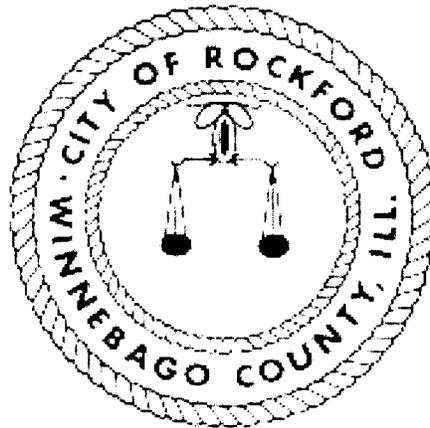


# **City of Rockford Emergency Preparedness Guide**

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**Rockford Fire Department  
June, 2003**



## **CITY OF ROCKFORD, ILLINOIS**

OFFICE OF THE MAYOR  
425 EAST STATE STREET  
61104

DOUGLAS P. SCOTT  
MAYOR

June, 2003

Dear Residents of Rockford,

The City of Rockford Emergency Preparedness Guide is provided by the Rockford Fire Department, with assistance from the American Red Cross and other agencies, to help your family better prepare for all types of emergencies, from severe weather and fires to more serious regional and national crises.

This guide provides basic information on what to do before, after and during an emergency and will help you and your family put together an emergency plan for your own home.

I am confident that Rockford and Winnebago County officials are taking every step possible to protect the public in case of an unexpected event. We cannot always prevent emergencies, but there are many things we can do as a community and as individuals to be better prepared.

Very truly yours,

Doug Scott

Mayor

City of Rockford



**Fire Chief**

Dear Residents of Rockford,

We in the emergency services arena work hard every day to make sure we're as prepared as we can be to take care of you, your family and our community in the event of an emergency up to and including natural disasters. Since September 11, 2001, we're working even harder to be ready for other more dangerous events labeled as terrorism or weapons of mass destruction

Always, as we're preparing, citizens ask and want to know what they can do. Because of that question, and at the urging of Mayor Scott, this pamphlet was prepared. It helps you, we hope, to better understand what we have to offer and what you can do to help yourself.

Many, many thanks to our Fire Department PR Committee, headed by Firefighter/PM Jeff Kloweit and Tracy Gresty from the Mayor's office for all their hard work to pull this together. I also want to thank Fire Chief Jay Reardon of Northbrook for his example.

My sincere hope is this guide will not only help you feel better prepared but will, in fact, help you to be better prepared.

Rockford Fire Department

Chief D. William Robertson

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## **General Rules of Thumb**

If an emergency or disaster happens, there are a few things you should do right away:

*Stay calm.* Try not to panic, take time to understand what has happened and to think about what you can do to stay safe or avoid worse injury.

*Check the scene.* Pay attention to your surroundings to see whether you are safe where you are, and whether anyone around you needs help; if you think you are in danger, get to a safer place as soon as you can.

*Give and get help.* If you or others are hurt or still in danger, call 911; explain what has happened, where you are, what injuries people have, and whether the danger still exists.

*Listen for official emergency announcements.* Local radio and television stations will give emergency updates and instructions. This is your best source of information.

*Get prepared to evacuate if told to by local authorities.* If told to leave your home or work, do so right away, follow exact evacuation routes, and go to the specified shelter or safe area. If you can, bring your Emergency Kit with you, and get in touch with your family's designated emergency contact person as soon as you can to let them know how and where you are.

## **Getting Ready**

An emergency often happens without warning, leaving little or no time for you and your family to plan what to do next. So, it is important for you to learn about the things you can do to be ready—before an emergency happens. Two key things you can do are to make an Emergency Plan and put together an Emergency Kit.

### **Make an Emergency Plan**

Talk with your family about why and how you need to prepare for disaster emergencies:

- Discuss the types of disasters that are most likely to happen and what to do in each case. Some of those are described in the next section
- Keep a list of emergency phone numbers.
- Teach children how and when to dial 911.
- Purchase a NOAA Weather Radio that automatically alerts when a severe weather watch or warning is issued.
- Find out about the disaster plans at your workplace, children's school or child care center, and other places where your family spends time away from home; make sure your child's school or child care center has your current emergency contact number.
- Pick two places to meet if something happens: one that is right outside your home in case of a sudden emergency like a fire; and a second one outside of your neighborhood in case you can't return home.
- Ask a friend or relative to be your emergency contact person. Make sure everyone has this person's address and phone number; list them on the emergency contact page of this booklet and by each phone. If your family members get separated, they should call this person to tell them where they can be reached.

- Think about the special safety needs of small children, elderly or disabled relatives or neighbors, and pets.
- Keep important documents and records in a secure location
- Get an Emergency Kit ready (see checklist that follows).

### **Put Together an Emergency Kit**

Preparing an Emergency Kit ahead of time can save you time in case you must leave home quickly or go without power or water for a while. Put your Kit together with items you may need after a disaster, and if you can, try to keep enough supplies on hand to meet your needs for at least three days. Store them in sturdy, waterproof, easy-to-carry containers such as backpacks, duffel bags or clean, covered trash cans.

Things you might try to include or have on hand are:

- ❑ A three-day supply of water (one gallon per person per day) for drinking and cooking — store in clean plastic soda bottles (milk containers will break down and leak).
- ❑ Food that won't spoil or need much cooking (e.g., canned fruits and vegetables, cereals, peanut butter, crackers or cookies, and dry mixes like instant oatmeal or soups, rice or noodles). Use or replace them every 6 months if possible.
- ❑ One change of sturdy clothes and shoes, and one blanket or sleeping bag per person.
- ❑ Small household tools or items such as a battery-powered radio, flashlight with extra batteries, utility knife, bowls and cups, silverware, can opener, lighter or matches, dishtowel, etc.
- ❑ An extra set of car and house keys, personal identification, and credit cards, cash or traveler's check. Keep important family papers (e.g., birth certificates, passports, special medical information, etc.) in a waterproof container or plastic bag.
- ❑ Sanitation supplies such as toilet paper, hand wipes, diapers, tampons or sanitary pads, plastic trash bags.
- ❑ Special items for young children, elderly or disabled family members, and pets (e.g., special foods, medications, aid devices, carriers, etc.).
- ❑ A basic first aid kit that includes your prescription medications, bandages in assorted sizes, safety pins, cleanser/soap, latex gloves, gauze pads, scissors, tweezers, sewing needle, thread, alcohol wipes, burn cream, oral thermometer, non-aspirin pain reliever, antacid, cotton balls or swabs.
- ❑ A battery operated radio.

### **When a Disaster or Emergency Happens**

The next section will give you some tips on how to know when there is an emergency, information about different types of disasters that could happen in the Rockford area, and advice on how you can stay safe if and when they do.

### **How You Will Know When a Disaster Happens**

There are different ways that you will find out that an emergency or disaster is happening. Weather warnings will usually be given on television and radio. A "severe weather watch" means a severe storm might develop. A "severe weather warning" means that severe weather has already developed, and that you should seek shelter right away.

## What to Do for Different Types of Disasters

*Floods* Floods can occur quickly and can be dangerous because of fast moving waters. If there is a flood warning or you believe a flood will happen soon:

- Save yourself, not your belongings.
- Stay away from floodwaters — even water just six inches deep can knock you off your feet.
- Do not let children play in or near floodwaters, flooded creeks or flood retention ponds.
- Never try to drive through floodwaters — if your car stalls, leave it and head for higher ground on foot.
- Once you are in a safe place, listen to a battery-powered radio for official updates or wait for emergency workers to give you instructions.

*Thunderstorms* All thunderstorms produce lightning that can cause death or serious injury. Lightning can strike from up to 5 to 10 miles away, even if it is not raining or is sunny where you are. If there is a thunderstorm warning, or if you see or hear a storm coming in the distance, follow these steps:

- Get inside a home, building or vehicle right away.
- Close all windows and doors; draw the shades or blinds to reduce the risk from flying glass if window or door glass breaks due to high winds.
- If you're outside, drop to a crouching position with your feet on the ground and close together.
- Stay away from trees, metal objects, and power lines, and do not use appliances such as phones, televisions, or computers that could carry the lightning current into your home or office.

*Tornadoes* Tornadoes produce very high winds in funnel-shaped clouds that can lift and move heavy objects such as buildings and cars. They can move extremely fast and do a lot of damage to people and property. If there is a tornado warning, or if you see a tornado coming or hear a tornado siren, follow these steps:

- If you are outside, try to seek shelter in a house or other building (but not a car or trailer) right away; if there is no shelter nearby, lie flat, face down, in a ditch or low area and cover your head until the tornado passes.
- If you are already inside, move to the basement, or to a room or hallway near the center of the building. Stay away from windows and doors, and listen for official updates.
- If in a high-rise building, go to small, interior rooms or hallways on the lowest level possible.
- Avoid places with wide-span roofs, such as auditoriums, cafeterias, gymnasiums and large hallways.
- If you are in a vehicle, get out and lie flat, face down, in a ditch or low area and cover your head until the tornado passes — do not stay in your car or try to out-drive a tornado!

*Winter Storms* Winter storms can be dangerous because they leave people stranded in their homes or cars and sometimes without power. If there is a winter storm warning, you believe a storm is headed your way, or you are already stranded by one:

- If already inside, get your Emergency Kit and listen for official updates.
- Do not travel unless you really have to, and if you do, try to take public transportation.
- Stay indoors and dress warmly — if you must go outside, wear enough clothing to keep you warm and dry (e.g., hat, boots, mittens or gloves, extra layers).

- Eat and drink liquids on a regular basis.
- Conserve heat and fuel — keep the thermostat at 65 degrees or less during the day and 55 degrees at night, close off unused rooms, stuff towels or rags in cracks under doors, and cover windows at night.
- If you get stranded in your car or other vehicle, stay with your vehicle, and hang a brightly colored cloth on the radio antenna. Turn on the engine for about 10 minutes each hour (or 5 minutes every half hour) to keep warm, but make sure the tailpipe is clear of snow and that you leave a window open a bit to prevent carbon monoxide poisoning.

*Fires/Explosions* Fires can cause death and serious injury to people because of burns and the breathing in of smoke. Explosions may occur on their own or as part of a larger fire, and can also do a lot of damage to people and property. If you hear a fire alarm or smoke detector, see a fire, or see or smell smoke, follow these steps:

- Escape the building as fast as you can, then call 911 from an outside phone.
- If a stove fire starts, slide a lid over it and turn off the burner. Never pour water on grease fires — this will make the fire spread.
- If you try to use a fire extinguisher on a small fire and the fire does not go out right away, drop the extinguisher, get out of the building and call 911.
- Be careful when opening doors — feel a closed door, cracks, and doorknob with the back of your hand before you open it. If it is cool and there is no smoke at the bottom or top, open it slowly. If it is warm or you see smoke at the cracks, you need to find another way out.
- Stay low — if your only way out is through smoke, crawl on the floor under the smoke to get to your exit.
- If the smoke is too thick, or heat or flames block your exit, stay in a room with the door closed and window open, and hang a sheet outside the window so firefighters can find you.
- Once you are out of the building, stay out!
- Meet family members at your pre-designated meeting area.

*Toxic/Chemical Events* Dangerous amounts of chemicals can be released into the environment from industrial accidents, or on purpose, as happened in Japan when nerve gas was released in the subway system. These events can cause fires or explosions, and can be very poisonous to people and animals.

- If you receive any threat about a toxic spill or release, or see strange activity that you believe may be part of a chemical event, call 911 right away!
- If you live or work near the scene of a chemical event that is not in your building, stay where you are, listen for emergency updates, and wait for instructions from emergency workers or police before leaving the area.
- If you are right at the scene of a chemical event, get yourself and others far away from the spill or leak, and then call 911. Try to stay upwind and wait in a safe place nearby for emergency workers to arrive. Watch for signs of toxic poisoning (e.g., trouble breathing, dizziness, irritated eyes, skin or throat, stomach cramps or diarrhea) and report these right away to emergency workers.
- Try to avoid breathing in fumes or smoke by covering your mouth with your hand or a cloth. Never touch, taste, sniff or put your eyes near any real or suspected chemical substance.
- Pour cold water over yourself or others if you come in contact with chemicals, and remove any contaminated clothing. If you don't have water, brush chemicals off of skin with a glove, plastic bag or cloth.
- If you are outside, try to stay upstream, uphill, and upwind of the accident.
- If you are told by local officials to “shelter in place” (i.e., remain in your home or office), turn off all heating and air conditioning systems, get your Emergency Kit, and go to an interior room (preferably without windows). Use duct tape and/or towels to seal all cracks

around the door and any vents into the room, and keep listening to your radio or television until you are told all is safe or that you should evacuate.

- Do not buy a gas mask, there are too many variables to ensure safe and effective use.

**Bioterrorism Events** Bioterrorism involves the deliberate use of harmful viruses and bacteria to make people sick. We have seen this with anthrax in the mail. While these types of events are still rare, they can be very dangerous. Although we cannot always prevent them from happening, we can help by reporting strange activity to local officials. If you get news that bioterrorism has taken place where you live or work, or strongly suspect that it has, you should follow these steps:

- If you receive any threat of bioterrorism, or see strange activity that you believe may be part of a bioterrorism event, call 911 right away!
- If you live or work near the scene of a bioterrorism event that is not in your building, stay where you are, listen for emergency updates, and wait for instructions from emergency workers or police before leaving the area.
- If you are right at the scene of a bioterrorism event, get yourself and others far away from the biological agent, and then call 911. Wait in a safe place nearby for emergency workers to arrive. If you later notice signs of biological infection (e.g. severe breathing problems, shock, nausea, loss of appetite, vomiting, fever, abdominal pain, severe diarrhea, etc.), call 911 right away or call your doctor.
- If you see or get a suspicious looking package (e.g., bulky envelopes, unfamiliar or missing return address, heavy or oddly sealed boxes, anything leaking powder or other substance, etc.) do not open, shake, or put your face or bare skin near it. Put it down gently, get yourself and others out of the room, close off the room, and call 911 right away. Wash your hands right away with soap and water. Never touch, taste, sniff or put your eyes near any real or suspected biological agent.
- Do not purchase or stockpile drugs, there are too many safety variables and biological strains to assure effectiveness.
- Wait and listen for Public Health Department information and direction.

### **What to Do Until Help Arrives**

If someone with you is sick or hurt, follow these basic first aid steps — *Check* — *Call* — *Care*:

- *Check* the scene. Make sure it is safe for you to get closer, then check the injured person to see if she/he has any life-threatening conditions (i.e., constant or sudden chest pain, trouble breathing, heavy bleeding, lack of consciousness, or severe injuries from falls, head wounds, or burns).
- *Call* for help. If the injured person has any of the life-threatening conditions listed above, call 911 right away, or have someone else call while you stay with the person.
- *Care*. Do your best to comfort the sick person and prevent further injury until emergency workers arrive. Here are some ways you can help:

#### **Control Bleeding**

- Cover wounds with a pad, bandage, or cloth and press firmly.
- If there are no broken bones, lift and keep the injured area above the level of the heart.
- If the bleeding does not stop, put on extra bandages, and squeeze the artery against the bone at a point between the injury and the heart (usually inner legs or inner arms).

#### **Care for Shock**

- Keep the injured person from getting either too cold or too hot.
- Lift and keep the legs about 12 inches above the floor or ground (if no broken bones).
- Do not let the injured person eat or drink anything.

## Tend Burns

- Cool the burned area with lots of cool water.
- Cover the burn with a dry, clean bandage or cloth.

## Care for Injuries to Muscles, Bones and Joints

- Apply ice or a cold pack to control swelling and lessen pain
- Avoid movement or activity that causes the injured person any pain.
- If you must move the victim because the area is unsafe, try to keep the injured part still.

## Reduce Any Care Risks

The risk of getting a disease while giving first aid is rare. However, to lower the risk more:

- Avoid direct contact with blood and other body fluids.
- Use latex or rubber gloves if you have them.
- Thoroughly wash your hands with soap and water right away after giving first aid.

## Basic Survival Tips

*If Your Power Goes Out* Remain calm, call ComEd at 1-(800) EDISON1 to report the power outage, and follow these steps:

- Do not call 911.
- Use a flashlight for emergency lighting instead of candles.
- Turn off electrical appliances you were using when the power went out.
- Avoid opening the refrigerator and freezer so they will stay cold.
- Listen to your battery-powered radio for updated information.
- Assist family or neighbors who may become ill from extreme heat or cold
- If you need to cook, use a grill or camp stove outdoors, or use your fireplace. Canned food can be heated up and eaten right out of the can (be sure to open the can and remove the label before you heat it).
- Never run a generator, grill or kerosene heater inside a home or garage as these can cause house fires or release poisonous fumes.

*If Food Supplies Are Low* Healthy people can survive for a long time on half of what they would usually eat, and without any food at all for many days. Food, unlike water, may be rationed safely, except for children and pregnant women. Follow these tips if your food supply is limited during an emergency:

- Eat salt-free crackers, whole grain cereals and canned foods with high liquid content rather than high fat, high protein or salty foods that make you thirsty.
- If at home, use up foods from your refrigerator and freezer first, then use the canned foods, dry mixes, and other things you already have on your cupboard shelves.
- Do continue to drink water and other liquids as normal, if you can.

## Staying Healthy and Safe After a Disaster

### Coping with Trauma

Recovery continues even days or months after a disaster as you and your family faces the emotional and psychological effects of the event. Reactions vary from person to person, but may include: restless sleep or nightmares, anger, fear, or wanting revenge, lack of emotion, needing to keep active, loss of appetite, weight loss or gain, headaches, and mood swings.

All of these are normal reactions to stressful events. It is important to let yourself and others react in their own way. It may be helpful to:

- Talk with your family and friends about what happened and how you feel about it.

- Volunteer at a local shelter, blood bank, or food pantry to help with emergency efforts.
- Talk to your minister, spiritual advisor or other counselor.
- Encourage your children to share their feelings, even if you must listen to their stories many times — this is a normal way for children to make sense of traumatic experiences.
- You may also want to share your feelings about the event with your children.

If these strategies are not helping to lower your stress, or you find that you or your family members are using drugs/alcohol or resorting to other unhealthy behaviors in order to cope, you may wish to seek outside or professional help.

### **Ways You Can Help Others**

Here are a few more basic things to keep in mind that may help you, your family, or emergency workers get through a disaster more quickly and safely:

- Call 911 or the operator only for a possible life-threatening emergency. Telephone lines are very busy in disaster situations, and they need to be kept clear for emergency calls to get through.
- If you do not have an emergency, do not go to or call the hospital emergency department.
- If you are able to donate blood, contact the Northern Illinois Blood Bank at 965-8751 to make an appointment.



## **Emergency Contact Information:**

Emergency (Police, Fire, Medical, Rescue): 911  
Non-Emergency Police and Fire: 987-5800  
Poison Control: 800-222-1222  
City of Rockford: 987-5500  
Commonwealth Edison: 1-800-334-7661  
NICOR Gas: 1-800-642-6748  
OSF Saint Anthony Medical Center: 226-2000  
Rockford Memorial Hospital: 971-5000  
Swedish-American Hospital: 968-4400

## **Other Emergency Information Sites:**

American Red Cross: [www.redcross.org](http://www.redcross.org)  
Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)  
City of Rockford: [www.cityofrockford.net](http://www.cityofrockford.net)  
Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)  
Illinois Department of Nuclear Safety: [www.idns.state.il.us](http://www.idns.state.il.us)  
Illinois Department of Public Health: [www.idph.state.il.us](http://www.idph.state.il.us)  
Illinois Emergency Management Agency: [www.state.il.us/iema](http://www.state.il.us/iema)  
Illinois Environmental Protection Agency: [www.epa.state.il.us](http://www.epa.state.il.us)  
National Weather Service: [www.noaa.gov](http://www.noaa.gov)  
The Weather Channel: [www.weather.com](http://www.weather.com)  
U.S. Department of Homeland Security [www.ready.gov](http://www.ready.gov)  
Winnebago County Health Department: [www.wchd.org](http://www.wchd.org)  
Winnebago County: [www.co.winnebago.il.us](http://www.co.winnebago.il.us)

## **Radio and Television Information:**

These broadcast outlets may be your first source of information in an emergency:  
Channel 13---WREX-TV (Insight Cable Channel 3)  
Channel 17---WTVO-TV (Insight Cable Channel 4)  
Channel 23---WIFR-TV(Insight Cable Channel 5)  
Channel 39---WQRF-TV(Insight Cable Channel 6)  
Weather Channel (Insight Cable Channel 13)  
WNTA Radio-AM 1330  
WROK Radio-AM 1440

## **Sites for Children:**

United States Fire Administration [www.usfa.fema.gov/kids](http://www.usfa.fema.gov/kids)  
Illinois Firefighter's Association [www.state.il.us/kids/fire](http://www.state.il.us/kids/fire)  
Federal Emergency Management Agency [www.fema.gov/kids](http://www.fema.gov/kids)

**Your Family Emergency Plan:** Fill this out and make copies for family members to keep:

**Emergency Contact Information:**

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Phone and Address: \_\_\_\_\_

Meeting Place #1 (near home): \_\_\_\_\_

Meeting Place #2 (away from home): \_\_\_\_\_

Cell or Home phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

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Cell or Home phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

<b>Family Matters - At Home, At Work, at School Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>General Considerations</b>			
Has everyone in the household shared their phone numbers (work, school, pager, cells) with everyone in the home & are the numbers readily accessible to everyone in the family should they be away from home?			
Does the family plan include identification of a relative or close friend who is willing to act as the family's single point to call in and advise of their status & location? The intent is to provide a single phone number where all family members can call & confirm the status of all family members.			
Has your family established a single geographic gathering point near your home where you will all meet in the event you can't get to your house & communication systems are down?			
Has your family developed a plan of action should parents be at work and children are sent home from school early? What direction have children been given during periods similar to September 11, 2001?			
Do you have a survival contingency kit in your home? See American Red Cross web site <a href="http://www.redcross.org">www.redcross.org</a> .			
Has your household developed a friends-helping-friends neighborhood contingency plan whereas you'll help one another, share resources and work as a team during periods where disruptions of life occur?			
Has your family identified a relative or friend remote from the Rockford area where your family could evacuate during a crisis? It's suggested several evacuation safe havens be identified, one for each compass point (east, west, north, south)			

**Family Matters - At Home, At Work, at School  
Preparedness**

	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Your Emergency Evacuation Checklist</b>			
Secure your household survival kit.			
Bring adequate & appropriate clothing for all family members.			
Take prescription drugs & general medication that might be needed.			
Take flashlights, batteries, battery operated radios.			
Take pet care needs.			
Take kid's board games & entertainment items.			
Take valuables, currency and identification for all family members.			
If weather is below zero & freezing pipes are a potential, turn on faucets (to trickle) in the house.			
Take your personal phone directory.			
Take chargers for cell phones or other needed electrical devices requiring support equipment			
Call relatives & let them know you're evacuating & where your evacuation site will be.			
If you have neighbors who are elderly or have special needs, try to help them as needed, become their pseudo-family through the crisis. If they are unable to evacuate, contact the Rockford Police or Fire Department at (815) 987-5800.			
Leave information regarding your whereabouts, the phone number at your evacuation location, your cell phone, pager, etc. in an envelope & tape it to the bottom portion of your front or back door, between the storm & main door.			
Make sure your house is locked & windows closed and locked.			
Drive safely & monitor the radio & TV for information updates.			

**Family Matters - At Home, At Work, at School  
Preparedness**

	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<p><b><u>Your Personal “Reaction Control” Checklist</u></b></p> <ul style="list-style-type: none"> <li>• Don’t panic — remain calm — follow public safety direction. Move away from event site, use common sense.</li> <li>• Help others get through the event Buddy-up with them &amp; move to safety.</li> <li>• Be aware of the situation &amp; circumstances going on around you. Continuously move to safer areas.</li> <li>• Help injured people. Move them to a safer area, group injured people together. Seek paramedic &amp; first responder assistance.</li> </ul>			
<p>Remember your family action plan. You should call someone, go &amp; meet them somewhere, let someone know you’re alright &amp; will be meeting the rest of the family at their pre-determined gathering point.</p> <p><b>Follow your plan!</b></p>			

### Recovery Checklist for the Family

	Done	Follow Up	Note
Read all of the following before you exit to a safe place of refuge.			
Seek assistance & comfort with your neighbors. Help one another & share resources.			
If an emergency exists, call 911 or stop a passing police or fire vehicle. Following a large disaster or event, public safety resources may not be immediately available due to serving known true emergencies.			
If you cannot access emergency assistance by 911 or other methods, consider assisting the injured in the priority sequence of airway management (breathing), bleeding control (bandage & direct pressure) & broken bones (immobilize the break and joints either side). Consider transporting the victim in a car to a local hospital emergency room. If you suspect a back/spine/neck injury, DO NOT move the victim, wait for professional assistance.			
When you go outside from your safe place of refuge be aware of hazards such as downed electrical power lines, leaking natural gas, fast moving rain water drainage, dangerous trees/limbs, unstable structures, etc. Situational awareness is key for your safety & survival.			
Secure valuables from your house & vehicle. Safeguard them from further damage (plastic tarps/large garbage bags).			
Attempt to contact friends & relatives to let them know your status & needs.			
If your family has been separated (some at work, some at school when event occurred) consider going to your pre-defined gathering point or calling the pre-defined contact phone number.			
Conserve food by keeping your refrigerator closed if power is out. Secure a safe water source.			
Safeguard your pets & children from outside hazards. Provide clear safe boundaries in safe zones for children & pets.			

## Recovery Checklist for the Family

	Done	Follow Up	Note
Contact your insurance company. In large-scale disasters, place a sign in your front yard with your insurance company's name on it. Insurance adjusters from your company may report directly to damaged neighborhoods to assist clients.			
Be prepared to find temporary housing if your house has structural damage.			
Don't fall prey to scam artists with offers to provide immediate repairs or remedies for cash. Hire only reputable, local contractors.			
Be careful with candles, generators & chain saws. All present hazards & should not be used indoors due to fire threat, carbon monoxide fumes & accidental electrocutions. Eye & hand protection should be worn when chain saws are used.			
Pumping out basements is useless until outside ground water has drained down storm sewers & the water level on streets is eliminated.			
Do not go into a flooded basement unless the electricity & natural gas has been shut off.			
Do not use an oven for indoor heat & never bring a barbecue grill indoors to cook. Both breed deadly carbon monoxide.			
Stay away from swift moving water or water that is a whirlpool. Often street drain covers are displaced & the swift water can knock a grown person off of their feet & into an open street drain.			
Use of ladders around fallen trees or on a roof is dangerous until all power-lines are accounted for & De-energized.			

<b>Business Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Accountability Matters</b>			
At any given time, does your business have a method to: <ul style="list-style-type: none"> <li>• Identify number and names of employees on premises?</li> <li>• Contractors on premises; how many and names?</li> <li>• Visitors/customers on premises by number count?</li> </ul>			
Do you have a business helping business plan where employees can report to if evacuated from your facility?			
Should your company need to evacuate your premises, is a redundant system in place to assure important documents, computer access, and critical information or articles are secured?			
Are employees trained in emergency systems shutdown of equipment, machinery and computers if evacuation is required?			
Do you have a reliable system for contacting employees? Is it redundant with several supervisors supporting the contact process?			
Does your facility have a redundant signaling system which employees are aware of as an indication to enact emergency evacuation actions?			
Are employees aware of your facility emergency evacuation plan?			
Are employees instructed where to report once they have evacuated their premises?			
Are contingency plans in place to assist challenged Employees/Customers during evacuation?			
Are secondary exits available and known by employees should primary exits be blocked?			
Are emergency hand-lights/flashlights available by exit paths for employee evacuation safety?			
Have employees been trained in emergency evacuation actions and their roles?			
Does your company have a short range portable radio system and are individuals assigned radios at key positions in order to communicate with each other?			

<b>Business Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Accountability Matters</b>			
All evacuated key business members should have a portable radio and orange vest labeled with their function / role.			
Will all facility maintenance staff report to the same location and are they assigned radios?			
If your business has an “emergency brigade”, are they identifiable and do they have portable radios? Can you account for all of these individuals quickly and on-going?			
Does your company have an emergency evacuation plan for your parking lot? Has it been coordinated with public safety first responders?			
Is someone assigned to secure a bug-out kit and report to the public safety command post with a company portable radio system?			
Have you deployed your company’s emergency bug-out kits to neighboring businesses?			
Have you trained and exercised your company’s evacuation plan under “real” simulated conditions?			
Does your company have a plan to address the following after an emergency evacuation event: <ul style="list-style-type: none"> <li>• Media and public information?</li> <li>• Family members who come to your business looking for relatives?</li> <li>• An expedient way and assigned person to issue information releases?</li> <li>• A process to assist family members whose relative is an employee and has been injured or perished?</li> </ul>			
Does your business have a work-at-home continuity plan?			
Are employees aware of a phone number to call or reporting location if normal business operations are disrupted?			

<b>Business Preparedness</b>			
<b>Security</b>	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
Has your business established a security awareness levels standard for your employees which includes action checklists preserving the integrity & safety of your business?			
Does your policy require receptionists to validate by recognized identification individuals seeking business access? Are they trained in procedures when things don't feel right with individuals seeking access?			
Are people kept from freely roaming through premises or kept to areas where they have business?			
Does your business have a system that screens & tracks any individual who is allowed on premises? Can you rapidly identify at anytime, who is on premises & where they are? Can your business access the on-premises roster if the facility is evacuated?			
Who in your facility is responsible (redundant layers) to call 9-1-1 & provide information in accordance with training and/or has the authority to signal an evacuation in accordance with emergency situations?			
Do key business members have access to key communication systems (phones, portable radios, panic alarm buttons, evacuation activation devices, cell phones)?			
Can you rapidly establish a single entry control point to gain access to your facility?			
Can you effectively lock down your entire facility rapidly & monitor through a stand-alone portable radio system all facility access points?			
Can your business rapidly establish an outside, secondary perimeter on your property's boundaries, parking lot?			
Can your business rapidly contact businesses around your facility to communicate your situation & lock-down status?			
Are potentially dangerous facility processes able to be disabled or shut down remotely? Are emergency shut down procedures built into evacuation procedures?			

<b>Business Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Security</b>			
Are new employees backgrounds adequately screened & provided close supervision during early periods of employment?			
Do you have adequate control of business keys & access cards regarding employee turnover?			
Are products & items screened before they are allowed on premises and does company policy specifically prohibit certain things from being brought on premises?			
Is/are on-site hazardous product storage controlled to prevent casual access? Would you know if a substantial quantity were missing?			
Is the roof area to your facility protected & inaccessible to casual entry; roof access points secured?			
Are air intakes protected from casual access?			
Does your firm have a phoned in threat recording & action procedure?			
Does your business have a suspicious letter/package procedure? Does it include suspected substance (anthrax) procedures?			
Does your business have a suspicious odor, smell or spill procedure?			

<b>Business Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Preparedness</b>			
Does your business have a professional consultant to assist in guidance in developing emergency plans?			
Does your company have an all risk plan (fire, flood, tornado, snowstorms, power outages, inaccessibility to your facility, cyber attacks, bio-attack, chemical attack, explosion, financial tampering & specific areas relevant your business)?			
Has your business established several "bug out" kits, one on-site & others off-site at your partner "business helping business" which include: <ul style="list-style-type: none"> <li>• A site &amp; building floor plan of your business.</li> <li>• Emergency plan of your business.</li> <li>• Emergency telephone contact list (employee, insurance companies, relocation contingency).</li> <li>• Locations within your building of; utility shut-offs, sewer drains, elevators, stairwells, vaults, walkways, basement interconnects, sprinkler room, mechanical room(s), computer control rooms, basement access points, roof access points (skylights), vulnerable secure locations, etc.</li> <li>• Employee roster &amp; contact list.</li> <li>• Emergency vest, flashlight, portable radio, cell phone.</li> </ul>			
Has your business trained all of your employees in emergency actions, procedures, and evacuation actions?			
Have you instructed employees of the emergency plans of your business, contingency phone numbers, reporting location(s)?			
Have employees been trained to review American Red Cross web site for at home disaster kit & home based emergency plan for their family?			
Does your business have a recurring employee training, exercise & maintenance plan for your contingency/emergency actions initiatives?			
Do employees have at-home computer internet ability to support company operations?			
Has your business identified a medical director to assist in guidance during a bio-threat?			

<b>Business Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Business Continuity</b>			
Are critical business records duplicated and stored or electronically transferred off-site?			
Does your company have an emergency system shutdown checklist and off-site emergency systems start-up checklist?			
Should your management information systems be secured or shut down on-site due to a situation, can they be accessed & activated remotely by staff?			
Has your business established an off-site contingency operating location & have employees & staff been instructed where and at what timeframe they are to report in at the contingency location?			
Does your business have a work-at-home plan for your staff should your normal facility location not be usable? Can employees & staff access communication & information systems?			
Has your business identified a contingency information line phone number where employees, customers & suppliers can call to receive information, direction & resolve rumors? The location of the contingency phone number must be off-site from your normal business location.			
Do your suppliers have contingency plans & are you aware of information from them needed to maintain your operation?			
Does your financial services company have contingency plans and are you aware of how to reach them during contingency actions they might implement?			
Have you reviewed your contingency plans with your risk manager insurance carrier & identified other shortfalls or damaging business restrictions?			
Has your contingency plan been shared with your legal council, public relations firm and other professional service relationships that might play a role during a contingency operation?			
Does the leadership of your business have a contingency plan to assist employee relatives in notification & support in the event employees are unaccounted for, injured or loss of life?			

<b>Business Preparedness</b>			
	<b>Done</b>	<b>Follow Up</b>	<b>Note</b>
<b>Morale, Health, and Welfare</b>			
Have you established a business-helping-business contingency plan, with multiple partnerships in multiple geographic locations, where your company's staff & employees can evacuate? Do you have bug-out kits with critical company & business information deployed at the primary evacuation site to assure sustained operations of your business?			
If your company has an in-house, on premises medical staff or first responder brigade, have they been trained in basic domestic terrorism awareness and associated knowledge basics regarding biological, chemical & conventional threats?			
Has your company established a professional relationship with a health care provider or physician, who is capable & competent in providing guidance, consultation & preventative medical care to your company's staff should a bio event exist or potentially threaten your company's operation?			
In the event a bio event potential exists where the threat is contagious in nature and/or quarantine advisement's are a possibility, does your company have work-at-home contingency plans for the majority of employees and staff?			
Has your company/business thought through what you might be able to do in assisting employees & their families through various contingency challenges to ensure they understand they are valued and their loyalty is needed?			
During contingency operations, does your business have a newsletter plan, providing daily updates & information to employees, customers, suppliers, etc.? Do you have a distribution plan?			

## Recovery Checklist for Businesses

	Done	Follow Up	Note
Survey your damage after public safety officials indicate no hazards exist. Determine a micro sense of major problems, equipment damage, system disruptions, & utility service. Hold a key staff meeting to prioritize needs & assign areas of responsibility to key staff or "sector" offices for prioritized recovery areas & actions.			
Contact your insurance carrier & request an adjuster & insurance company representative to the site to meet with your key "sector" managers.			
Do not fall prey to individuals who, for a fee, will represent your interests with your insurance carriers. They are sometimes called a mediator.			
Hire only reputable licensed local or known contractors. Don't fall prey to scams where the opportunist stops by and will do the work for cash.			
Consider a private security, on-site service to protect your business from casual entry until the site can be secured.			
Consider erecting portable chain link fence barriers around your damaged building to secure authorized access & prevent undue safety concerns to people in area.			
When recovery work inside or around your business structure occurs, request your insurance company provide guidance to assure workers, your employees, and others are wearing the appropriate safety equipment from a risk management perspective (hard hats, eye protection gloves, respiratory protection, etc.). Provide daily safety briefings to on-site workers.			
Contact local government officials for assistance where they can help, such as emergency permits & authorizations.			
Contact local government with reference to FEMA assistance to local business in recovery efforts, including low interest loans, grants. etc.			
Contact your business' legal counsel & advise them of the situation & the need you will have for them to provide quick review of settlements, contracts, etc., related to your business' recovery efforts.			

## Recovery Checklist for Businesses

	Done	Follow Up	Note
Consider public relations firm & press releases about your business' status & recovery efforts. Consider a large sign in front of your damaged business stating your intent to recover & phone numbers to contact company representatives. Identify a single spokesperson for your business to deal with media inquiries.			
Contact your suppliers & customers to let them know the status of your company & intent to recover ASAP. Ask for understanding, accommodations & loyalty where appropriate.			
Contact your bank or financing institutions & advise them of the situation. Make requests for accommodations where appropriate or needed.			
Get your information systems/computer network up and running at a remote location. Regain your ability to electronically communicate & confidence returns to customers & suppliers.			
Keep in-touch with your employees. Communicate with them routinely while normal operations are interrupted. Implement your employee Hot Line number and/or information gathering contingency location.			
If you are a principal in the business, take care of yourself & your health. You'll be under a lot of stress & need to maintain a leadership focus for all of your employees & staff. Take a break every now-and-then, delegate the load. Watch for employees who step up to the challenge during crisis, they're your leaders of tomorrow. Don't forget to say "thank you" & remember, humor is a good thing!			



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# Homeland Security Advisory System Recommendations

## Individual

<u>Risk of Attack</u>	<u>Recommended Actions</u>
<b>SEVERE (Red)</b>	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Listen to radio/TV for current information/instructions</li> <li>• Be alert to suspicious activity and report it to proper authorities immediately</li> <li>• Contact business to determine status of work day</li> <li>• Adhere to any travel restrictions announced by local governmental authorities</li> <li>• Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities</li> <li>• Provide volunteer services only as requested</li> </ul>
<b>HIGH (Orange)</b>	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Review your personal disaster plan</li> <li>• Exercise caution when traveling</li> <li>• Have shelter in place materials on hand, and review procedure in <u>Terrorism: Preparing for the Unexpected</u> brochure</li> <li>• If a need is announced, donate blood at designated blood collection center</li> <li>• Prior to volunteering, contact agency to determine their needs</li> </ul>
<b>ELEVATED (Yellow)</b>	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Ensure disaster supplies kit is stocked and ready</li> <li>• Check telephone numbers and e-mail addresses in your personal communication plan and update as necessary</li> <li>• Develop alternate routes to/from work/school and practice them</li> <li>• Continue to provide volunteer services</li> </ul>
<b>GUARDED (Blue)</b>	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower level</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Review stored disaster supplies and replace items that are outdated</li> <li>• Develop emergency communication plan with family/neighbors/friends</li> <li>• Provide volunteer services and take advantage of additional volunteer training opportunities</li> </ul>
<b>LOW (Green)</b>	<ul style="list-style-type: none"> <li>• Obtain copy of <u>Terrorism: Preparing for the Unexpected</u> brochure from your local Red Cross chapter</li> <li>• Develop a personal disaster plan and disaster supplies kit using Red Cross brochures <u>Your Family Disaster Plan</u> and <u>Your Family Disaster Supplies Kit</u></li> <li>• Examine volunteer opportunities in your community; choose an agency to volunteer with and receive initial training</li> </ul>

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# Homeland Security Advisory System Recommendations

## Family

<u>Risk of Attack</u>	<u>Recommended Actions</u>
<b>SEVERE (Red)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower levels</i></li> <li>• Listen to radio/TV for current information/instructions</li> <li>• Be alert to suspicious activity and report it to proper authorities immediately</li> <li>• Contact business/school to determine status of work/school day</li> <li>• Adhere to any travel restrictions announced by local governmental authorities</li> <li>• Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities</li> <li>• Discuss children's fears concerning possible/actual terrorist attacks</li> </ul>
<b>HIGH (Orange)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower levels</i></li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Review disaster plan with all family members</li> <li>• Ensure communication plan is understood/practiced by all family members</li> <li>• Exercise caution when traveling</li> <li>• Have shelter in place materials on hand, and review procedure in <u>Terrorism: Preparing for the Unexpected</u> brochure</li> <li>• Discuss children's fears concerning possible terrorist attacks</li> <li>• If a need is announced, donate blood at designated blood collection center</li> </ul>
<b>ELEVATED (Yellow)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower levels</i></li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Ensure disaster supplies kit is stocked and ready</li> <li>• Check telephone numbers and e-mail addresses in your family emergency communication plan and update as necessary</li> <li>• If not known to you, contact school to determine their emergency notification and evacuation plans for children</li> <li>• Develop alternate routes to/from school/work and practice them</li> </ul>
<b>GUARDED (Blue)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower level</i></li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Review stored disaster supplies and replace items that are outdated</li> <li>• Develop an emergency communication plan that all family members understand</li> <li>• Establish an alternate meeting place away from home with family/friends</li> </ul>
<b>LOW (Green)</b>	<ul style="list-style-type: none"> <li>• Obtain copy of <u>Terrorism: Preparing for the Unexpected</u> brochure from your local Red Cross chapter</li> <li>• Develop a personal disaster plan and disaster supplies kit using Red Cross brochures <u>Your Family Disaster Plan</u> and <u>Your Family Disaster Supplies Kit</u></li> </ul>

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## Homeland Security Advisory System Recommendations

### Neighborhood

<u>Risk of Attack</u>	<u>Recommended Actions</u>
<b>SEVERE (Red)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower levels</i></li> <li>• Listen to radio/TV for current information/instructions</li> <li>• Be alert to suspicious activity and report it to proper authorities immediately</li> <li>• Adhere to any travel restrictions announced by local governmental authorities</li> <li>• Be prepared to shelter in place/evacuate and assist neighbors who are elderly or have special needs to do the same</li> </ul>
<b>HIGH (Orange)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower levels</i></li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Check on neighbors who are elderly or have special needs to ensure their well-being. Review disaster plan with them.</li> <li>• If a need is announced, contact nearest blood collection agency and offer to organize a neighborhood blood drive</li> </ul>
<b>ELEVATED (Yellow)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower levels</i></li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Have neighborhood meeting in order to identify neighbors who are elderly or have special needs. Assist them in development of a personal disaster plan and disaster supplies kit if requested.</li> </ul>
<b>GUARDED (Blue)</b>	<ul style="list-style-type: none"> <li>• <i>Complete recommended actions at lower level</i></li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Ask the local Red Cross chapter to offer a presentation called "Preparing for the Unexpected" at an upcoming neighborhood meeting</li> </ul>
<b>LOW (Green)</b>	<ul style="list-style-type: none"> <li>• Have neighborhood meeting to discuss emergency plans and establish a 'Neighborhood Watch'</li> <li>• Obtain copies of <u>Terrorism: Preparing for the Unexpected</u> brochure from your local Red Cross chapter and distribute at neighborhood meeting</li> </ul>

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# Homeland Security Advisory System Recommendations

## Schools

<u>Risk of Attack</u>	<u>Recommended Actions</u>
SEVERE (Red)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Listen to radio/TV for current information/instructions</li> <li>• Be alert to suspicious activity and report it to proper authorities immediately</li> <li>• Close school if recommended to do so by appropriate authorities</li> <li>• 100% identification check (i.e.-driver's license retained at front office) and provide an escort for anyone entering school other than students, staff and faculty</li> <li>• Continue offering lessons from Masters of Disaster "Facing Fear: Helping Young People Deal with Terrorism and Tragic Events" curriculum</li> <li>• Ensure mental health counselors available for students, staff and faculty</li> </ul>
HIGH (Orange)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Review emergency plans</li> <li>• Offer Masters of Disaster "Facing Fear: Helping Young People Deal with Terrorism and Tragic Events" lessons in grades K-12</li> <li>• Prepare to handle inquiries from anxious parents and media</li> <li>• Discuss children's fears concerning possible terrorist attacks</li> </ul>
ELEVATED (Yellow)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Be alert to suspicious activity and report it to the proper authorities</li> <li>• Ensure all emergency supplies stocked and ready</li> <li>• Obtain copies of <u>Terrorism: Preparing for the Unexpected</u> brochure from your local Red Cross chapter and send it home with students in grades K-12, staff and faculty</li> </ul>
GUARDED (Blue)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower level</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Conduct safety training/emergency drills following the school's written emergency plan for all grades</li> <li>• Ensure emergency communication plan updated and needed equipment is purchased</li> <li>• Continue offering lessons from "Masters of Disaster" curriculum for grades K-8 regarding emergency preparedness for natural disasters</li> </ul>
LOW (Green)	<ul style="list-style-type: none"> <li>• Use Red Cross <u>Emergency Management Guide for Business and Industry</u> to develop written emergency plans to address all hazards including plans to maintain the safety of students, staff, and faculty, as well as an emergency communication plan to notify parents in times of emergency. Disseminate relevant information to families of children, staff and faculty.</li> <li>• Initiate offering "Masters of Disaster" curriculum for grades K-8 regarding emergency preparedness for natural disasters</li> </ul>

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# Homeland Security Advisory System Recommendations

## Businesses

<u>Risk of Attack</u>	<u>Recommended Actions</u>
SEVERE (Red)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Listen to radio/TV for current information/instructions</li> <li>• Be alert to suspicious activity and report it to proper authorities immediately</li> <li>• Work with local community leaders, emergency management, government agencies, community organizations, and utilities to meet immediate needs of the community</li> <li>• Determine need to close business based on circumstances and in accordance with written emergency plan</li> <li>• Be prepared to work with a dispersed or smaller work force</li> <li>• Ensure mental health counselors available for employees</li> </ul>
HIGH (Orange)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Review emergency plans to include continuity of operations and media materials on hand</li> <li>• Determine need to restrict access to business or provide private security firm support/reinforcement</li> <li>• Contact vendors/suppliers to confirm their emergency response plan procedures</li> <li>• If a need is announced, contact nearest blood collection agency and offer to organize a blood drive</li> </ul>
ELEVATED (Yellow)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower levels</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Contact private security firm for security risk assessment and to determine availability of support/reinforcement</li> <li>• Contact voluntary organizations you support to determine how you can provide assistance in case of emergency</li> </ul>
GUARDED (Blue)	<ul style="list-style-type: none"> <li>• Complete recommended actions at lower level</li> <li>• Be alert to suspicious activity and report it to proper authorities</li> <li>• Dialogue with community leaders, emergency management, government agencies, community organizations and utilities about disaster preparedness</li> <li>• Ensure emergency communication plan is updated to include purchase of needed equipment.</li> <li>• Ask the local Red Cross chapter to provide a "Preparing for the Unexpected" presentation at your workplace for employees</li> </ul>
LOW (Green)	<ul style="list-style-type: none"> <li>• Use Red Cross <u>Emergency Management Guide for Business and Industry</u> to develop written emergency plans to address all hazards. Include an emergency communication plan to notify employees of activities; designate an off-site 'report to' location in case of evacuation.</li> <li>• Develop continuity of operations plan to include designation of an alternate work facility/location for business</li> <li>• Obtain copies of <u>Terrorism: Preparing for the Unexpected</u> and <u>Preparing Your Business for the Unthinkable</u> brochures from your local Red Cross chapter for distribution to all employees/management as appropriate.</li> </ul>

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## **WHAT TO DO TO PREVENT AND REDUCE INJURIES DUE TO FIRES**

### **GIVE SPACE HEATERS SPACE:**

Keep space heaters at least three feet (one meter) away from anything that can burn including you. Unplug heaters when you shut them off, leave your home, or go to bed.

### **BE KITCHEN WISE:**

Wear tight-fitting or rolled-up sleeves when cooking. Use oven mitts to handle hot pans. Never leave your stove unattended while cooking. If a pan of food catches on fire, slide a lid over it and turn off the burner.

### **IF YOUR CLOTHING CATCHES ON FIRE:**

Stop Drop and Roll, if your clothing catches on fire. Stop (don't run), drop gently to the ground, cover your face with your hands and roll over and over to smother the flames with a towel or blanket. Immerse burns in cool water for 10 to 15 minutes. If burns are severe get medical help immediately.

### **PROVIDE SMOKERS WITH LARGE DEEP ASHTRAYS:**

**You should not smoke**, but if you or someone in your home does, remember safety and wet cigarette butts and ashes before emptying ashtrays into a wastebasket. Never smoke when you are lying down, drowsy, or in bed.

### **SMOKE ALARMS SAVE LIVES:**

Have smoke detectors installed outside all sleeping areas and on every level of your home. Test your smoke alarm once a month by pushing the test button and replace the batteries twice a year. (We recommend you change the batteries when you change your clocks in the spring and in the fall )

### **PLAN AND PRACTICE YOUR ESCAPE FROM FIRE:**

Know two ways out of every room in your home. Make sure windows and doors open easily. In a fire, get out and stay out as fast as you can.

### **KNOW YOUR LOCAL EMERGENCY NUMBER:**

If you live in the City of Rockford or in Winnebago County the emergency number is 911.