDE THE FOLLOWING FIVE (5) BASIC PLANNING ELEMENTS:

- A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES**
- B. INCIDENT ASSESSMENT**
- C. INCIDENT RESPONSE**
- D. POST-INCIDENT MANAGEMENT**
- E. ANNUAL REVIEW AND PLAN UPDATE**

THE FOLLOWING CATEGORIES OF INCIDENTS HAVE BEEN INCLUDED AS A WORK GUIDE FOR YOUR THOUGHT AND CONSIDERATION. SOME OF THESE RISKS MAY NOT BE APPLICABLE TO YOUR FACILITY. ADDITIONALLY, THERE MAY BE OTHER RISKS, NOT LISTED, WHICH MAY BE INCLUDED IN THE SPECIFIC ACTION PLAN FOR YOUR FACILITY.

I. FIRE INCIDENTS

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. Housekeeping

- a. Is the building address clearly legible from the street?
- b. Are suitable containers provided for waste and trash?
- c. Are flammable liquids safely handled and stored?
- d. Are areas inside/outside the building free of combustible materials?
- e. Are emergency phone numbers posted in an accessible location?
 - Fire
 - Police
 - Emergency Medical
 - Building owner/manager
 - Building owner/manager alternate
 - On-call maintenance personnel
- f. Are smoke detectors installed? They double your chances of surviving a fire.
- g. Are smoke detectors placed on every level of your facility?
- h. Clean smoke detectors once a month and replace batteries each year.
- i. Never use gasoline or similar liquids indoor.
- j. Use caution when using an alternative heat source.
- k. Designate one individual to inspect and enforce the housekeeping program.

2. Smoking

- a. Are "No-smoking" signs posted in hazardous areas?
- b. Are "No-smoking" regulations enforced?
- c. Designate one individual to inspect and enforce the no-smoking regulations.

3. Electrical Equipment

- a. Are HVAC units clean, and in proper working order?
- b. Are motors, fuse boxes, and switches free of debris?
- c. Is there an absence of temporary wiring?
- d. Are electrical and gas shut-offs clearly marked and accessible?
- e. Is all wiring in compliance with current electrical codes?
- f. Are all areas, in and around, the building well lit?
- g. Designate one individual responsible for inspection and enforcement.

4. Fire Doors and Fire Exits

- a. Are all doors in good condition, operable, and unobstructed?
- b. Is automatic closing devices in operating condition?
- c. Are doorstops and wedge illegally used to hold open doors?
- d. Are all fire exits clearly marked?
- e. Are exit signs and emergency lights (if required) properly working?
- f. Are evacuation plans developed and posted as prescribed by the local fire department?
- g. Are all windows operable? (Nailed, screwed, or painted)
- h. If you have special-risk populations, you must develop a specialized plan.

5. Fire Protection Systems

- a. Are sprinkler control valves in the open position?
- b. Are sprinkler heads obstructed in any manner?
- c. Do certified personnel test the sprinkler system on an annual basis?
- d. Are valves and connections accessible to fire department personnel?
- e. Are fire extinguishers properly located within the building?
- f. Are all fire extinguishers inspected annually?
- g. Are all fire extinguishers wall mounted and accessible?
- h. Are all certified extinguishing system inspected annually for insurance requirements?
- i. Identify person(s) authorized to activate alarm systems.

6. Facility Contents

- a. Develop an accurate record of all contents.
- b. Maintain a duplicate set of records in a remote location.
- c. Store critical information in a fireproof vault.
- d. Documentation is critical for insurance claims.
- e. Special hazards
- f. File for utility locations

7. Contact the Athens-Clarke County Fire Department at (706) 613-3360 for assistance:

- a. Developing emergency evacuation plans
- b. Conducting Fire Safety inspections
- c. Coordinating Fire Safety education programs
- d. Obtaining other information/assistance

B. INCIDENT ASSESSMENT

1. Determine if an actual fire incident is occurring.

- a. Sight, smell, touch, or direct report from others
- b. Location
- c. Extent or severity
- d. Material(s) burning

2. Notify facility occupants

- a. Activate in-house alarm system (if available)
- b. Activate in-house phone/pager systems
- c. Utilize messengers/couriers for notification

3. Dial 911

- a. Remain calm
- b. Provide business name and address
- c. Give location of the fire
- d. Identify what is burning, if known
- e. Remain on the phone with 911 communications, if you can do so safely.
- f. Utilize the nearest phone outside of the facility (cell phone, neighbor's phone) if the fire incident prevents the use of a phone inside the building.

C. INCIDENT RESPONSE

1. Evacuate the building

- a. Evacuate to the pre-determined assembly area.
- b. Never use an elevator.
- c. Always use stairways, closing all doors behind you.

- d. Proceed to the nearest exit.
- e. Use caution when opening closed doors.
- f. If trapped, proceed to a window and signal for help.
- g. Ensure that all occupants are evacuated.
- h. If your clothes catch on fire, remember to **STOP, DROP, AND ROLL**.
- i. If you have a special-risk population, you must develop a specialized plan.

2. Fire Extinguishers

- a. If you feel that you can safely extinguish a fire without undue danger to yourself and others, do so.
- b. Fire extinguishers are designed to handle small fires.
- c. Never position yourself such that if a fire spreads, it can block your exit
- d. Remember **PASS**: Pull pin - Aim nozzle - Squeeze handle - Sweep agent back and forth to extinguish the fire.
- e. If you have **ANY** doubts about the use of the extinguisher, or your safety, do not try to fight the fire.

3. Meet with responding Fire Department personnel

- a. Gather at the pre-determined assembly area.
- b. Account for all building occupants.
- c. Provide detailed information concerning the building and fire location (if known).
- d. Move to any "safe zones" designated by fire department personnel.
- e. Designate a media and information spokesperson.
- f. Designate one individual responsible for notifications (parents, family, etc.)

4. Assist Fire Department personnel with the identification and location of critical items.

- a. Files
- b. Documents
- c. Computer equipment
- d. Irreplaceable items
- e. Special hazards
- f. Utility locations (file)

D. POST INCIDENT MANAGEMENT

- 1. Do not attempt to re-enter the fire damaged building until Fire Department authorities have released control of the building back to you, and they say it is safe to do so.**
- 2. Contact the facility owner(s) and/or regulatory boards.**
- 3. Contact your insurance company.**
- 4. Notify the local Building Inspection Office.**
- 5. Notify utility companies.**
 - a. Electrical
 - b. Gas (L.P. Gas, Natural gas)
- 6. Contact a licensed electrician prior to restoring power supplies**
- 7. Beware of structural damage**

8. **Plan for possible re-location of services/equipment/personnel. Contact your local disaster relief service, such as the American Red Cross or Salvation Army if you need housing, food, or personal items, which were destroyed in the fire.**
9. **Keep records of all clean up and repair costs. Receipts and documentation are important for both insurance and income tax claims.**
10. **Do not throw away any damaged goods until an official inventory has been taken. All damages may be taken into consideration by your insurance company.**
11. **Secure the building before leaving.**
12. **Request Crisis Response Intervention, if needed.**

E. ANNUAL REVIEW AND PLAN UPDATE

1. **Review your facility's Emergency Action Plan (EAP) on an ANNUAL basis.**
 - a. Are the names of all emergency contact personnel current?
 - b. Are the phone numbers and addresses of all emergency contact personnel current?
 - c. Have changes occurred to the facility in the past year that would affect the EAP?
 - d. Is all information in the EAP current?
 - e. Are all personnel assigned to policy enforcement current and active?
2. **Have all personnel reviewed the Emergency Action Plan in the past year?**
3. **Has the Emergency Action Plan been tested during the past year?**
4. **Have all personnel received annual training and evaluations?**
 - a. Fire Extinguisher training
 - b. Evacuation procedure evaluations
 - c. Fire alarm activation procedures
 - d. Emergency notification procedures
5. **Is the list for needed resources current?**
6. **Have you conducted a pre-fire plan with the local Fire Department in the past year?**

II. FLOODS

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. **Floods are the most common and widespread of all natural hazards.**
2. **Some floods develop over a period of days, but flash floods can result in just a few minutes.**
3. **Know the terms used to describe flooding:**
 - a. **FLOOD WATCH** - Flooding is possible. Stay tuned to NOAA radio, Athens-Clarke County Voice Command Receivers, commercial radio, or television for additional information.
 - b. **FLASH FLOOD WATCH** - Flash flooding is possible. Move to higher ground. A flash flood could occur without any warning. Listen to NOAA radio, Athens-Clarke County Voice Command Receivers, commercial radio, or television for additional information.
 - c. **FLOOD WARNING** - Flooding is occurring or will occur soon. If advised to evacuate, do so immediately.
 - d. **FLASH FLOOD WARNING** - A flash flood is occurring. Seek higher ground on foot immediately
 - e. **URBAN AND SMALL STREAM ADVISORY** - Flooding of small streams, streets, and low-lying areas is occurring.
4. **Contact your local planning department to determine if your property is in a flood-prone area.**
5. **Learn the elevation of your property. This will help you know how and when your property will be affected when flood levels are forecasted.**
6. **Identify dams in your area and determine whether they pose a hazard.**
7. **Ask your local Emergency Management office about official flood warning signals.**
8. **Prepare evacuation plans and utilize when the need arises.**
9. **Talk to your employees about flooding. Plan a place to meet your family in case you are separated from one another in a disaster and cannot return to work.**
10. **Assemble a disaster supplies kit. Include a batter-operated radio, flashlight and extra batteries, first aid supplies. Keep a stock of extra drinking water.**
11. **Know how to shut off electricity, gas, and water at main switches and valves. Know where gas pilot lights are located and how the heating systems work.**
12. **Consider purchasing flood insurance. Flood losses are not covered under normal insurance policies. Flood insurance is available in most communities from the National Flood Insurance Program. Flood insurance is available whether the building is in or out of the identified flood prone area.**
13. **Make a record of the facility's contents. Taking photographs or videotapes are excellent methods for recording this information.**

14. **Keep insurance policies, deeds, property records, and other important papers in a safe place remote from the facility.**

B. INCIDENT ASSESSMENT

1. **Be aware of weather conditions, which may produce flash floods.**
2. **Listen to NOAA radio, Athens-Clarke County Voice Command Receivers, commercial radio, or television for local information concerning the severity of existing and projected flood conditions and expectations.**
3. **Be aware of streams, drainage channels, and areas known to flood suddenly.**
4. **If local authorities issue a flood watch, prepare to evacuate.**

C. INCIDENT RESPONSE

1. **Secure your facility. If you have time, re-locate outdoor equipment indoors. Tie down other equipment if reasonable.**
2. **If instructed, turn off utilities at the main switch or valves. Disconnect all electrical appliances and machinery (do not turn off electrical equipment if you are wet or standing in water).**
3. **Evacuate the facility in a calm manner.**
4. **Stay away from floodwaters, they could be contaminated.**
5. **Do not walk through moving water. Six inches of moving water can knock you off your feet.**
6. **If you must walk in a flooded area, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.**
7. **Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground, if you can do so safely. You and your vehicle can be quickly swept away as flood waters rise.**
8. **When deep flooding is likely, permit the floodwaters to flow freely into the basement or ground floor of your facility. This action will avoid structural damage.**
9. **Refer to the Appendix A "EVACUATION PRACTICES"**

D. POST INCIDENT MANAGEMENT

1. **Stay away from floodwaters. The water may be contaminated by oil, gasoline, or raw sewage. The water may also be electrically charged from underground or downed power lines.**
2. **Stay away from moving water. Moving water only six inches deep can sweep you off your feet.**

3. **Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.**
4. **Stay away from downed power lines and report them to the Power Company.**
5. **Stay away from disaster areas unless authorities ask for volunteers. One way to help is to give money to a disaster relief organization. Do not donate food, clothing, or other personal items unless they are specifically requested.**
6. **Continue listening to a battery powered radio or alert for information about where to get assistance for housing, clothing, and food. Outreach programs are often available to help you cope with the stress of the situation.**
7. **Consider the health and safety needs of your employees.**
8. **Listen to news reports to learn whether the community's water supply is safe to drink.**
9. **Contact your insurance company concerning any damages that have occurred.**

E. ANNUAL REVIEW AND PLAN UPDATE

1. **Review the facility's Emergency Operation Plan annually.**
2. **Provide annual training to employees on disaster planning.**
3. **Develop and administer an annual exercise to evaluate the effectiveness of your Emergency Operations Plan.**
4. **Add, or delete, sections of the EOP as necessary.**
5. **Refer to Appendix C " Recovering from Disaster" for further information.**

III. WINTER STORMS AND EXTREME COLD

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. **Heavy snowfall and extreme cold can immobilize an entire region. For the Athens-Clarke County area, the possibility for these extreme conditions typically occur during the months of December through March.**
2. **You can protect yourself and others by planning ahead.**
3. **Know the terms used by weather forecasters.**
4. **Freezing rain - Rain that freezes when it hits the ground, creating a coat of ice on roads and walkways.**
5. **Sleet - Rain that turns to ice pellets before reaching the ground. Sleet also causes roads to freeze and become slippery.**
6. **Winter Weather Advisory - Cold, ice, and snow are expected.**
7. **Winter Storm Watch - Severe winter weather such as heavy snow or ice is possible within the next day or two.**
8. **Winter Storm Warning - Severe winter conditions have begun or are about to begin.**
9. **Gather emergency supplies:**
 - a. Battery powered NOAA weather radio, Athens-Clarke County Voice Command Receiver, and commercial radio with extra batteries.
 - b. Food that does not require cooking
 - c. Extra drinking water supplies
 - d. Flashlights and extra batteries
10. **Prepare for possible isolation in your facility.**
 - a. Maintain sufficient heating fuels, as regular fuel sources may be cut off
 - b. Have emergency heating equipment and fuel so that you can keep at least one room warm and comfortable?
 - c. Keep fire extinguishers on hand, and make sure everyone is familiar with their operation.
 - d. Winterize your facility: insulate walls and attics, caulk and weather-strip doors and windows, install storm windows or cover windows with plastic.
11. **When the body loses more heat than it gains or produces, the result is hypothermia, or low body temperature.**
12. **Factors that put a person at risk include cold environment, age, medical conditions, drugs and poisons.**
13. **Know the stages of hypothermia:**
 - a. Shivering - a response by the body to generate heat.
 - b. Apathy and decreased muscle function - fine motor function is affected.
 - c. Decreased level of responsiveness - glassy stare and freezing extremities.
 - d. Decreased vital signs - slow pulse and slow respiration rate.
 - e. Death

14. Hypothermia is an acute medical emergency requiring immediate medical attention.

B. INCIDENT ASSESSMENT

- 1. Listen to weather broadcasts for current, and forecasted conditions.**
- 2. Travel advisories will dictate your ability to evacuate.**
- 3. Be prepared to isolate yourself in your facility, if necessary.**

C. INCIDENT RESPONSE

- 1. Listen to your NOAA radio, Athens-Clarke County Voice Command Receivers, commercial radio, or television for weather reports and emergency information.**
- 2. Dress for the season. 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 repellant.**
- 3. Mittens are warmer than gloves.**
- 4. Wear a hat; most body heat is lost through the top of the head.**
- 5. Cover your mouth with a scarf to protect your lungs from the cold air.**
- 6. Be careful when shoveling snow. Overexertion can bring on a heart attack - the major cause of death in the winter.**
- 7. Watch for signs of frostbite- a loss of feeling and a white or pale appearance in extremities. If symptoms are detected, get medical help immediately.**
- 8. Watch for signs of hypothermia - uncontrolled shivering, memory loss, disorientation, slurred speech, and drowsiness.**
- 9. Maintain adequate ventilation when utilizing alternative heating sources.**
- 10. Conserve available fuel sources**
- 11. If you must travel, consider public transportation, travel by day, don't travel alone, keep others informed of your schedule, and stay on main roads.**
- 12. Keep your car winterized and use snow chains when necessary.**
- 13. Carry a winter car kit:**
 - a. Shovel
 - b. Windshield scraper
 - c. Battery-powered radio
 - d. Flashlight
 - e. Extra batteries
 - f. Water
 - g. Snack food
 - h. Mittens, hat, blanket

- i. Tow chain or rope
- j. Tire chains
- k. Bag of road salt
- l. Distress flag
- m. Booster cables
- n. Road maps
- o. Emergency flares

14. If a blizzard traps you in your vehicle:

- a. Pull off the highway
- b. Remain in your vehicle
- c. Run the engine and heater about ten minutes each hour to keep warm
- d. Exercise to maintain body heat
- e. Take turns sleeping
- f. Remain alert for rescue crews

D. POST-INCIDENT MANAGEMENT

1. Listen to local news sources for:

- a. Current weather conditions
- b. Street closures
- c. Work and school closures
- d. Emergency instructions

2. Clear winter debris from the facility's exterior and walkways

3. Inventory and replenish winter storm "survival kits" (the next storm may occur within days)

4. Make adjustments to the winter storm emergency action plan, if deficits exist.

5. Assess damages and contact insurance company

E. ANNUAL REVIEW AND PLAN UPDATE

1. Annually review the winter storm emergency action plan. Make additions or deletions as necessary.

2. Conduct on-going annual training for all employees.

3. Develop and conduct an annual exercise to evaluate the contents of the plan and your employees' ability to activate the plan.

4. Appoint one individual to inventory survival kits, and replenish as necessary.

IV. EXTENDED HEAT WAVES

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. **Extended heat waves can affect entire regions. For the Athens-Clarke County area, the possibility for these extreme conditions typically occurs during the months of July - September.**
2. **You can protect yourself and others by planning ahead.**
3. **Just as exposure to cold can produce a variety of medical problems, so too can exposure to heat. Problems created by heat exposure can range from mild discomfort to life threatening emergencies.**
4. **Heat related emergencies are grouped under the name HYPERTHERMIA. They are brought on by an increase in body temperature from a hot environment or from over-exertion in such an environment.**
5. **Know the various stages of hyperthermia:**
 - a. **HEAT CRAMPS** - Muscle spasms as a result of the body losing too much salt during exertion. Symptoms generally subside when strenuous activity ceases.
 - b. **HEAT EXHAUSTION** - Often caused by physical exertion in a hot, humid environment. It can produce a disturbance of the body's blood flow, resulting in a mild state of shock. Due to long and profuse sweating, the body loses large quantities of salt and water. In such cases, the individuals skin will be NORMAL-TO-COOL IN TEMPERATURE, EITHER PALE OR ASHEN GRAY IN COLOR, AND SWEATY. Remove individual to a cool environment and replace lost fluid.
 - c. **HEAT STROKE** - If measures are not taken to remove the patient to a cool environment and replace the lost fluid, their condition can deteriorate to the level of heat stroke. This is a LIFE THREATENING MEDICAL EMERGENCY WITH A MORTALITY RATE RANGING FROM 20 TO 70 PERCENT. The body becomes overheated, body temperature rises, and sweating ceases in about half the victims. Because no cooling takes place, the body stores increasingly more heat the heat-producing mechanism speeds up, and eventually the brain cells are damaged, causing permanent disability or death. In such patients, THE SKIN WILL BE HOT AND RED; IT MAY BE EITHER MOIST OR DRY, SINCE ABOUT HALF THE VICTIMS IN THIS STAGE OF HYPERTHERMIA SWEAT WHILE ABOUT HALF CEASE TO SWEAT.
6. **Several factors can predispose an individual to heat-related injuries. They include:**
 - a. Climate
 - b. Age
 - c. Exercise and activity
 - d. Pre-existing illnesses
 - e. Certain drugs and medications
7. **Monitor NOAA weather radios, Athens-Clarke County Voice Command Receivers, commercial radios, or television for expected heat waves.**
8. **Conduct strenuous activity, if necessary, in the early morning or late afternoon hours, when temperatures are cooler.**

9. **Wear light-colored clothing to reflect the sun's rays. Loose fitting clothing will help the circulation of air.**
10. **Stay indoors, if possible, during the heat of the day.**
11. **Utilize air conditioners or fans to stay cool.**
12. **Drink plenty of fluids on a regular basis.**
13. **Avoid alcoholic beverages.**

B. INCIDENT ASSESSMENT

1. **Monitor local weather conditions for your area.**
2. **High temperatures, especially if greater than 90 degrees, and relative humidity greater than 75 per cent, combine to create an environment that renders the body's cooling mechanisms less effective.**

C. INCIDENT RESPONSE

1. **Remain cautious when temperatures are above 90 degrees and/or relative humidity is greater than 75 percent.**
2. **Remain indoors during the hottest parts of the day.**
3. **Utilize air-conditioning and/or fans to keep cool. Ventilation is critical.**
4. **Conduct strenuous activities, if necessary, in the early morning or late afternoon.**
5. **Wear light colored, loose fitting clothing.**
6. **Drink plenty of fluids.**
7. **Monitor the signs and symptoms of a heat emergency for all employees.**
8. **Provide, or obtain, prompt first aid treatment and/or emergency care when needed.**

D. POST- INCIDENT MANAGEMENT

1. **Review standard operating procedures relating to heat injury prevention.**
2. **Listen to local news for weather status reports and forecasts.**
3. **Replenish medical supplies, if necessary.**
4. **Make adjustments to the Heat Wave Emergency Action Plan, if needed.**

E. ANNUAL REVIEW AND PLAN UPDATE

- 1. Annually review the heat wave EAP. Make additions or deletions as necessary.**
- 2. Conduct on-going annual training for all employees.**
- 3. Develop and conduct an annual exercise to evaluate the contents of the plan and your employees' ability to activate the plan.**
- 4. Appoint one individual to inventory medical kits, and replenish as necessary.**

V. TORNADOES

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. Tornadoes are nature's most violent storms. Spawned from a powerful thunderstorm and abrupt temperature changes, tornadoes can uproot trees and buildings and turn harmless objects into deadly missiles. They can devastate a neighborhood in seconds.
2. A tornado appears as a rotating, funnel-shaped cloud that extends 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.
3. Every jurisdiction is at some risk from this hazard.
4. Become familiar with the terms used to describe tornado threats.
 - a. **TORNADO WATCH** - Tornadoes are possible. Stay tuned to weather announcements.
 - b. **TORNADO WARNING** - A tornado has been sighted. Take shelter immediately.
 - c. **SEVERE THUNDERSTORM WATCH** - Severe thunderstorms are possible.
 - d. **SEVERE THUNDERSTORM WARNING** - Severe thunderstorms are occurring.
11. Contact your local Emergency Management Office for tornado information.
12. Purchase a NOAA weather radio with battery back up.
13. Contact your local EMA office concerning the purchase of an Athens-Clarke County Voice Command Receiver (for specialized weather information pertinent to A-CC.)
14. Purchase a battery powered commercial radio and extra batteries.
15. Determine places to seek shelter, such as basements, storm cellars, and interior halls
16. Practice going to your identified shelter.
17. Maintain emergency supplies.
18. Make an inventory of your possessions. Take photographs or videotapes. Keep records in a safe deposit box or other safe place.
19. Tornadoes may occur at any time, but primarily occur during the months of March through June
20. Mobile structures (homes, classrooms, etc.) should be properly anchored.

B. INCIDENT ASSESSMENT

1. Be aware of any approaching storms.
2. Listen to a NOAA weather radio, Athens-Clarke County Voice Command Receiver, commercial radio, or television newscasts for the latest weather information.

3. **If you see any revolving funnel-shaped clouds, report them immediately by calling Central Communications (911).**
4. **Listen for any outdoor warning sirens, which may be in your area. They will sound in the event of a tornado warning.**
5. **If necessary, be ready to take shelter. If you are in a mobile structure, move to more substantial protection**

C. INCIDENT RESPONSE

1. **When a tornado has been sighted, go to your shelter immediately.**
2. **Stay away from windows, doors, and outside walls.**
3. **In a house or small building, go to the basement or storm cellar. If there is no basement, go to an interior room on the lowest level.**
4. **In a school, nursing home, factory, or shopping center, go to the pre-designated shelter areas. Interior hallways on the lowest floor are usually the safest. Stay away from windows and open spaces.**
5. **In a high rise building, go to a small, interior room or hallway on the lowest floor possible.**
6. **In a vehicle, trailer, or mobile home, get out immediately and go to a more substantial structure.**
7. **If there is no shelter nearby, lie flat in the nearest ditch, ravine, or culvert with your hands shielding your face and head.**
8. **In a car, get out and take shelter in a nearby building. Do not attempt to out-drive a tornado. They are erratic and move swiftly.**
9. **Monitor the latest weather information. Remain in your shelter until all threats have ceased.**

D. POST INCIDENT MANAGEMENT

1. **You may leave your shelter if, and only if, all threats for a tornado have ceased.**
2. **Look out for broken glass, metal, and downed power lines.**
3. **Check for any injuries. Do not attempt to remove seriously injured persons unless they are in immediate danger of death or further injury.**
4. **Administer first aid to those in need.**
5. **Use great caution when entering or exiting a damaged building. Be sure that walls, ceiling and roof are in place, and that the structure rests firmly on the foundation.**
6. **Continue to monitor news reports on where to get help from disaster relief organizations and government agencies.**

7. **Dial 911 if you need emergency assistance. Otherwise, do not use the phone. Others may need to request assistance.**
8. **Assess your facility for any damages.**
9. **The greatest concern after a disaster is the health and safety of the facility occupants.**

E. ANNUAL REVIEW AND PLAN UPDATE

1. **Review your facility's emergency action plan relating to tornado disasters.**
2. **Annually, review the various components of the plan with all employees.**
3. **Develop and conduct an annual exercise to evaluate the plan's effectiveness.**
4. **Participant in the statewide Tornado Awareness Week activities.**
5. **Annually, assess the facility's ability to receive severe weather information in a timely manner.**

VI. HURRICANES

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. **Hurricanes are tropical cyclones with torrential rains and sustained winds of 74 miles per hour or greater which blow in a counter-clockwise direction around the center "eye". Hurricane winds can exceed 155 miles per hour and severely affect areas hundreds of miles inland.**
2. **As hurricanes approach the coast, a huge dome of water called a storm surge crashes into the coastline, causing major damage to everything in its path. About nine out of ten people killed in hurricanes are victims of the storm surge.**
3. **Hurricanes also spawn tornadoes and cause severe flooding from heavy rains.**
4. **Hurricanes are classified into the following five categories, based on their wind speeds, central pressure, and damage potential:**
 - a. **CATEGORY ONE - Winds 74 - 95 mph**
 - b. **CATEGORY TWO - Winds 96 - 110 mph**
 - c. **CATEGORY THREE - Winds 111 - 130 mph**
 - d. **CATEGORY FOUR - Winds 131 - 155 mph**
 - e. **CATEGORY FIVE - Winds greater than 155 mph**
5. **Know the terms used by weather forecasters:**
 - a. **HURRICANE WATCH** - A hurricane is possible within 36 hours. Stay tuned for additional advisories.
 - b. **HURRICANE WARNING** - A hurricane is expected within 24 hours. If advised to evacuate, do so immediately.
6. **Listen for local radio or television weather forecasts. Purchase a NOAA Weather Radio and/or an Athens-Clarke County Voice Command Receiver with a warning alarm tone.**
7. **Ask your local emergency management office about community evacuation plans and whether your neighborhood would be told to evacuate. Learn evacuation routes.**
8. **Talk to your employees about hurricanes.**
9. **Prepare to survive on your own for three days. Assemble a disaster supplies kit. Include a battery-powered radio, flashlight, extra batteries, a first aid kit, blankets, clothing, food, and water.**
10. **Have your facility inspected for compliance with local building codes. Many of the roofs destroyed by hurricanes were destroyed because they were not constructed according to building codes.**
11. **Make plans to protect your facility. Permanent storm shutters offer the best protection for windows. A second option is to board up windows with plywood. Tape does not prevent windows from breaking.**
12. **Know how and where to shut off utilities.**
13. **Consider flood insurance. Purchase insurance well in advance - there is normally a five-day waiting period before flood insurance takes effect.**

14. Make a record of your property. Take photographs or videotapes of your belongings.

B. INCIDENT ASSESSMENT

- 1. Listen for information and instructions on radio or television newscasts. If a hurricane watch is issued, you have 24 to 36 hours before a hurricane hits land. A hurricane warning means that hurricane winds and storm tides are expected in a specific location within 24 hours.**
- 2. Get together with employees to talk about what needs to be done.**

C. INCIDENT RESPONSE

- 1. If the hurricane is expected to affect your facility, make immediate plans.**
- 2. Secure the facility. Close storm shutters and/or board up windows. Secure loose outdoor objects or bring them indoors.**
- 3. Shut off all utilities.**
- 4. Prepare to evacuate. Make sure that all vehicles are fueled. Review pre-determined evacuation routes.**
- 5. Evacuate to an inland location if local authorities announce an evacuation.**
- 6. Mobile facilities are particularly hazardous during hurricanes.**
- 7. When authorities order an evacuation, leave immediately. Follow the evacuation routes Announced by local officials, stay away from coastal areas, and tell others where you are going.**
- 8. If you are not required to evacuate, stay indoors during the hurricane and away from windows. Do not be fooled if there is a lull, it could be the eye of the storm. Winds will pick up again. Listen to the radio or television for information.**
- 9. Avoid using the phone except for serious emergencies. Local authorities need first priority on telephone lines.**
- 10. Avoid flood-prone areas**

D. POST-INCIDENT MANAGEMENT

- 1. Stay where you are if you are in a safe location until local authorities say it is okay to leave.**
- 2. Keep tuned to local radio or television for assistance and information.**
- 3. The health and safety of your employees/family is foremost.**
- 4. Be aware of mental and physical fatigue. Set up a manageable schedule to repair property.**

5. **Stay away from the disaster areas unless local authorities request volunteers. If you are needed, bring your own drinking water, food, and sleeping gear. Another way to help is to donate money to a recognized disaster relief agency. Do not donate food, clothing, or other personal items unless they are specifically requested.**
6. **Drive only when necessary. The streets may be filled with debris.**
7. **Stay away from riverbanks, streams, and low areas prone to flooding, until the potential threat has passed.**
8. **Report broken gas, sewer, or water mains.**
9. **Contact your insurance agent. Take photos or videotapes of the damage. Separate damaged and undamaged belongings. Locate your financial records. Keep detailed records of cleanup costs.**

E. ANNUAL REVIEW AND PLAN UPDATE

1. **Review, on an annual basis, the facility's Emergency Action Plan for Hurricane disasters. Update by adding or deleting information, if necessary.**
2. **Annually, train all employees on the EAP and their individual roles and responsibilities.**
3. **Develop and administer an annual exercise to determine the readiness of your facility's plan.**
4. **Refer to Appendix C "Recovering from Disasters" for additional information.**

VII.HAZARDOUS MATERIAL SPILLS/LEAKS

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

1. Safety

- a. Are all chemicals documented?
- b. Are all chemicals stored properly?
- c. Are all chemicals labeled properly?
- d. Is safe-handling practices followed?

2. Training

- a. Are all employees familiar with the chemicals on-site?
- b. Have all employees been trained in the proper response in the event of a spill or release?
- c. Is there an in-house response team to handle spills or releases? Are they properly trained? Are they properly equipped?

3. Equipment

- a. Is all safety equipment in place and in good working order?
- b. Is the equipment adequate for the product spilled or released?

4. Personnel

- a. Is there a current and up to date list of all employees available on site?
- b. Has an Environmental Safety Officer/Safety Officer been designated?
- c. In the event of an evacuation, has an assembly site been determined?
 - Uphill/upwind
 - Away from emergency traffic areas
 - Adequate distance from vapors/run off

5. Contact the Athens-Clarke County Fire and Emergency Services office at (706) 613-3360 for assistance in:

- a. Developing emergency evacuation plans
- b. Conducting safety inspections
- c. Documentation of hazardous chemicals
- d. Obtaining other information, training, and assistance

6. Contact the Local Emergency Planning Committee at (706) 613-3140 for additional information:

- a. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
- b. Superfund Amendments and Reauthorization Act (SARA)
- c. Identification, coordination, and effective management of local resources
- d. OSHA 29 CFR, Part 1910.120
- e. EPA 40 CFR, Part 311

7. Has an Emergency Action Plan (EAP) been developed for the facility?

8. Is there a process in place to notify the neighboring community?

B. INCIDENT ASSESSMENT

- 1. Determine if there has been a release or spill.**
 - a. Visual confirmation
 - b. Safety equipment activated
 - c. Other reliable sources

- 2. Notify facility occupants**
 - a. Activate in-house alarm system
 - b. Utilize personnel to verbally sound alarm if it can be done safely

- 3. Community Notification**
 - a. Determine the appropriate level of notification
 - b. Determine the affected area - wind, temperature, humidity, terrain
 - c. Activate notification procedures

- 4. Contact public safety agencies**
 - a. Dial 911
 - b. Remain calm
 - c. Provide facility name, address, and your name
 - d. Identify the problem (spill, leak, explosion, etc.)
 - e. Identify the product, if possible
 - f. Provide a specific location, or zone, within the facility
 - g. Remain on the line, if you can do so safely
 - h. If you must evacuate, use a cellular phone or a phone in a safe location to report

C. INCIDENT RESPONSE

- 1. Evacuation**
 - a. Evacuate to pre-determined areas
 - b. Never re-enter the building unless directed by an authorized agency
 - c. Everyone must remain in the assembly areas until accounted for
 - d. Follow the Emergency Action Plan
 - e. If there is the possibility of sheltering in place, refer to your EAP

- 2. Spill or release control**
 - a. What measures will be taken?
 - Fire extinguishment
 - Confinement
 - Containment
 - Recovery
 - b. Are control measures coordinated with the Fire and Emergency Services Department?

- 3. Contaminated personnel**
 - a. Remain calm
 - b. Isolate yourself from others to prevent secondary contamination
 - c. Notify emergency responders immediately
 - d. Identify the contaminant material
 - e. Cooperate fully with decontamination procedures

- 4. Injury to personnel**
 - a. Notify emergency responders of any injuries
 - b. Assisting injured personnel may contaminate you
 - c. Provide emergency care only if you are trained to do so

5. Meet with Fire and Emergency Services Department personnel

- a. An authorized representative should meet with the first arriving unit to provide information
- b. Account for all facility personnel
- c. Provide all known information about the incident:
 - *Type (spill, leak, release, explosion, etc.)
 - *Amount of spill or release
 - *Identify the material
 - *Actions taken by the facility's personnel
- d. Designate personnel roles for the facility
 - *Command post
 - *Media spokesman
 - *Notification (US.EPA, Ga.EPD, Ga. DOT, etc.)

D. POST-INCIDENT MANAGEMENT

1. The incident is not resolved just because the emergency is over.

- a. Do not attempt to enter a contaminated area
- b. Re-enter the facility when allowed to do so by an authorized agency
- c. Make sure all required agencies have been notified such as US.EPA, Ga.EPD, Ga.DOT, etc.
- d. Keep accurate records of all actions taken and costs involved during the response and clean up. Documentation is very important.

E. ANNUAL PLAN REVIEW AND UPDATE

1. Review your facility's Emergency Action Plan on an annual basis

- a. Are the names of all emergency contact personnel current?
- b. Are the phone numbers and addresses of all emergency contact personnel current?
- c. Is all information in the EAP current?

2. Have all personnel reviewed the EAP in the past year?

3. Has the EAP been tested? In the past year?

4. Have all personnel received appropriate training?

- a. Fire extinguishers
- b. Hazardous materials awareness
- c. Haz-whopper
- d. Hazardous materials operations
- e. Hazardous materials technician
- f. Alarm activation
- g. Evacuation procedures
- h. Emergency notification

5. Is the resource list current and up to date?

6. Have you conducted a hazardous materials drill with the local fire department?

VIII. BOMBS/BOMB THREATS

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

If there is a critical point that cannot be overemphasized, it is the value of citizens being well prepared. This point is particularly applicable to property owners, managers and staff members with critical knowledge of any property subject to bomb threats.

Below you will find guidelines that will assist you in developing your individual Emergency Action Planning Guide. In preparing to cope with a bomb incident, it is necessary to develop two separate but interdependent plans; namely a **physical** security plan and a **bomb** incident plan.

1. **Physical Security Plan:** This provides for the protection of property, personnel, facilities, and material against unauthorized entry, trespass, damage, sabotage, or other illegal or criminal acts. The physical security plan deals with prevention and control of access to the building or premises. For some locations this will be impractical such as retail establishments, but access to remote areas within such building can be controlled through:
 - a. **Interior Considerations:** locks on windows and doors, access to boiler rooms, mail rooms, computer rooms, switchboards and elevator control rooms remain locked, closed-circuit television systems, and posting your security measures.
 - b. **Exterior considerations:** fencing, lighting, shrubbery kept low to the ground, highly visible security patrol, and trash or dumpster areas kept free from debris.
2. **Bomb Incident Plan:** This plan provides detailed procedures to be implemented by staff when a bombing attack is executed or threatened. These below **14 steps**, along with the accompanying appendix, should be utilized and determined as part of your preparation for a bomb/bomb threat. Prior to the development of the bomb incident plan, a definite chain of command with applicable authority must be established. Only by using your established organizational hierarchy and procedures can the bomb incident be handled with the least risk to all concerned:

Step 1. Chain of Command: Establishing a chain of command is easy if there is a simple office structure, one business, one building. However, if a complex situation exists, a multi-occupant building for example, a representative from each occupant entity should attend the planning conference. A leader should be appointed and a clear line of authority and succession should be delineated. This should be printed and distributed to all.

Step 2. Command Center: You should pre-designate a command center. The command center must be in an area that normally has limited public and internal access. A switchboard room or other focal point of telephone or radio communications may serve this purpose depending upon your operations. Only you and your staff can thoughtfully make this pre-designation. The management personnel assigned to the command center should have the authority to decide whatever action should be taken during the threat. Only those assigned to the center should have access. Always make some provision for alternatives in the event someone is absent when a threat is received. Prepare a list of those places a bomb could likely be concealed to expedite your internal search of the premises. Remember, only your personnel that regularly occupy or frequent the particular premises have the knowledge to determine if something is out of order or the status quo has been disturbed. Keep an updated copy of the building's blueprints on file. Keep a list of important phone numbers readily available.

Step 3. Communication: It is critical that lines of communication be established between the command center and your search or evacuation teams. The center must have the flexibility to keep up with the progress of the teams. If necessary, the command center must have the mobility to maintain contact and track search or evacuation teams. In the event of a bomb, the center must be able to evacuate and take important documents such as employee rosters and emergency contact numbers for employees in the event of injuries.

Step 4. Evaluation: Determine how and who will evaluate the threat. Please refer to Incident Assessment below for specific details.

Step 5. Procedures: Decide what procedures will be followed when a bomb threat is received or a device discovered. Please refer to Incident Assessment below for specific details.

Step 6. Bomb Squad: Determine to what extent the available bomb squad will assist and at what point the squad will respond. Please refer to Incident Assessment below for specific details.

Step 7. Evacuate: Provide an evacuation plan with enough flexibility to avoid a suspected danger area.

Step 8. Designate internal search teams: Appoint team leaders that you have trained per your policy, expectations and procedures.

Step 9. Search area. Determine designated areas for each team to search per your policy.

Step 10. Techniques: Establish search techniques utilized by the teams. **SEE THE ENCLOSED ON RECOMMENDED SEARCH PROCEDURES.**

Step 11. Progress report: Establish a procedure to report and track progress of the search and a method to lead qualified bomb technicians to a suspected package.

Step 12: Contingency plan: Have one in the event a suspected device is located by a search team or a bomb should explode without warning.

Step 13. Call Taker: Establish simple-to-follow procedures for the person receiving a bomb threat. **ENCLOSED IS AN ATF BOMB CHECKLIST.**

Step 14. Review: Your physical security plan in conjunction with the development of your bomb incident plan.

B. INCIDENT ASSESSMENT

The most serious of all decisions to be made by management of any facility in the event of a bomb threat is whether to evacuate the building. In many cases, this decision may have been made during the development of the bomb incident plan. Many factors must go into this decision and it is not an easy one to make. Options must be weighed and the consequences of each decision determined. Essentially, there are three alternatives when faced with a bomb threat. Each has positive and negative consequences depending upon the known or suspected environmental particulars within the specific threat.

Alternative 1. Assess the specific threat and implement the response deemed appropriate by the Assessment team. Each threat is unique and exacting; thus, it offers an opportunity for critical analysis to determine its validity propensity. **A) Threat not valid:** The Assessment team may be authorized to declare the threat invalid and not credible; therefore, no action other than reporting to the police and logging the incident would occur. **B) Threat less than credible:** The second declaration the Assessment Team may render could be less than credible, but deserving a dutiful search by pre-determined personnel without notice to the entire body. The police will be notified of the incident and a subsequent police investigation would follow, but the routine of the business would not be interrupted unless a suspicious object was located by the internal search team. This approach is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when the threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb. **C) Threat credible:** If a threat is thought to be credible, the Assessment Team would be expected to recommend timely action to address the unique and exacting known information. Such action could range from an immediate evacuation to other options given threats applicable to a future date(s).

Alternative 2. Evacuate immediately. To do so on every bomb threat is an alternative that on face value appears to be the preferred approach. However, the negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive approach on your business. If the bomb threat caller knows it is your policy to evacuate every time a call is made, he/she can call and force your business to a standstill. A student may use a bomb threat to avoid a class or miss a test. A disgruntled employee can stop production. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in a threat.

Alternative 3. Ignore the threat. Ignoring the threat completely may result in significant problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees learn that bomb threats have been received and ignored, it could result in morale issues and have long-term adverse effect on your facility and operations. This response is specifically not recommended. Also, there is the possibility that the bomb threat caller feels that he/she is being ignored, he/she may go beyond the threat and actually plant a bomb.

C. INCIDENT RESPONSE

1. **Call 911 immediately.**
2. **Initiate your Bomb Incident Plan.** Your response should be guided by those predetermined plans as outlined in your Bomb Incident Plan.
3. **Bombs can be constructed to look like anything and can be placed or delivered in any number of ways.** The only common denominator that exists among bombs is that they are designed to explode.
4. **Bomb threats are delivered in a variety of ways.** The majority of threats are telephonically called in to the target and express some immediacy. Occasionally these telephonic calls are through a third party or express a threat linked to a future date(s). Sometimes a threat is communicated in writing or by a recording. In any case, your bomb threat plan should include measures to cope with the particular type of threat and to preserve whatever evidence that is produce.

D. POST-INCIDENT MANAGEMENT

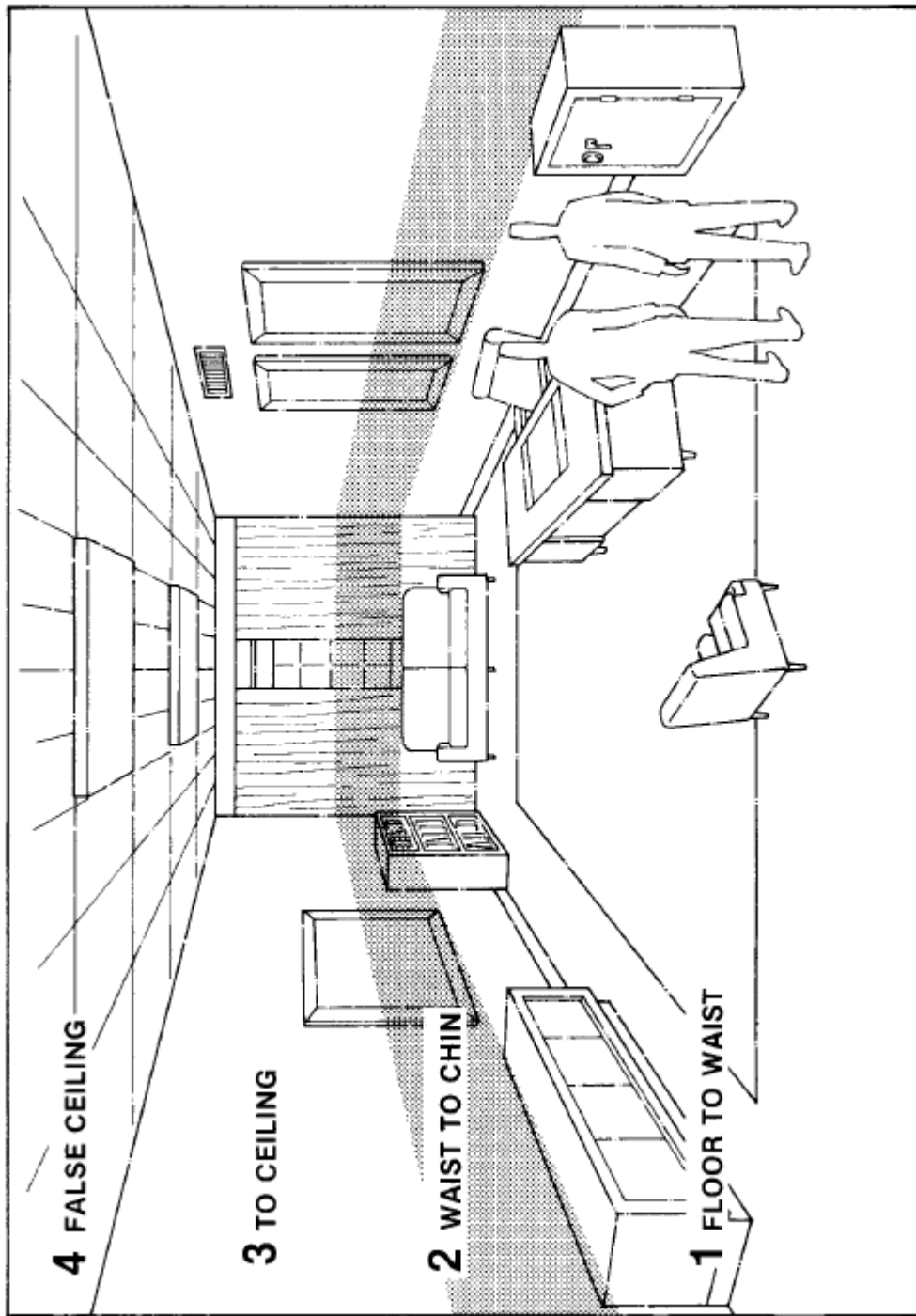
It is important that after any incident, those involved should review the actions taken or not taken. Often during the incident, weaknesses in the plan are revealed. These should be discussed and the plan altered as needed. In the event of an actual bomb detonation, additional plans should be in place:

- 1. A location should be determined away from the site to move the command center for continuous control and command purposes.**
- 2. Individuals should be appointed to assist and advise public safety personnel of any unique situations or requirements.** A pre-designated liaison person should be in place to interact directly with public safety officials.
- 3. If an evacuation is ordered or an explosion occurs, pre-appointed individuals should account for employees and determine a location for them to gather depending upon the level of the threat and the sequence of events.**
- 4. Someone should be appointed to notify family members, co-workers, etc.**
- 5. A spokesperson should be appointed to deal with the media/press.**

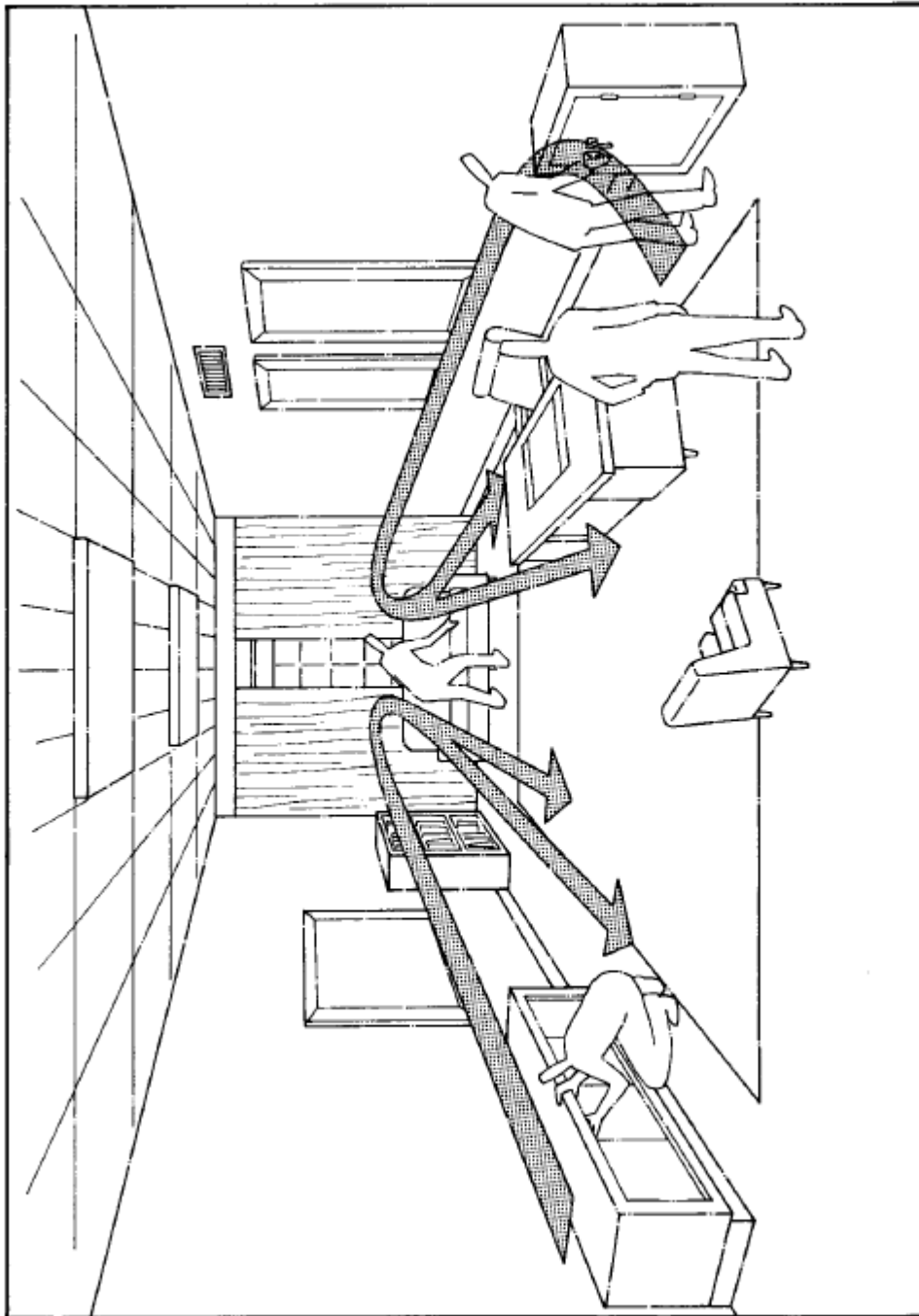
E. ANNUAL REVIEW AND PLAN UPDATE

As stated previously, all good plans are of no use should they be developed and then placed in a drawer, not to be looked at again until an incident occurs. To be effective, operational plans must be discussed, understood, and rehearsed. Alternative plans of action, as well as subordinate personnel, must be developed. Inevitable, someone key to the plan will retire or leave; thus, the plan should be dynamic. At the minimum, your plan should be reviewed and revised on an annual basis. It is recommended that regular training take place so people will be prepared in the event of an actual incident.

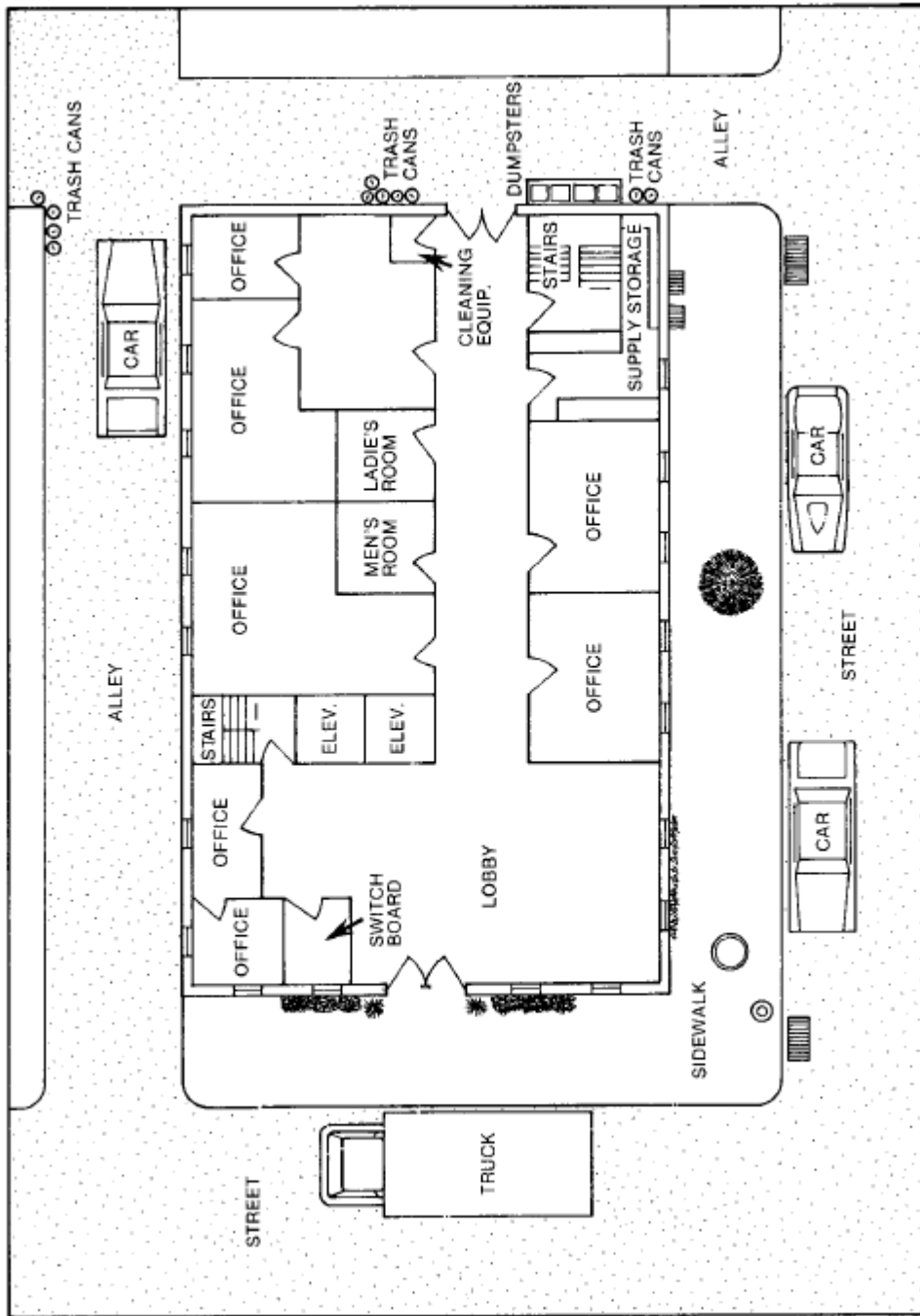
THIS INFORMATION SERVES ONLY AS A GUIDE AND IS NOT INTENDED TO BE ANYTHING MORE. THE ULTIMATE DETERMINATION OF HOW TO HANDLE A BOMB THREAT MUST BE MADE BY THE INDIVIDUAL RESPONSIBLE FOR THE THREATENED FACILITY.



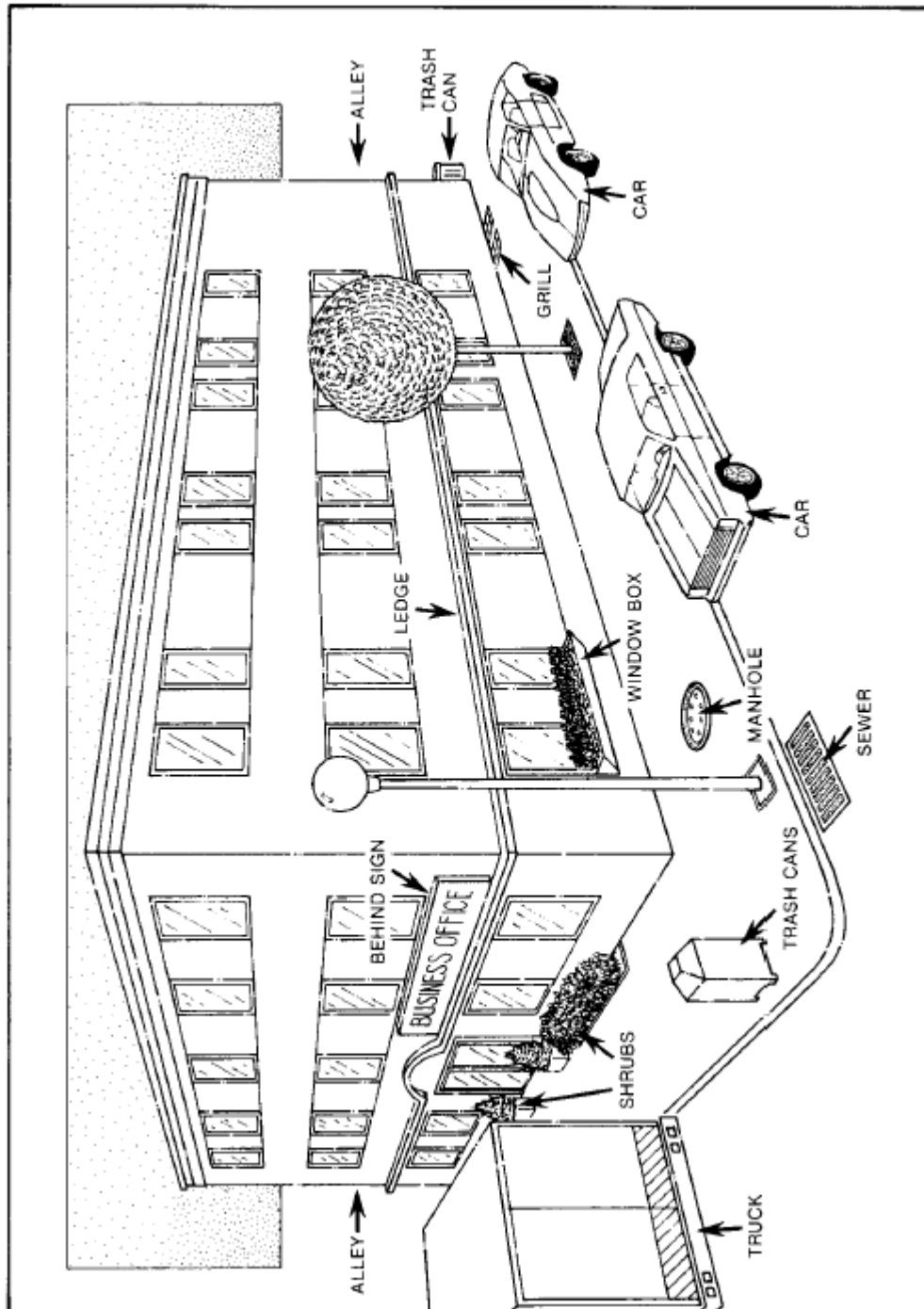
#2 DIVIDE ROOM BY HEIGHT FOR SEARCH



#3 SEARCH ROOM BY HEIGHT & ASSIGNED AREA,
OVERLAP FOR BETTER COVERAGE



#4 SEARCH INTERNAL PUBLIC AREAS



#5 SEARCH OUTSIDE AREAS

ATF BOMB THREAT CHECKLIST

Exact time of call _____

Exact words of caller _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____

2. Where is the bomb? _____

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. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____

(Refer to bomb incident plan)

Detach and place by each telephone. Duplicate as necessary.

IX. TERRORISTIC ACTS

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICE

It has become a stark reality in society today that we can become the victims of one or more individuals who desire to harm others. We have seen the shootings in our public schools (Kentucky, Arkansas, Oregon, and Georgia) in the recent past. We have seen government offices attacked (California, Oklahoma, Washington, D.C.). Private industry has also been the victim of irate employees or customers (Washington, Georgia, Texas) just to name a few.

What can be done to prevent such acts from occurring? How can we prevent ourselves from becoming victims from these acts?

Unfortunately we often do not know where or when these people will strike. Knowing something about the nature of terrorism can help:

- 1. Terrorists often choose targets that offer little danger to themselves and areas with relatively easy public access.**
- 2. Foreign terrorists look for visible targets where they can avoid detection before or after an attack such as international airports, large cities, major international events, resorts, and high-profile landmarks.**

Prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for other crisis:

- 1. Be alert and aware of the surrounding area. The very nature of terrorism suggests there may be little or no warning.**
- 2. Take precautions when traveling. Be aware of conspicuous or unusual behavior. Do not accept packages from strangers. Do not leave luggage unattended.**
- 3. Notice your immediate surroundings. Be aware of heavy or breakable objects that could move, fall, or break in an explosion.**

Prepare to establish a command center outside of the building similar to the one outlined above for bombs/bomb threats. Have lists of employees with emergency contact numbers readily available. Have a blueprint of the building available for police and fire.

B. INCIDENT ASSESSMENT

On an individual basis one must look at where he/she works, lives, and recreates in order to prepare/prevent it.

- 1. Do you have a routine to your day that is very predictable? Do you travel the same route to and from work?**
- 2. Do you frequent the same restaurants for lunch or socially?**
- 3. Has the security of your work place been evaluated? Is it open to the public? Some individuals' jobs by their nature will expose them.**

- 4. Be aware of exits and possible escape routes in the event of a terrorist act.**
- 5. Have emergency phone numbers readily available.**

Can measures be taken to limit the possibility of your workplace being victimized by terrorist activities?

- 1. Can access be limited to the building?**
- 2. Can security measures be implemented such as guards, metal detectors, and X-ray machines?**
- 3. Are closed-circuit television cameras being used?**
- 4. Are employee identification cards issued and checked upon entry?**

We will never be able to protect everyone or prevent every incident of terrorism. The nature of our society lends itself to being victimized by terrorism, but we choose to accept these risks as the costs of individual freedom.

C. INCIDENT RESPONSE

What is one to do in the event he/she becomes involved in a terrorist act?

- 1. In the event of an armed individual, seek cover immediately. Get out of hallways and into an office or closed room.**
- 2. Attempt to barricade the doorway with furniture or any heavy object.**
- 3. Stay away from windows and glass objects.**
- 4. Call 911 and maintain contact with the operator unless told to disconnect.**
- 5. Try to remain calm and keep quiet.**
- 6. Do not leave the room unless escorted by law enforcement personnel.**
- 7. In the event of a bomb or fire stay low and exit the building as soon as possible.**
- 8. Cover nose and mouth with a wet cloth.**
- 9. If you are trapped in debris, stay in your area so that you don't kick up dust.**
- 10. Tap on a pipe or wall so rescuers can hear where you are.**
- 11. Use a whistle if one is available. Shout only as a last resort.**

D. POST-INCIDENT MANAGEMENT

After the incident has occurred, there may be many things you can do to assist police, fire and other personnel.

- 1. Help identify employees injured or not accounted for.**
- 2. Notify family members.**
- 3. Identify someone to meet with the press.**

E. ANNUAL REVIEW AND PLAN UPDATE

As stated previously, this is very unpredictable and very hard to guard against. A general plan of action should be formulated that will deal with any emergency or disaster. There should be an annual review of this plan and revisions made accordingly. Personnel assigned specific tasks should be trained in their duties and rehearsals done periodically. Should people leave, then replacements must be found and trained accordingly.

X. MEDICAL EMERGENCIES

A. PRE-INCIDENT PLANNING/PREVENTION PRACTICES

- 1. Have personnel been trained in Basic First Aid?**
- 2. Are First Aid Kits available, containing but not limited to, the following:**
 - a. Acetaminophen, Ibuprofen, and Aspirin
 - b. Antibiotic ointment
 - c. Baking Soda
 - d. Box of adhesive bandages – various sizes
 - e. Chemically activated ice pack
 - f. Cortisone cream
 - g. Disposable gloves
 - h. Elastic wraps (2, 3, 4 inch)
 - i. Eye irrigation kit
 - j. Fire blanket
 - k. First aid manual
 - l. Flashlight
 - m. List of emergency phone numbers
 - n. Resuscitation mask
 - o. Rubbing alcohol
 - p. Scissors
 - q. Sewing needle and tweezers
 - r. Sterile gauze (2, 4 inch pads, roll of 4 inch)
 - s. Sterile water/ saline solution
 - t. Surgical tape
 - u. Two re-sealable plastic bags
- 3. Are members of your staff trained in CPR?**
- 4. Are pocket masks readily available for your CPR-trained individuals?**
- 5. Have you considered purchasing an Automatic External Defibrillator?**
- 6. Are emergency phone numbers (911, Poison Control, etc.) posted on each telephone in the area?**
- 7. Do any of the staff members have any serious medical condition (seizure, diabetes, etc.) which would require immediate first aid/assessment? Do they have with them a list of their current medications and their private physician?**
- 8. Are any/all chemicals and hazardous materials identified and reported to fire/police agencies? Have you developed an in-house decontamination procedure for handling emergencies involving these issues?**
- 9. If you need any suggestions/recommendations on how to set up a medical aid area, contact your medical center's emergency medical services department.**

B. INCIDENT ASSESSMENT

Minor incidents requiring first aid can be handled as follows:

1. **Black Widow Bite** – Soak the bite in Epsom salts or bicarbonate of soda. If the area turns red, is especially painful, or if you develop a severe headache or muscle cramps, see a physician.
2. **Bleeding** – Apply direct pressure over the wound. Use the cleanest cloth you can find. Continue pressure for ten minutes. If cloth becomes blood soaked, don't remove it. Add another cloth over it. If bleeding doesn't stop after ten minutes, elevate the affected area and continue pressure. Seek medical help if these measurements aren't successful.
3. **Burns** – Flood the area with lukewarm water for fifteen minutes. For areas that can't be immersed, lightly apply lukewarm, wet, clean sheets. Self-treat only first degree burns (reddened or slightly swollen skin). Do not apply ice. Do not apply ointment to any burn. Go to the emergency department for further evaluation and treatment.
4. **Deep Gash** – Push on wound firmly and maintain direct pressure with a gauze pad. Elevate wound above the heart. Wrap wound with a gauze bandage to maintain pressure. See physician within four hours for further treatment.
5. **Heart Attack** – SYMPTOMS: Pale, clammy skin; rapid and weak pulse. May have weakness, headache, nausea or dizziness, plus possible cramps in abdomen or limbs. Move to a cool place, but protect from chilling. Lie down with the head lower than the rest of the body. Drink water, not alcohol or caffeine. See health care provider if not better in 30 minutes.
6. **Heat Stroke** – SYMPTOMS: Skin is red, hot, and dry. No sweating. Victim is often unconscious. Cool body by sponging with cold water. Do not give any fluid by mouth. Call 911.
7. **Nose bleeds** – Sit person leaning forward. Pinch nostrils together for at least five minutes. Seek medical help if bleeding doesn't stop after ten minutes of pressure on the nostrils.
8. **Poisoning** – Call Poison Control (1-800-282-5846) immediately, even if no injury is noticed. Some poisons don't cause damage until later. Immediate attention can prevent or decrease damage.
9. **Strains and Sprains** - Place the injured limb at rest, elevated. Apply cold compresses or ice packs. If it swells a lot, bruises, or aches after one hour, call your health care provider.
10. **Sunburn** – If the skin is not broken, immerse burned areas in clean, lukewarm (not iced) water. If the sunburn is large or has blisters, see a physician.

If the incident involves chemical spills or hazardous materials, call 911 immediately.

C. INCIDENT RESPONSE

1. **If the incident is serious, or if you are in doubt after following the first aid guidelines, call 911.**

2. **For chemical or hazardous materials spills:**
 - a. Call 911, giving the list of chemicals to which the patient was exposed.
 - b. Move the patient from the spill area.
 - c. Begin in-house decontamination procedures to the extent possible.

3. **For Mass Casualty situations:**
 - a. Call 911 identifying the number of victims and extent of injuries.
 - b. Follow directions of the Fire and EMS Department personnel.
 - c. Assist in moving victims to the designated area for triage by medical personnel.
 - d. Assist in transport of ambulatory victims designated as minor injuries.

D. POST INCIDENT MANAGEMENT

1. **Evaluate the incident response with necessary personnel and make revisions to your internal plan.**
2. **Replenish all medical supplies and equipment used in the event.**

E. ANNUAL REVIEW AND PLAN UPDATE

1. **Check the expiration date on items in the First Aid Kit.**
2. **Update the phone numbers of key in-house personnel.**
3. **Provide refresher training in first aid and CPR for personnel. Update your internal plan.**

APPENDIX A

EVACUATION PRACTICES

Keep emergency supplies in one place in case you need to evacuate in a hurry. Evacuations are more common than many people realize. Hundreds of times each year, transportation and industrial accidents release harmful substances, forcing thousands of people to leave their homes. Fire and floods cause evacuations even more frequently. And almost every year, people along the Gulf and Atlantic coasts evacuate in the face of approaching hurricanes.

When community evacuations become necessary, local officials provide information to the public through the media. Government agencies, the American Red Cross, and other disaster relief organizations provide emergency shelter and supplies. But just in case, you should have enough water, food, clothing and emergency supplies to last at least three days. In a catastrophic emergency, you might need to be self-sufficient for even longer.

The amount of time you have to evacuate will depend on the disaster. If the event can be monitored, like a hurricane, you could have a day or two to get ready. But many disasters offer no time for people to gather even the most basic necessities. This is why you should prepare now.

PLANNING FOR EVACUATION

1. Ask your local emergency management office about community evacuation plans. Learn evacuation routes. If you do not own a car, make transportation arrangements with friends or your local government.
2. Talk with your family about the possibility of evacuation. Plan where you would go if you had to leave the community. Determine how you would get there.
3. Plan a place to meet your family in case you are separated from one another in a disaster. Ask a friend outside your state to be the checkpoint so that everyone in the family can call that person to say they are safe.
4. Find out where children will be sent if they are in school when an evacuation is announced.
5. Assemble a disaster supplies kit. Include a batter-powered radio, flashlight, extra batteries, food, water, and clothing. Begin now - once you are told to evacuate, you may have only minutes to leave.
6. Keep fuel in your car if an evacuation seems likely. Gas stations may be closed during emergencies.
7. Know how to shut off electricity, gas, and water at main switches and valves. Have the tools you would need to do this (usually pipe and crescent or adjustable wrenches).

WHAT TO DO WHEN YOU ARE TOLD TO EVACUATE

1. Listen to a battery-powered radio and follow local instructions. If the danger is a chemical release and you are instructed to evacuate immediately, gather your family and go. In other cases, you may have sufficient time to follow these steps.
2. Gather water, food, clothing, emergency supplies, and insurance and financial records.
3. Wear protective clothing and sturdy shoes.
4. Secure your home. Close and lock doors and windows. Unplug appliances. Take any actions needed to prevent damage to water pipes by freezing weather, if this is a threat.
5. Turn off the main water valve and electricity, if instructed to do so.
6. Let others know where you are going.
7. Leave early enough to avoid being trapped by severe weather.
8. Follow recommended evacuation routes. Do not take shortcuts. They may be blocked. Be alert for washed-out roadways and bridges. Do not drive into flooded areas. Stay away from downed power lines.

APPENDIX B

SHELTER

Talk to your employees/family members about where to find shelter so everyone knows where to go. Taking shelter is critical in times of disaster. This may mean going to a basement during a tornado warning, staying in an enclosed structure while a chemical cloud passes, or staying home during a severe storm without electricity or water services for days.

In many emergencies, the American Red Cross, assisted by community and other disaster relief groups, works with local authorities to set up public shelters in schools, municipal buildings and churches. While they often provide water, food, medicine, and basic sanitary facilities, you should plan to have your own supplies as well - especially water.

SHELTER LIVING DURING AN EMERGENCY

1. Stay in your shelter until local authorities say it's okay to leave. The length of your stay can range from a few hours to two weeks.
2. Restrict smoking to well-ventilated areas. Ensure that smoking materials are disposed of safely.
3. Cooperate with shelter managers and others staying in the shelter. Living with many people in a confined space can be difficult and unpleasant.
4. Maintain a 24-hour communications and safety watch. Take turns listening for radio broadcasts. Watch for fires.
5. Improvise an emergency toilet, if necessary. Use a garbage container, pail or bucket with a snug fitting cover. If the container is small, use a large container with a cover for waste disposal. Line both containers with a plastic bag. After each use, pour or sprinkle a small amount of regular household disinfectant, such as chlorine bleach, into the container to reduce odors and germs.
6. Make arrangements for your pets before going to a public shelter. Pets are not allowed in a public shelter due to health reasons.

MANAGING WATER SUPPLIES IN A SHELTER

1. Water is critical for survival. Plan to have about one gallon of water per person per day for drinking, cooking, and personal hygiene. You may need more for medical emergencies.
2. Allow people to drink according to their need. The average person should drink between two and two-and-one-half quarts of water or other liquids per day, but many people need more. This will depend on age, physical activity, physical condition, and time of year.

3. Under no circumstances should a person drink less than one quart of water each day. It is better to use whatever water is available, in the hope of finding more, than to deprive people of what they need to survive by rationing it.
4. First drink water that you know is not contaminated. If necessary, suspicious water, such as cloudy water from regular faucets or muddy water from streams or ponds, can be used after it has been purified. If water purification is not possible, put off drinking suspicious water as long as possible, but do not become dehydrated.
5. In addition to stored water, try other sources: ice cubes, milk, soft drinks, fruit and vegetable juices, water in the hot water tank, water in the flush tanks of home toilets.
6. If water pipes are damaged, or if advised by local authorities, turn off the main water valves in your home. This will prevent water from draining away in case the water main breaks. The pipes will still be full of water when the main valve is closed. To use this water, turn on the faucet at the highest level in your house (which lets air into the system). Then draw water, as needed, from the lowest point in your house, either a faucet or the hot water tank.

WATER PURIFICATION

Purify water of uncertain purity before using it for drinking, food preparation or hygiene. In addition to having a bad odor and taste, contaminated water can contain microorganisms that cause diseases such as dysentery, cholera, typhoid and hepatitis.

There are many ways to purify water. None is perfect. Often the best solution is a combination of methods. Before purifying, let any suspended particles settle to the bottom, or strain them through layers of clean cloth. Following are four purification methods. The first three methods - boiling, chlorination and purification tablets - will kill microbes but will not remove other contaminants such as heavy metals, salts, most other chemicals and radioactive fallout. The final method - distillation - will remove microbes as well as other contaminants including radioactive fallout.

BOILING - is the safest method of purifying water.

- Bring water to a rolling boil for 10 minutes, keeping in mind that some water will evaporate. Let the water cool before drinking.
- Boiled water will taste better if you put oxygen back into it by pouring it back and forth between two containers. This will also improve the taste of stored water.

CHLORINATION

- Uses liquid chlorine bleach to kill microorganisms.
- Use liquid bleach that contains 5.25 percent sodium hypochlorite and no soap. Some containers warn, "Not For Personal Use." You can disregard these warnings if the label states sodium hypochlorite as the only active ingredient and if you use only the small quantities mentioned in these instructions.
- Add two drops of bleach per quart of water (four drops if the water is cloudy), stir and let stand for 30 minutes. If the water does not taste and smell of chlorine at that point, add another dose and let stand another 15 minutes.

PURIFICATION TABLETS release chlorine or iodine.

- They are inexpensive and available at most sporting goods stores and some drugstores. Follow the package directions. Usually one tablet is enough for one quart of water. Double the dose for cloudy water.

DISTILLATION involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor may include salt or other impurities.

- Fill a pot halfway with water.
- Tie a cup to the handle on the pot's lid so that the cup will hang right side up when the lid is upside-down (make sure the cup is not dangling into the water).
- Boil the water for 20 minutes. The water that drips from the lid into the cup is distilled.

MANAGING FOOD SUPPLIES

1. Carefully ration everyone's food except that of children and pregnant women. Most people can remain relatively healthy with about half as much food as usual and can survive without any food for several days, if necessary.
2. If the water supply is limited, try to avoid foods high in fat and protein, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.
3. It is especially important to be sanitary when storing, handling and eating food.
 - Keep food in covered containers.
 - Keep cooking and eating utensils clean.
 - Keep garbage in closed containers and dispose it outside the house when it is safe to go outside. Bury garbage, if necessary. Avoid letting garbage accumulate inside the shelter, both for fire and sanitation reasons.
4. For emergency cooking, heat food with candle warmers, chafing dishes and fondue pots, or use a fireplace. Charcoal grills and camp stoves are for outdoor use only.
5. Canned food can be eaten right out of the can without warming. Before heating food in a can, open the can and remove the label.
6. Do not eat foods from cans that have tops that are swollen, even though the product may look okay to eat.
7. Do not eat any food that looks or smells abnormal, even if the can looks normal.

APPENDIX C

RECOVERING FROM DISASTER

After an emergency, continue to listen for news reports on where to get help from disaster relief organizations and government agencies. Coping with the human suffering and chaos of disaster can require a certain inner strength that only those who have experienced disaster can know. But people can and do recover from even the most severe disasters, and they can return to a normal life. This appendix offers some general advice on what to do after disaster strikes.

HEALTH AND SAFETY

Your first concern after a disaster is your family's health and safety.

1. Be aware of new hazard's created by the disaster, such as washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged wires and slippery floors.
2. Be aware of exhaustion. There is a tendency to attempt to do too much at once. Set your priorities and pace yourself. Create a manageable schedule.
3. Watch for signs of stress and fatigue. Talk about the situation with others to release tension. Encourage others to talk about their concerns. Get professional crisis counseling if necessary.
4. Encourage children to talk about their feelings. Explain how you plan to deal with the situation. Involve them in cleanup activities. Being part of the recovery process will help them cope. Keep the family together.
5. Drink plenty of clean water. Try to eat well and get enough rest.
6. Wear sturdy work boots and gloves, and wash your hands thoroughly with soap and clean water often, when working in debris.
7. Inform local authorities about health and safety hazards, including chemical releases, downed power lines, washed out roads, smoldering insulation or dead animals.

RETURNING TO A DAMAGED HOME

1. Keep a battery-powered radio with you so you can listen for emergency updates.
2. Wear sturdy work boots and gloves.
3. Before going inside, walk carefully around the outside of your home and check for loose power lines, gas leaks and structural damage. Do not enter if floodwaters remain around the building. If you have any doubts about safety, have your home inspected by a professional before entering.
4. If your home was damaged by fire, do not enter until authorities say it is safe.

5. Use a battery-powered flashlight for light. Do not use oil, gas lanterns, candles or torches. Leaking gas or other flammable materials may be present. Do not smoke. Do not turn on the lights until you're sure they are safe to use.
6. Watch out for animals, especially poisonous snakes. Use a stick to poke through debris.
7. Enter the building carefully and check for damage. Check for cracks in the roof, foundation and chimneys. If it looks like the building may collapse, leave immediately. Be aware of loose boards and slippery floors.
8. Check for gas leaks, starting at the hot water heater. If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, if you can. Call the gas company from a neighbor's house. If you shut off the gas supply at the main valve, you will need a professional to turn it back on.
9. Check the electrical system. If you see sparks, broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker, even though the power is off in your neighborhood. However, do not touch the fuse box, a circuit breaker, or anything else electrical if you are wet or standing in water. Rather, leave the building and call for help.
10. Check appliances. If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then unplug appliances and let them dry out. Have appliances checked by a professional before using them again.
11. Check the water and sewage systems. If pipes are damaged, turn off the main water valve.
12. Clean up spilled medicines, bleaches, and gasolines. Open cabinets carefully. Be aware of objects that may fall.
13. Look for valuable items such as jewelry and family heirlooms and protect them.
14. Try to protect your home from further damage. Open windows and doors to get air moving through. Patch holes.
15. Clean and disinfect everything that got wet. The mud left behind by floodwaters can contain sewage and chemicals.
16. If your basement has flooded, pump it out gradually (about one third of the water per day) to avoid damage. The walls may collapse and the floor may buckle if the basement is pumped out while the surrounding ground is still waterlogged.
17. Check with local authorities before using any water; it could be contaminated. Wells should be pumped out and the water tested by authorities before drinking.
18. Throw out fresh food that has come into contact with floodwaters. Check refrigerated food for spoilage. Throw out flooded cosmetics and medicines.
19. Call your insurance agent. Take pictures of damages. Keep good records of repair and cleaning costs.

MITIGATION

Before spending a lot of time and money repairing your home after a disaster, determine ways to avoid or reduce the impact of the next disaster. This is called mitigation.

1. Ask your local building department about agencies that purchase property in areas that have flooded. You may be able to sell your property to a government agency and move to another location.
2. Determine how to rebuild your home to sustain the shaking of an earthquake or high winds. Ask your local government, a hardware dealer, or a private home inspector for technical advice.
3. Consider the options for flood-proofing your home. Determine whether your home can be elevated to avoid future flood damage.
4. Make sure all construction complies with local building codes that pertain to seismic, flood, fire and wind hazards. Make sure the roof is firmly secured to the main frame of the house. Make sure your contractors know and follow the codes. Make sure construction is inspected by a local building inspector.

GETTING HELP: DISASTER ASSISTANCE

Throughout the recovery period, it's important to monitor local radio or television reports and other media sources for information about where to get emergency housing, food, first aid, clothing, and financial assistance. Following is general information about the kinds of assistance that may be available.

1. Direct assistance to individuals and families may come from any number of organizations. The American Red Cross is often stationed right at the scene to help people with their most immediate medical, food and housing needs. Other volunteer organizations such as the Salvation Army may also provide food, shelter and supplies, and assist in cleanup efforts. Other church groups and synagogues are often involved as well.
2. In addition, social service agencies from local or state governments may be available to help people in shelters or provide direct assistance to families.
3. In the most severe disasters, the Federal government is also called in to help individuals and families with temporary housing, counseling, low interest loans and grants, and other assistance. Businesses and farmers are also eligible for aid.
4. Most Federal assistance becomes available when the President of the U.S. declares a "Major Disaster" area at the request of a state governor. When this happens, FEMA sets up Disaster Application Centers at local schools and municipal buildings to process applications. Persons can apply for assistance by telephone as well. The telephone number will be announced by the media.

HELPING OTHERS

The compassion and generosity of the American people is never more evident than after a community disaster. People want to help. Here are some general guidelines on helping others after a disaster.

1. In addition to the people you care for on a daily basis, consider the needs of your neighbors and people with special needs.

2. If you want to volunteer your services in the immediate aftermath of disaster, listen to local news reports for information about where volunteers are needed. Until volunteers are specifically requested, stay away from disaster areas.
3. If you are needed in a disaster area, bring your own food, water and emergency supplies. This is especially important in cases where a large area has been affected and emergency items are in short supply.
4. Do not drop off food, clothing or any other item to a government agency or disaster relief organization unless a particular item has been requested. Normally these organizations do not have the resources to sort through the donated items.
5. If you wish, you can give a check or money order to a recognized disaster relief organization. These groups are organized to process checks, purchase what is needed and get it to the people who need it most. All of your donation will go towards the disaster relief; disaster relief organizations normally raise money for overhead costs through separate fund drives.
6. If your company wants to donate emergency supplies, donate a quantity of a given item or class of items (such as nonperishable foods) rather than a mix of different items. Also, determine where your donation is going, how its going to get there, who's going to unload it and how it's going to be distributed. Without sufficient planning, much needed supplies will be left unused.

APPENDIX D

ADDITIONAL RESOURCES

KEY TELEPHONE LISTING

LOCAL

American Red Cross	(706) 353-1645
Athens-Clarke County Emergency Management	(706) 613-3410
Athens-Clarke County Fire and Emergency Services	(706) 613-3360
Athens-Clarke County Health Department	(706) 542-8600
Athens-Clarke County Police Department	(706) 613-3330
Athens-Clarke County Public Utilities Department	(706) 613-3470
Athens Regional Medical Center (General Information)	(706) 549-9977
Athens Regional Medical Center (Community Education Classes)	(706) 354-3455
St. Mary's Hospital	(706) 548-7581
Weather - Automated Surface Observation System (ASOS)	(706) 613-7373

STATE

Georgia Bureau of Investigation	(706) 542-7901 1 800 673-9213
Georgia Emergency Management Agency (GEMA)	1 800 TRY GEMA
GEMA (School Violence Programs Attn: Jack Scott/ Steve Harris)	(770) 535-5741
Georgia State Patrol Enforcement Agency	(706) 542-8660

FEDERAL

Bomb Hotline	1 888 283-2662
CHEMTREK	1 800 424-9300
Environmental Protection Agency (EPA)	(706) 355-8000 (706) 369-6376
Federal Bureau of Investigation (FBI-Athens Office)	(706) 549-6477
Federal Bureau of Investigation (FBI-Atlanta Office)	(404) 679-9000
Federal Emergency Management Agency (FEMA- Regional Office)	(404) 853-4200
Firearms Theft Hotline	1 800 800-3855
National Weather Service (Peachtree City)	(770) 486-1133
Other Criminal Activity (Alcohol Tobacco & Firearms - ATF)	1 888 283-8477
Poison Control Center	1 800 282-5846
Report Illegal Firearms Activity (ATF)	1 800 283-4867

WEBSITES

LOCAL

The Unified Government of Athens-Clarke County	www.athensclarkecounty.com
Athens-Clarke County Police Department	www.accpd.org/
Athens Regional Medical Center	www.armc.org
City of Winterville	www.negia.net/~wintervi
Clarke County School District	www.clarke.k12.ga.us
St. Mary's Hospital	www.negia.net/stmarys
Walton Electric Membership Corporation	www.waltonemc.com

STATE

State of Georgia	www.state.ga.us
BellSouth	www.bellsouth.com
Department of Natural Resources Environmental Protection Division	www.ganet.org/dnr/environ
Georgia Bureau of Investigation	www.ganet.org/gbi/
Georgia Emergency Management Agency	www.state.ga.us/GEMA
Georgia Emergency Management Agency Weather Information	www2.state.ga.us/GEMA
Georgia Power Company	www.southernco.com/site/gapower/home.asp
Weather Channel	www.weather.com

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American Red Cross	www.redcross.org
Bureau of Alcohol, Tobacco & Firearms	www.atf.treas.gov/
Federal Emergency Management Agency	www.fema.gov/
Federal Bureau of Investigation	www.fbi.gov/
National Weather Service	www.nws.noaa.gov
Navy Supply Corps School	www.nscs.com
United States Department of Transportation Homepage	www.dot.gov
United States Department of Transportation Emergency Response Guidebook	hazmat.dot.gov/gydebook
United States Department of Transportation Office of Hazardous Materials Safety	hazmat.dot.gov/hazhome
United States Environmental Protection Agency	www.epa.gov
United States Fire Administration	www.usfa.fema.gov