THIS GUIDE PROVIDES INFORMATION ON:

☑ **NIH PREPAREDNESS AND RESOURCES**

☑ **PREPARING YOURSELF AT HOME**

☑ **HAZARD-SPECIFIC INFORMATION**

☑ **EMERGENCY CONTACT INFORMATION**

Division of Emergency Preparedness and Coordination Office of Research Services

NIH EMERGENCY PREPAREDNESS HANDBOOK

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NIH EMERGENCY PREPAREDNESS HANDBOOK

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Dear NIH Employees,

An emergency can occur quickly and without warning. If an unexpected situation were to occur, the most important thing you can do to keep yourself and your fellow employees safe from an emergency is to prepare, stay calm, and follow the instructions from emergency personnel.

The NIH has emergency plans in place to provide for the safety and protection of NIH personnel, patients, contractors, and visitors across a wide range of potential emergencies. Although we cannot always prevent emergencies, there are many things we can do to be better prepared as individuals, organizations and families.

The "NIH Employee Emergency Preparedness Handbook" will increase your awareness and improve your preparedness both at work and at home, including ways to coordinate with children and other family members during an emergency. I hope you find it useful.

Sincerely,

Michael Spillane
Director, Division of Emergency Preparedness and Coordination (DEPC)

NIH PREPAREDNESS AND RESOURCES

Introduction

Not all emergency events are preceded by warning signs. In order to safeguard yourself and your family, it is best to be prepared prior to an event. Because emergencies may strike at any time, it is important to be familiar with plans at your workplace, school, or anywhere else you and your family regularly spend time. In an effort to help better prepare you, this guide will familiarize you with NIH emergency contacts, evacuation routes, and shelter-in-place procedures, and advise you how to develop your own household emergency plan and an emergency preparedness go-kit.

Coordinating Across NIH

The resources of NIH span the entire country, and are often linked to worldwide efforts and initiatives. It is a high priority to provide emergency management information to all NIH employees and facilities, regardless of location, and several initiatives are underway to ensure all NIH facilities receive adequate and timely emergency information. In any emergency event, regardless of location, you should always follow the directions of fire or police personnel. This section begins with an overview of the first responder organizations on the Bethesda Campus. Those located outside of the Bethesda Campus should consult their local fire and police departments for emergency preparedness information.

NIH Fire and Police

The NIH has highly skilled and equipped fire and police departments that are trained to respond to a wide range of emergency events. When a call is made to the NIH 911 Emergency Communications Center, the appropriate response department (i.e., fire and/or police) is immediately notified and responds.

The **NIH Division of Fire and Rescue Services** (NIH Fire Department) has a robust capability with firefighters trained to respond to fires, emergency medical events, hazardous materials (HazMat) events, and many other emergency situations. In addition to responding to emergencies on the NIH Bethesda campus, the NIH Fire Department:

- Responds to fires and other emergencies at the National Naval Medical Center, in accordance with mutual aid agreements.

- Responds to fires and other emergencies in Montgomery County, Maryland in accordance with mutual aid agreements.

- Performs inspections and maintenance of on-campus fire extinguishers.

- Develops and conducts in-house trainings on fire suppression, pre-hospital emergency medical techniques, fire safety initiatives, confined space rescue and

other specialized emergency procedures which are necessary to mitigate the effects of incidents involving hazardous chemicals, bio-hazardous and radioactive materials.

For additional information on the NIH Fire Department, visit: **http://ser.ors.od.nih.gov/fire_rescue.htm**

The **NIH Division of Police** (NIH Police) is responsible for the safety and security of the NIH employees, facilities and grounds. Capabilities of the NIH Police include, but are not limited to:

- 24-hour police services – The NIH Police respond to crimes in progress and life threatening situations. Additionally, they provide foot and vehicle patrol, special event security, and escorts to anyone that feels unsafe walking across campus.

- Canine Unit – The NIH Police have several fully trained canines and handlers. These dogs are trained to assist the NIH Police in performing searches and various other police duties.

- Guard Services – Contract guard services are provided at select on and off campus buildings and regional sites. The primary mission of the guards is to protect all Government employees, property and visitors.

- NIH Identification Cards – NIH new or replacement identification cards are provided through the Support Services Branch of the NIH Division of Police.

- Investigations – NIH detectives perform investigations into criminal activities that occur on the NIH campus.   These detectives work closely with other federal, state and local law enforcement when performing an investigation.

- Traffic Unit – The traffic unit maintains the normal and safe flow of vehicle and pedestrian traffic throughout the campus. In order to do so, all state and federal laws are enforced.

For additional information on the NIH Police, visit: **http://ser.ors.od.nih.gov/police.htm**

Reporting an Incident

To report an emergency event on the NIH Bethesda campus:

1. *Call the NIH Emergency Communications Center by dialing 911*

To report an emergency from an off-campus facility:

1. *Call 9-911 to report an event to local authorities.*

2. *Call the NIH Emergency Communications Center at 301-496-5685.*

Once you have gotten through to the dispatcher, be sure to speak clearly and provide as much detail as possible. Once you have reported the incident, the dispatcher will provide you with instructions on what you should do next.

Reacting to an Incident

This section provides basic response measures for various workplace emergencies. (For emergency actions you should take during a natural disaster, see also "Hazard-Specific Information" beginning on page 18.) *REMEMBER, in any emergency event you should always follow the directions of fire or police personnel.*

Medical Emergencies

- Call 911 (on campus) or 9-911 (off campus).
- In the Clinical Center, call 111 for Clinical Center Code Blue.
- On the NIH campus, the Occupational Medical Service (OMS) will stabilize and, as necessary, refer urgent medical cases to other health care facilities.
- If an NIH employee has a potential blood-borne pathogen exposure, such as HIV or Monkey B virus, after routine hours, call the Clinical Center operator at 301-496-1211 to contact an OMS physician.

Fire

- If possible, confine the fire by closing all doors.
- Pull/activate the nearest fire alarm box and notify others in the area of the emergency.
- Call 911 (on campus) or 9-911 (off campus) and report the emergency.
- For those working in a laboratory, if time permits, turn off gas and confine hazardous materials in cabinets.
- Evacuate in an orderly manner. Do not use elevators.

Chemical, Biological, or Radiological Release

- Leave the room and close doors. Do not open the windows. If applicable and safe to do so, use absorbent material to keep the substance from spreading.
- Remove contaminated clothing/shoes before entering a clean area.
- Wash any body parts that may have come in contact with the material.
- Call 911 (on campus) or 9-911 (off campus) and report the emergency.
- After evacuating, do not permit anyone to enter the area until emergency response personnel determine it is safe.

o Anyone who may be contaminated should be restricted to a single staging area. Do not move from this area until directed by authorities. Moving from area to area will cause further contaminate and place others at risk.

Telephoned Bomb Threat

- When receiving a bomb threat DO NOT hang up. Take all threats seriously.

- Stay calm and take notes. For a bomb threat card you can print as a reference, visit: **http://ser.ors.od.nih.gov/documents/bomb_threat_card.xls** Try to determine:

  o The exact location of the bomb

  o The source of the threat

  o What time the bomb will explode

  o Background noises that could help identify the caller's location

  o Characteristics of the caller's voice (gender, age and/or accent)

- Dial *57 immediately when the call ends to trace the call. Listen for confirmation and hang up. The number of the last call will be reported to the local telephone company.

- Call 911 (on campus) or 9-911 (off campus). Pass on all information to the police upon their arrival.

- *Do not activate the fire alarm, this may trigger the bomb.*

- Listen and follow instructions on how to evacuate.

Suspicious Package or Explosive

- Never touch a suspected bomb/explosive.

- Do not use radios and transceiver equipment near the suspected explosive.

- Call the police by dialing 911 (on campus) or 9-911 (off campus).

- If evacuation is necessary, leave in an orderly manner.

Terrorism

Depending on the nature of the event, the response may vary.

- Always remain calm, monitor radio or television for information, and listen to local, state, and federal authorities for specific instructions and terror threat warnings.

- Call or e-mail your emergency contact and let them know where you are going.

- Be aware of your surroundings. If you see anything suspicious, report it to authorities.

Alert and Notification

Alert and notification messages may be issued by phone, radio, police/fire loudspeakers, emergency e-mail, or intercom in order to notify the NIH community of the occurrence or status of an emergency event.

Currently, an automated communications system is in place at NIH to provide basic alert and notification support to the NIH Leadership and the Emergency Coordinators within each Institute and Center. This system is capable of sending voice and text messages to meet the ever-changing needs of NIH. More information will be forthcoming as the build-out of this system is fully implemented.

Evacuation Program

Through the established NIH Evacuation Program, plans are in place that will provide direction should an event occur that requires the evacuation of a building or the evacuation of the NIH campus. A wide variety of emergencies may occur at NIH that require all or part of the NIH campus or facilities to be evacuated. In the event of immediate or suspected danger, occupants will be alerted to promptly evacuate their buildings via activation of the fire alarm system. If available, other methods of alert will be utilized such as public address systems, intercoms, bullhorns, or personal announcements.

Building Evacuation

Evacuation from a building can be caused by many different emergencies including fire; flood; release of a hazardous material; bomb threat; suspicious package; or an explosion. The NIH has a robust Occupant Emergency Program in place to ensure safe and timely evacuation of employees from NIH facilities.

As a part of the NIH Occupant Evacuation Program, each building has an **Occupant Emergency Coordinator (OEC)** and an **Evacuation Team** that assists in the safe evacuation of building tenants and visitors.   The OEC directs the Evacuation Team members during evacuation drills and actual events, and is responsible for coordinating the necessary planning to ensure readiness capability within their building.

In order to be prepared for an evacuation, the NIH DEPC conducts **evacuation drills** twice annually, once in the fall and once in the spring.

In order to obtain the name of the OEC in your building, refer to the following link: **http://ser.ors.od.nih.gov/emergency_prep.htm**

Online training for building evacuation and shelter-in-place is also available at: **http://ser.ors.od.nih.gov/emergency_prep.htm**. Take the time to educate yourself and your coworkers, and prepare for the unexpected.

Please refer to the NIH Policy Manual Chapter 1430 for additional details of the NIH Occupant Evacuation Program. You can find a copy of this Manual Chapter at: **http://www1.od.nih.gov/oma/manualchapters/management/1430/**.

If you have further questions or for more information on the NIH Occupant Evacuation Program, please contact DEPC at 301-496-1985.

Campus Evacuation

The NIH has an evacuation plan in place for the NIH Bethesda Campus. Due to the size of the campus, it is sectioned into four quarters for evacuation purposes. This is done in order to direct employees to evacuate the campus through the nearest exit and to reduce on campus traffic congestion. NIH law enforcement, security, and other first responder personnel will direct traffic and movement. All roads into the NIH will be used to dismiss the campus with the exception of South Drive, which will allow two-way traffic to accommodate emergency response vehicles and allow access for employees with children at the daycare centers. The roads around the center of campus will be restricted to emergency response vehicles as much as possible. A campus map with evacuation routes highlighted can be found at: **http://ser.ors.od.nih.gov/evacplan.htm**.

In the event the nearest exit is not available, employees should identify alternate routes that do not require crossing the center of campus and practice using them. Carpool and vanpool members should meet at their vehicle to expedite their dismissal and avoid driving through the campus. If there is a need to leave the campus by foot, you will be directed to assembly points or shelters by members of the NIH Police.

Regional Evacuation

In an evacuation that involves the entire National Capitol Region, the NIH follows the direction provided by the Office of Personnel Management (OPM), General Services Administration (GSA) and the Federal Emergency Management Agency (FEMA). These agencies have developed a Federal Emergency Decision and Notification Protocol and will coordinate and communicate the early release of federal employees with regional partners as necessary. If the event causing the evacuation takes place in the District of Columbia, that area would be evacuated first, followed by the suburban areas. It is important to follow the evacuation instructions and avoid panic.

Remember that in a mass evacuation of the National Capital Region, the primary goal is to move as many people as possible away from the immediate impact or threat area. Always follow the instructions of authorities.

If you have any questions, please contact DEPC at 301-496-1985.

Shelter-in-Place

Emergency events can occur at any time. Should an incident occur during working hours, employees may be advised to seek shelter-in-place. The term "shelter-in-place" means selecting a small, interior room, with no or few windows, and taking refuge there until an "all clear" signal has been issued. *Shelter-in-place is generally intended for events lasting several hours, not events lasting several days.*

Policies and Procedures

At the onset of an event, authorities will assess the situation, and depending upon the nature of the emergency, the initial decision will be made as to whether sheltering-in-place is the safest option. If a shelter-in-place initiative is issued, the DEPC will notify all Occupant Emergency Coordinators (OECs) and the Institutes and Centers Emergency Coordinators (IC ECs.) While the order will come through the DEPC, it will be coordinated collectively with the NIH Fire Department, the NIH Police, and local authorities.

If you are asked to shelter-in-place at work, please follow the directions provided below:

- Stay calm.
- If you are close to a building entrance, inform anyone standing outside that a shelter-in-place order has been issued and that they should come inside immediately.
- If there are visitors present, direct them to the designated locations.
- Shut and lock all windows, doors and any other openings into the building, but <u>do not</u> lock or block an emergency exit.
- If there is danger of an explosion, close all window shades and curtains.
- Have building engineers familiar with the building's ventilation systems turn off all fans, air conditioners, heaters and any other units that draw outside air into the building.
    - o NOTE: Most NIH buildings can have the ventilation systems shut off remotely. If this is needed, the building engineers will be contacted via radio from the NIH Emergency Communications Center.
- Gather your personal shelter-in-place essentials (see list provided below).
- Locate an interior, windowless room. Check to see if floor plans are posted in the facility. If so, safe areas should be marked.
- Follow directions of the Evacuation/Shelter Team member.
- Listen to radio or television updates to obtain information on the situation.
- *Do not leave the building until authorities give you the "all clear" signal.*

Phone, radio, police/fire loudspeakers, emergency e-mail, or intercom systems may issue notification to shelter-in-place. If these sources are unavailable, use your best judgment and the emergency preparedness education you gain from this handbook. If instructed to shelter-in-place, employees should follow the guidelines provided in this document unless otherwise directed by the building OEC.

For online information on shelter-in-place training, refer to the following website: **http://ser.ors.od.nih.gov/documents/evac_training.ppt**

Shelter-in-Place Essentials

Although shelter-in-place is meant to last only a few hours, it is important to have emergency supplies that will allow you to be comfortable. It is the responsibility of each NIH employee to have his or her own personal shelter-in-place supplies.

At a minimum, employees should have:

- ✓ Bottle of drinking water
- ✓ Non-perishable snack(s) (e.g., a protein bar)
- ✓ Medications
- ✓ Flashlight

In addition to the basic supplies maintained by each employee, each NIH office, division and laboratory should have the following supplies on hand:

- ✓ A battery operated radio
- ✓ A battery operated flashlight
- ✓ Extra batteries

You should also have on hand some type of communication device during a shelter-in-place situation to ensure better coordination and keep informed of the event (i.e. cell phones, walkie-talkies, etc.).

Homeland Security Advisory System

In the current environment within the United States, all emergency preparedness actions must be coordinated in order to ensure the safety of the Nation. In order to do so, the NIH has developed their emergency preparedness actions so that they are aligned with those of HHS, and in turn the Department of Homeland Security. It is through the Department of Homeland Security that the national Homeland Security Advisory System (see Figure 1) is provided. This system was put in place to provide a quick and comprehensive way to provide information on warnings and actual events involving terrorist acts that may occur nationwide.

Under the Homeland Security Advisory System, five threat conditions have been identified. Each condition is assigned a specific color and includes a description of the category as well as information on specific actions citizens should take. Threat conditions can be assigned to a specific geographic area or they may be set for the entire Nation. When officials announce a specific alert the appropriate safety instructions for the situation will be given to the citizens.

When the threat level is increased, NIH takes the appropriate precautionary measures for ensuring the safety of the employees, visitors and facilities.

For details on the Homeland Security Advisory System, visit the following website:
http://www.dhs.gov/dhspublic/display?theme=29

**Figure 1:
Homeland Security
Advisory System**
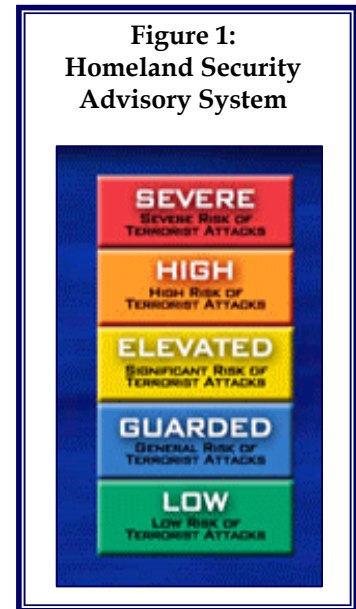
How to Become More Involved

For additional NIH campus-specific emergency preparedness information, please visit **http://ser.ors.od.nih.gov/emergency_prep.htm** or contact DEPC at 301-496-1985.

PREPARING YOURSELF AT HOME

Create an Emergency Plan

In addition to having emergency supplies on-hand, having a developed emergency plan for your family will help eliminate some of the stress involved in any emergency, regardless of magnitude. In your emergency plan, include a pre-established meeting place as well as the telephone number(s) and email addresses for at least one out-of-town contact. This contact should live far enough away from the area you live and work so that it would be unlikely that they would be impacted by the event. Keep this contact information at your office and with your children's school(s) and daycare(s). When developing an emergency plan, be sure to include pets and their needs.

Every member of your household, children included, should know exactly how to get out of your home in case of fire or other emergency, and they should know where to meet should you all become separated. All family members should agree upon this meeting place during the development of your household emergency plan.

To begin the development of your household emergency plan, take the following steps:

- Meet with all household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills and terrorism.

- Discuss how you and your family will respond to each possible emergency.

- Discuss what to do in case of power outages or personal injuries.

- Draw a floor plan of your home. Mark two escape routes from each room.

- Learn how to shut off utilities such as gas, electricity, and water and teach your family how to do so as well. If you are unsure how to turn off natural gas service to your home, call your local gas provider. When it is time to turn the gas service on following the emergency, contact your local gas provider or the appropriate utilities company. ***Do not attempt to restore gas service yourself.***

- Post emergency contact numbers near all telephones and pre-program emergency numbers into phones with autodial capabilities. Make sure your children know how to contact you at work. Also make sure your children know how to contact a neighbor or close friend of the family.

- Teach children how to dial 911 to get emergency assistance and when it is appropriate to do so.

- Teach children how to dial a long-distance call.

- If you live in an area prone to natural disasters, consider familiarizing your family with the locations of local shelters.

- If you have pets, find out which shelters allow pets; many do not. Be certain to take the safety of your pets into account when developing your household emergency plan.

- If you are a parent, or guardian of an elderly or disabled adult, make sure schools and care providers have emergency response plans.

  o Ask how they will communicate with families during an emergency.

  o Generally, unless evacuation of a particular facility is ordered, students/patients will be kept onsite until officials can safely transport them home. Find out if they are prepared to shelter-in-place if necessary. If they shelter-in-place, it is possible they will not allow children/patients to be released until the "all clear" has been given by local authorities.

  o Ask if they store adequate food, water and other basic supplies.

  o Ask where they plan to go if forced to evacuate the building or area.

  o Be sure they have an up-to-date list of your emergency contact numbers.

After creating an emergency plan you should take the time to review it with the members of your household every six months.

Household Emergency Preparedness Go-Kit

Often during an emergency, electricity (heat and air conditioning included), water, or telephone service may not work. Preparing a Household Emergency Preparedness Go-Kit ahead of time can save precious time in the event you must evacuate or go without electricity or water for an extended period of time. Put items you would most likely need (i.e., water, food, first aid supplies, clothing, bedding, tools) in a container that is easy to carry. Store the go-kit in a convenient place, and consider putting a smaller version in your car. Keep items in airtight plastic bags. Remember to change the stored water and rotate the food supplies every six months. Also remember to maintain a list of your prescription needs. Check the supplies and re-think your needs every year.

Consider including these items in your Household Emergency Preparedness Go-Kit:
Water
A typical person needs to drink at least two quarts of water each day. Hot weather or intense physical activity can double that amount. Children, nursing mothers and ill people may require more water.
✓ Store water in sealed, unbreakable containers in a cool, dark place.   ✓ Store a minimum of one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation).   ✓ Label each container with the date stored and replace every six months.   ✓ For instructions on how to treat water that may be contaminated, see page 14.

Food

Store a 3- to 5-day supply of non-perishable packaged or canned food, and a non-electric can opener. Foods should require no refrigeration, preparation or cooking, and little or no water. Items should include:

- ✓ Ready-to-eat canned meats, fruits and vegetables
- ✓ Canned juices, milk, soup (if powdered, store extra water)
- ✓ High-energy foods—peanut butter, jelly, crackers, granola bars, trail mix
- ✓ Vitamins
- ✓ Foods for infants, elderly persons or persons on special diets
- ✓ Comfort foods—cookies, hard candy, sweetened cereals, instant coffee, tea bags
- ✓ Staples—sugar, salt, pepper

First Aid Kit

Maintain a first aid kit and a supply of prescription medications for your home and your vehicle. At a minimum, items should include:

✓ Sterile adhesive bandages in assorted sizes	✓ Needle
✓ 2-inch sterile gauze pads (4-6)	✓ Moistened towelettes
✓ 4-inch sterile gauze pads (4-6)	✓ Antiseptic
✓ Hypoallergenic adhesive tape	✓ Thermometer
✓ Triangular bandages (3)	✓ Tongue blades (2)
✓ 2-inch sterile roller bandages (3 rolls)	✓ Tube of petroleum jelly/lubricant
✓ 3-inch sterile roller bandages (3 rolls)	✓ Assorted sizes of safety pins
✓ Scissors	✓ Cleansing agent/soap
✓ Tweezers	✓ Latex gloves (2 pair)
	✓ Sunscreen

Tools and Supplies

Store additional tools and supplies as a precautionary measure.

✓ Screwdrivers (flathead and Phillips)	For sanitation include:
✓ Cutters	✓ Toilet paper
✓ Scissors	✓ Soap and liquid detergent
✓ Battery-powered flashlight(s)	✓ Plastic garbage bags
✓ Battery-powered radio	✓ Plastic bucket with lid (to be used as a toilet)
✓ Batteries	
✓ Duct tape	✓ Disinfectant
✓ Waterproof matches	✓ Household chlorine bleach
✓ Small fire extinguisher	✓ Medicine dropper
✓ Flares	✓ Feminine supplies
✓ Plastic storage containers	
✓ Needle and thread	
✓ Pen and paper	
✓ Compass	
✓ Whistle	
✓ Plastic sheeting	
✓ A local map	

Clothing

It is important to be comfortable, so be sure to store additional clothing in your Household Emergency Go-Kit.

- ✓ Change of clothing (at least one)
- ✓ Additional undergarments
- ✓ Poncho or rain gear
- ✓ Comfortable and sturdy shoes or work boots
- ✓ Extra socks
- ✓ Safety glasses and/or sunglasses, prescription glasses if you wear contact lenses

Bedding
✓ Blankets or sleeping bags

Special Items
✓ Extra set of car keys
✓ Cash, traveler's checks and credit card
✓ Passports
✓ Family records
✓ Necessary medications
✓ Recent pictures of family members
✓ Insurance cards
✓ Immunization records

After an Emergency Strikes

If you have children in school: In the event of a community or national emergency, or an evacuation or shelter-in-place order, parents should check the local media and local cable stations, hotlines, and websites for announcements about changes in school openings and closings. Many schools also now use e-mail notification systems to alert parents immediately of changes in school schedules.

Note: If a school is ordered to shelter-in-place – to protect the safety of the children – no one will be allowed in or out of the school building until the danger has passed. In that event, parents, for their own safety, should also remain indoors. Relying on the schools to transport students home via normal bus routes will help prevent gridlock in and around schools and keep roads clear for essential emergency vehicles. If buses are severely delayed, schools may ask parents to pick up their children. Parents should check the local media and school news outlets regularly for announcements about school decisions. *If a parent chooses to go to school, he or she should be prepared to present the identification required by the school system, usually a photo ID.*

If You Need Clean Water: Flooding can cause contamination of water supplies. Bad water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. If you think your water may be contaminated, you should purify it before using it. This includes water used for drinking, cooking, cleaning dishes or bathing. *Boiling water is considered the safest method of treating water.* Bring water to a boil for 3-5 minutes, and then allow it to cool before drinking. Pouring water back and forth between two sterile containers will improve the taste by putting oxygen back into the water. You can also use household liquid bleach. *Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented or colorsafe bleaches.* With a medicine dropper, add 16 drops of bleach per gallon, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dose and let stand another 15 minutes.

If the Power Goes Out: Disruption of electrical service can occur as a result of many things, including lightning, high winds, ice and heavy snow. For the most part, service

is normally restored within a short period. However, major power outages can happen for extended periods on occasion. When power is lost, you should:

- Check to see if your neighbors have power. The power loss may be only in your home, due to a blown fuse or a tripped circuit. If your neighbors also are without service, call your local power company.

- If you must go outside to assess the situation, take a flashlight with you and watch for downed power lines. If you see downed lines, don't go near them or touch anything that they may be in contact with. Report downed power lines to the power company immediately!

- Candles and kerosene lanterns pose a fire hazard, flashlights or battery-operated lanterns are preferred for lighting.

- Food can be kept cold for a day or two if refrigerator and freezer doors are kept closed as much as possible.

- Use portable generators cautiously and only outside.

- Wells or cisterns normally use electric pumps that may not operate when the power is out. If you depend on them for your water supply, be prepared to use alternate sources of water until power is restored.

- Gas appliances may not work if they require electricity for ignition or valve operation.

- If family members depend on life support equipment, list them with the power company prior to an emergency.

If You Have Pets: Many shelters will not accept pets because of health and safety regulations, so try to arrange for a safe place to board your pets prior to an evacuation. Do not leave pets behind; they may be at risk for injury, starvation, or worse.

- Contact your veterinarian for a list of preferred kennels and boarding facilities.

- Check with your local animal shelter to determine if they provide emergency shelter or foster care for pets.

- Identify hotels or motels outside of your immediate area that accept pets.

- Ask friends and relatives outside your immediate area if they would be willing to take in your pet.

Similar to creating a survival kit for you and your family, consider creating a survival kit for your pet. This should include:

- ✓ Identification collar and rabies tag
- ✓ Carrier or cage
- ✓ Leash

- ✓ Any medications

- ✓ Newspapers and plastic trash bags for handling waste

- ✓ At least a two-week supply of food, water and food bowls

- ✓ Copy of veterinary records (most animal shelters do not allow pets without proof of vaccination)

If you have no other choice but to leave your pet at home, place your pet in a safe area inside your home with plenty of water and food. Never leave pets chained outside. Place a note outside your home to inform emergency responders of the pets inside, their location, and a telephone number where you may be reached.

Recovering From an Emergency

Following an emergency, it is not uncommon for people to feel emotional or experience psychological effects. Reactions vary, but children especially may have a difficult time coping. Following a stressful event, if you or family members suffer from restless sleep, anger, lack of emotion, mood swings, loss of appetite or unexplained weight loss or gain, it may be helpful to:

- ▪ Realize that a range of emotions are natural under stress.

- ▪ Talk with family and friends about what happened and their reactions.

- ▪ Plan for the possible reoccurrence of the event.

- ▪ Spend time volunteering to assist other victims.

- ▪ Avoid watching the news constantly.

- ▪ Accept that recovery from damages, either physical property or emotional effects, will take time.

If you need additional support, contact your local mental health agencies, or the NIH Employee Assistance Program at 301-496-3164.

Neighbors Helping Neighbors

During storms and other emergency events, check to see how your relatives and neighbors are coping, or if they may need additional assistance. This is especially important for senior citizens and persons with disabilities. If possible, help them plan or locate resources from which to obtain assistance.

Special Needs Populations include those citizens and family members that are elderly, medically treated, and mentally or physically handicapped. These populations, and their caretakers, should follow the following tips:

- Ask about special aid that may be available in an emergency. Find out if assistance is available for evacuation. Register with local fire departments or emergency management offices so they can provide quick assistance in an emergency.

- If you currently have a personal care attendant from an agency, check to see if the agency will be providing services at another location if there is an evacuation. Tell family members whether the personal care attendant will be available.

- Be familiar with all accessible exits, which include those that are wheelchair accessible. Make sure there are at least two wheelchair accessible exits in case one of them is blocked.

- Learn what to do in case of power outages and personal injuries. Know how to connect or start a back-up power supply for essential medical equipment!

- Consider getting a medical alert system that will allow you to call for help if you have trouble getting around.

- Elderly and disabled persons should wear a medical alert bracelet or necklace at all times if they have special needs.

- Consider setting up a "buddy system" with a co-worker, neighbor or friend. Give this person a list of emergency telephone numbers or an extra house key.

- Consider developing an emergency pack small enough to be attached to a wheelchair or walker for emergencies. To learn more about emergency preparedness issues for citizens and family members with special needs please visit the National Organization on Disability at **http://www.nod.org/**.

If there is a Community Emergency Response Team in your area: If available, emergency services personnel are the best trained and equipped to handle emergencies. However, following a large-scale emergency, you may be on your own for a period of time due to the size of the area affected; you may experience lost communications, impassable roads, etc. If established in your area, you and your neighbors may look to a Community Emergency Response Team (CERT) for immediate assistance, or even serve as part of a CERT. Prior to an emergency, the CERT should be made aware of people in the neighborhood who might have needed skills (technical, medical), as well as those who may need extra assistance during an emergency (elderly or those with special needs). During an emergency, trained CERT volunteers will fan out within their assigned areas, extinguishing small fires, turning off natural gas inlets to damaged homes, performing light search and rescue, treating life-threatening injuries, and rendering basic medical treatment until professional help arrives.

For more information on the CERT program, contact your local emergency management agency or visit the CERT Directory at:
http://training.fema.gov/EMIWeb/CERT/dir.asp

HAZARD-SPECIFIC INFORMATION

Types of Emergencies

There are many types of emergencies facing the public today. While these emergencies may vary in magnitude and severity, they all have the potential to not only impact the operations of NIH, but also the safety and well being of you, your family and the Nation.

Natural Hazards	Technological Hazards
- Floods - Winter Storms - Hurricanes - Tornadoes - Thunderstorms - Extreme Heat or Cold - Virus or Epidemic - Earthquakes - Wildfires - Volcanoes	- Medical Emergency - Building Fire - Chemical, Biological, or Radiological Release - Threat/Explosive - Terrorism

This section contains advice on dealing with natural hazards, whether at home or at work. For specific response activities related to the most likely other emergencies you may face at work, please refer back to "Reacting to an Incident" beginning on page 4.

Natural Hazards

The National Capital Region is vulnerable to severe weather such as thunderstorms, hurricanes, flash floods, snowstorms and tornadoes. Because of this, it is important for you to understand the difference between a **storm watch** and a **storm warning** for severe weather in the area. A storm watch means that severe weather *may* develop. A storm warning means a storm *has* developed and is on its way – take cover immediately! ***The safest place to ride out any storm is inside a secure building or well built home.*** In certain circumstances the safest areas may not be your home but within your community.

Before a storm:

- Listen to weather updates, stock up on supplies and have your Emergency Go-Kit available (page 12).

- Keep all cars fully fueled and be ready to evacuate if necessary, but avoid unnecessary travel.

- If wind or floodwaters will be a risk, bring in or tie down all outdoor furniture, hanging plants, trashcans, or anything that could be blown or swept away. If

advised, cover windows with plywood or shutters. If you have pets, make sure they are inside and safe.

During a storm:

- *Do not go outside.* If you must go outside, dress appropriately. If high winds are a risk, keep away from windows and doors.

- Conserve fuel as best as you can. Keep the thermostat a little cooler than normal.

- If evacuation is ordered, turn off utilities (if applicable), tell people where you are going, and follow only those routes designated by emergency personnel. Avoid traveling alone, if possible.

- **Tornadoes** are dangerous due to their high winds and ability to lift and move heavy objects. If you receive a tornado warning, immediately seek shelter.

   o In an office building, high-rise or other public building: Move to the interior of the building to an enclosed windowless area, preferably a stairwell, and go to the lowest possible floor. Do not use elevators. If possible get under a substantial object such as a heavy table, crouch down on the floor, put your head to the ground and cover your head with your arms and hands.

   o At home: Move to the lowest floor, under a stairwell, or to an interior hallway (with no windows). If your home has a basement, go directly there – this is the safest place. If possible get under a substantial object such as a heavy table, crouch on the floor, put your head to the ground and cover your head with your arms and hands.

   o Outdoors: If you are in a vehicle, STOP safely and get out. If you are in a populated area, take shelter in a building or house. If you are in open country, move to low ground, away from cars, and lie flat on the ground, face down, with your arms and hands over your head. *Do not seek shelter under bridges.*

- **Hurricanes** can be extremely deadly due to their high winds, heavy precipitation and flooding. If you were not told to evacuate and are forced to ride out a hurricane:

   o Stay calm and listen to local radio for information.

   o *Do not use elevators*. Take the stairs if you must travel within your building.

- **Winter Storms** can be very dangerous due to strong winds, frigid temperatures and heavy snowfall or ice. While winter storms generally come with warning, they can paralyze a city, maroon people, stop the flow of supplies, and stop emergency and medical services. Regardless of whether you are at work or home, your level of preparedness may save you from disaster. In the event of a winter storm warning:

- Avoid unnecessary travel.

- If you must go outside, dress warmly and watch for signs of frostbite.

- If you get trapped in your car, turn on your hazard lights and:

    - Put a distress flag on the radio aerial or out of the window.

    - Run your car and heater only ten minutes for every hour.

    - Crack the window to prevent carbon monoxide poisoning.

    - If it is cold, exercise moderately inside the car or huddle with other passengers to stay warm.

    - Do not set out on foot unless you see a building nearby you can safely reach to take shelter in. *Remember; only leave the safety of your vehicle if absolutely necessary.* In a strong blowing snowstorm, visibility can quickly be restricted to only a few feet and you may easily become disorientated.

- **Floods** can also be very dangerous due to strong or swift currents. If you have warning of a potential flood, take the following precautionary steps:

    - Turn off all utilities, if applicable, and move valuables to upper floors.

    - Sanitize bathtubs, sinks, bottles and buckets with bleach, rinse thoroughly, and then fill them with water – you may need this clean water if floodwaters contaminate the local water supply.

    - If waters start to rise inside your building or house, quickly and carefully move to a higher floor. If necessary, you may need to retreat to the roof.

    - If you are caught outdoors and there are no buildings or houses close by, move to higher ground and wait there for emergency personnel. The force of six inches of swiftly moving water can knock you off your feet.

    - If your car stalls, abandon it immediately and move to higher ground. *NEVER attempt to drive through a flooded road.* If you come up to a flooded road, turn around and go back the way you came. If floodwaters rise around your car, get out and move to higher ground immediately. Cars can be easily swept away in just two feet of moving water!

    - *NEVER try to swim to safety.* Stay where you have retreated and wait for emergency personnel.

After a storm:

- Wait with your colleagues or family until emergency personnel arrive.

- Always listen to emergency personnel and follow the instructions provided.

- Be careful walking around. Be aware of your surroundings and look out for and stay away from power lines and water with submerged power lines – they may

be electrically charged! Report all down power lines to the local power company. Step carefully around glass and other sharp objects.

- ▪ *Do not enter damaged houses or buildings* as they may have structural damage and could collapse.

- ▪ *Do not use matches or lighters* inside or outside near buildings – gas may be leaking or could be trapped inside.

- ▪ Clean all flooded areas once it is safe to do so as floodwaters can spread disease and contaminants.

- ▪ Throw away all food, drink, medication, etc. that may have come in contact with floodwaters.

- ▪ If power is disrupted, treat water intended for drinking and food preparation until the local water authority has deemed the water supply safe for consumption. See directions on page 14.

Earthquakes are very dangerous. If you find yourself in an area hit by an earthquake, stay calm and follow the instructions below.

<u>Indoors</u>

- ▪ Move only a few steps to a safe place, such as a doorway.
- ▪ Stay away from windows.
- ▪ Stop, drop, cover and hold on.
- ▪ *Do not go outside until the shaking has stopped*.
- ▪ If you have a sprinkler or alarm system in your building, expect them to go off.
- ▪ If you have pets, make sure they are safe.

<u>Outdoors</u>

- ▪ Move to a safe place away from buildings, trees and power lines.
- ▪ Stop, drop, cover and hold on.

<u>In a car</u>

- ▪ Slow down.
- ▪ Drive to a clear space away from buildings, trees and power lines.
- ▪ *Do not get out of your car until the shaking has stopped*.

Once the earthquake has stopped there are a few steps you can take to remain safe.

- ▪ If you are inside, calmly and carefully leave the building.

- Check yourself and others for injuries.

- Extinguish any small fires, <u>only</u> if water or fire extinguishers are available.

- Listen to the radio for instructions.

- If necessary, notify emergency personnel.

- Remember to expect aftershocks. If you feel one, stay calm, and stop, drop, cover and hold on.

Technological Hazards

If you are notified or become aware of a technological hazard or emergency such as a hazardous materials spill, release, fire, or explosion, do not panic. You may be asked to temporarily shelter-in-place or evacuate the area. Regardless of the situation, always follow the instructions provided by emergency response personnel.

Remember, if you need to get out of the surrounding area or are directed to evacuate, do so immediately and:

- Take your Emergency Go-Kit.

- Lock your home.

- Travel on routes specified by local authorities.

- If applicable, take your pets with you.

If you have time:

- Shut off water, gas, and electricity, if applicable.

- Notify emergency contacts of what time you left and where you are going.

If you are instructed to shelter-in-place and not to evacuate:

- Close and lock windows and doors.

- Turn off ventilation systems, water, and gas.

See the Shelter-in-Place section (pages 8-9) for additional information.

A major **chemical or biological** emergency can happen when hazardous amounts of toxins are released into the environment. You can be exposed to chemical and biological toxins by:

- Inhalation

- Ingestion (swallowing contaminated food, water or medication)

- Cutaneous exposure (touching or coming into contact with contaminants)

In the event of a chemical or biological emergency, you will be given instructions by authorities. You may be told to evacuate, move uphill or upwind of the release, shelter-in-place, or relocate to a designated facility. Many times you cannot see or smell anything unusual. If you see a person vomiting, in convulsions, having trouble breathing or acting disoriented, leave the area immediately, contact 911 for the ill person and seek medical attention. If you know where the incident occurred, walk upwind.

With a chemical release, people often complain of watery eyes, choking, convulsions, twitching, or difficulty breathing. However, with a biological release, you may not see the signs. Often it is the local healthcare workers, rather than the general population, that will recognize a pattern of unusual illness and then alert the public through the media or through direct contact by emergency services personnel. In such an event, monitor the media for updates, and always follow the instructions of emergency personnel.

Terrorism

Terrorism is a broad term that describes the use of force of violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. As defined by the United States Federal Bureau of Investigation (FBI), terrorism is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in the furtherance of political or social objectives.

Terrorists often use threats to create fear among the public and to try to convince citizens that their government is powerless to protect them. The effects of terrorism may include, but are not limited to: casualties, structural damage to buildings and infrastructure, and disruptions in basic services such as electricity, water supply, public transportation, communications and healthcare.

You can prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for the natural hazards outlined above. If the event happens close by:

- Remain calm.

- Listen to local radio for information.

- Listen to local, state and federal authorities for specific guidance and terror threat warnings and follow the instructions of the emergency officials.

- Shut off any damaged utilities. If you smell any gas or suspect a leak, turn off the gas at the main valve, open windows and get everyone outside, including pets.

- Make sure pets are accounted for and restrained.

- Call or e-mail your emergency contact.
- Remember to be aware of your surroundings. If you see anything suspicious, report it to the authorities.

IT/Cyber Security

In the current environment, people heavily rely on email and computer systems. As a result, **IT/cyber security** is an area that requires special attention. Currently NIH, through the Center for Information Technology (CIT), takes a proactive stance on cyber security. By actively taking on protective measures, NIH is guarding against unauthorized attempts to access governmental information, such as hackers or viruses/worms.   While CIT is responsible for the NIH systems, each NIH employee and contractor is also responsible for IT security at NIH. For more detailed information on NIH IT/cyber security, visit the CIT security website at:
http://www.cit.nih.gov/security.html

At home, you can help ensure that your computer is protected by utilizing virus protection software, firewalls, and other tools available. For more information, contact your local internet service provider or visit the Federal Trade Commission's website on information security:
http://www.ftc.gov/bcp/conline/edcams/infosecurity/coninfo.html

ADDITIONAL INFORMATION

Emergency Planning Definitions

Emergency Planning at NIH is being looked at from several different angles. In order to be fully prepared, emergency planning must account for **mitigation, preparedness, response,** and **recovery** efforts.

Mitigation is any activity or preparation taken to reduce the impact or long-term effect of an emergency on life or property from natural or human-caused events/hazards. In essence, it is the pre-planning that is done prior to the warning or existence of an emergency event (i.e., tornado, hurricane, bomb threat, etc.).

Preparedness is any activity that is done in advance of an event that develops operational capabilities and facilitates an effective and efficient response to an emergency event. For example, the NIH Police Department has procedures in place on how to handle the different types of criminal activities they may face on a daily basis, and the NIH Division of Fire and Rescue Services knows what to do in the event of a fire or hazardous materials spill.

Response is required once an emergency has occurred. Being able to appropriately respond to an emergency, and in a timely manner, will lessen the effects felt by those impacted by the event. The ultimate goal of any response effort is to reduce loss of life, minimize damage to property, and enhance the effectiveness of the recovery. Through the NIH Division of Fire and Rescue Services and Police Departments, NIH has a robust response capability on the Bethesda Campus. Memorandums of agreement are in place with Montgomery County responders thus allowing them to assist the NIH Division of Fire and Rescue Services or Police, as needed, in large or difficult to control events. For those facilities outside of the perimeter of the Bethesda Campus, local responders will provide the response support in an emergency event.

Recovery is the phase of an event once the initial response has occurred and the event has been contained. It is during this phase that steps are taken to return operations back to normal.

Continuity of Operations (COOP) planning is required in order to ensure the mission essential functions of NIH continue in times of extreme circumstance (i.e., a terrorist attack, catastrophic disaster, etc.). Currently NIH has an Emergency Management (EM)/COOP plan in place and is taking every measure to ensure the mission of NIH and its essential operations are not compromised if an extreme emergency event were to occur.

In order to address the wide spectrum of emergencies that NIH may be faced with, the NIH EM/COOP plan is structured so it can activate its operational components in phases. If an event warrants partial activation, only select portions of the plan will be

activated. In such cases, normal operations at NIH may not be impacted. However, in an event requiring full activation of the NIH EM/COOP plan, activities at NIH will, in all probability, be at a minimum level and staff will most likely not be reporting to their normal worksite. In either instance, whether partial or full plan activation, guidance will be provided to all NIH employees.

EMERGENCY CONTACT INFORMATION - HOME

My Local Emergency Contacts

Fire, Rescue, and Police Emergencies .... **911 (Voice/TTY)**

Police Non-Emergency .... _____

Fire Non-Emergency .... _____

Local Emergency Management Agency .... _____

Local Power Utility .... _____

Local Gas Utility .... _____

Local Water Utility .... _____

Local Telephone .... _____

Poison Center **1-800-222-1222**

NIH Employee Assistance Program **301-496-3164**

American Red Cross, local chapter .... _____

My Personal Contacts

Urgent Care/After Hours Medical Care .... _____

Daycare/School .... _____

Primary Care Physician/Pediatrician .... _____

Dentist .... _____

Family Emergency Contact (out of area) .... _____

Babysitter .... _____

EMERGENCY CONTACT INFORMATION – WORK

NIH Emergency Phone Numbers

Police-Fire-Rescue HAZMAT .... **911** (On Campus)   **9-911** (Off Campus)
Emergency Communications Center (24 hour) 301-496-5685
Emergency Maintenance Services 301-435-8000
Building 10 Critical Medical Services 111

NIH Non-Emergency Phone Numbers

Security Emergency Response Program 301-496-6893
Division of Emergency Preparedness and Coordination 301-496-1985
Division of Occupational Health and Safety 301-496-2346
Division of Radiation Safety 301-496-5774
Division of Environmental Protection 301-496-3537
Maintenance Service Requests 301-435-8000
NIH Division of Fire and Rescue Services 301-496-2372
NIH Division of Police .... 301-496-2387 or 301-496-5685 (after hours)

NIH Communications

NIH Radio .... 1660AM http://dtts.ors.od.nih.gov/index.htm
Local radio and television stations .... WTOP FM, 1500 AM, Channels 4,5,7,8, and 9
National news stations .... CNN, MSNBC
ORS Information Line (telephone) 301-594-6677

NIH Websites

NIH main Website .... http://www.nih.gov/
ORS Information Line .... http://www.ors.od.nih.gov/infoline/index.htm
Security and Emergency Response Program .... http://ser.ors.od.nih.gov/
Emergency Preparedness Services .... http://ser.ors.od.nih.gov/emergency_prep.htm
Evacuation Zone Map .... http://ser.ors.od.nih.gov/evacplan.htm
Security for NIH visitors and patients .... http://www.nih.gov/about/visitorsecurity.htm

Montgomery County Phone Numbers

Fire, Rescue, and Police Emergencies	**911 (Voice/TTY)**
Police Non-Emergency	**301-279-8000(Voice/TTY)**
Fire Non-Emergency	**240-777-2746, TTY: 301-279-8000**
Montgomery County Emergency Management	**240-777-2300**
Allegheny Power	**800-255-3443**
Verizon Telephone repair	**1-800-275-2355, TTY: 1-800-974-6006**
Baltimore Gas & Electric	**1-800-658-0123, TTY: 1-800-735-2258**
PEPCO	**To report outages: 877-737-2662** **To report downed wires: 202-872-3432, TTY: 202-872-2369**
Washington Gas	**To report gas leaks or emergencies: 1-800-752-7520 or 703-750-1400, TTY: 711**
Washington Suburban Sanitary Commission	**Emergency: 301-206-4002** **Main line: 301-206-8000, TTY: 301-206-8345**

Other Emergency Resources Phone Numbers

American Red Cross of the National Capital Region	**202-728-6400**
American Red Cross Blood Donations	**1-800-GIVELIFE (448-3543)**
Poison Control	**1-800-222-2222**

Other Emergency Resources Websites

Department of Homeland Security "Ready Campaign"	**http://www.ready.gov/**
American Red Cross	**http://www.redcross.org**
Maryland Emergency Management Agency	**http://www.mema.state.md.us/**
Montgomery County Preparedness for Terrorism & Other Emergencies	**http://www.montgomerycountymd.gov/cittmpl.asp?url=/content/pio/news/preparedness.asp**